**Minutes for FULL GOVERNORS MEETING (Zoom):**

**4pm on Thursday 13th May 2021**

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|  | **Agenda Item** |  | **Action** |
|  | Attendees | Barbara Temple (Chair)  Pete Banks  Steve Barnes (Headteacher)  Graham Bratby (arrived at 16.30)  Jon Stevenson  Sue Morrison  Tony McCarthy  Ian Howells  Michael Ward in attendance  Rebecca Baxter (Clerk) |  |
|  | Apologies and Declaration of Pecuniary Interest | Apologies from John Gibson  Introduction of new Governor Michael Ward who will be starting officially in September  No declarations |  |
|  | Minutes from previous meeting on 08.03.21 | Minutes from 08.03.21 unanimously agreed |  |
|  | Matters arising from previous meeting on 08.03.21 | Currently RB cannot log onto the website to edit it. SB will investigate this.  BT and IH to oversee decisions on verification of grades meetings in June. SB will provide dates. PB is also happy to join if needed.  MW will be starting as a Governor in September and an induction pack for him is currently being updated.  SB to email policy review spreadsheet to BT and RB. | Governors induction pack to finish being updated and sent to MW |
|  | Governor’s Action Plan 2020 to 2021.   1. Update on Ethos and vision 2. Policies for renewal to be identified and a plan to do this in place   Review of training requirements | SB has sent BT notes on KPIs so we can start reviewing these in a meeting. Two further meetings to be arranged for after 18th June.  Policies are coming together and will be checked against SB’s list Policies will be allocated to committees for review hopefully starting in September. This has not been possible this year due to Covid.  There is a need for training preparation for Ofsted Inspection, due next Academic year. Discussion was had about the evidence requirements for Ofsted inspections – including the use of email trails. SB re-assured Governors that as all meetings are noted and records kept this should be sufficient. The use of school emails should be used for all school related discussions.  BT stated that we need to look at all our individual training to ensure that all bases are being covered as a collective, making the most of everyone’s individual specialisms. | Working party meetings to be arranged for after 18.07.21  Notes from Co-chairs meetings with SB to be sent to RB for extra record keeping  Governors are to think about any training they would like to or need to undertake in advance of the Away Day. |
|  | Budget Formula update | PB – The LA has come to a budget formula, but we are not completely pleased with it as it does not reflect all that the school does or cover all 151 pupils that we have.  SB commented that the budget is ‘messy’ due to the nature of the school. There are only 16 hospital schools in the country and one pot for these so there is also a political edge to the budget. Like all maintained schools we have staffing, non-staffing and per-pupil formulas based on adult-to-pupil ratios plus amounts for the RSO. There is also £120,000 for the ASD centre and an amount for one-to-one tuition. For every hour of delivery, we get funds for each pupil to a maximum of 5 hours per pupil per week. They have given us the same amount as last year plus a small amount extra. This has given us a ‘length of cloth to cut.’ We can make the budget work, but we need last year’s deficit to be written off.  IH asked is the budget enough? SB said that we have worked out the budget and it allows for all we need, so IH is comfortable with this. |  |
|  | Liaison with LA update | SB stated that we were overspending last year by £350,000, the LA had a local government Ombudsman decision made against them concerning a child. The LA was found at fault under the 1996 Education Act. A working party was set up to address this and the result was to lower the threshold to the school with the expectation that more children are likely to return to mainstream school. This will lead to too many pupils at the school which there is no more funding for. There is a high needs strategy to see how this can be resolved. This is being led by Mary Meredith who is to present a report to the LA asking for a multi-agency approach in enabling the children to return to mainstream. In theory this is a good idea, if it will work within the current system. Key Stage 3 are currently a very complex group who will not be able to go back to mainstream so this idea will not necessarily work in practice.  The school have the money for 150 pupils and space for 100 in base, 50 at home. We need to work with the LA. It is best if children can get back into mainstream but only if provisions are in place for them.  GB felt that the burden falls all on SB and the team.  SB felt we must make it clear that we only have physical space and resources for 150 pupils. Children returning to mainstream need to have proper support.  SM – we need to be behind SB on this to ensure that children are not sent back into mainstream only to fail  JS – mainstream is not the place for some of these students  BT – what can we do to support this?  SB – we need to minute and monitor it  PB – it is very important that as a governing body that we are behind SB fighting on an upward battle against a force we have insufficient funds and resources for.  SB – we have enough for 150 but must draw a line and will have to turn away more.  GB supports this. And reiterated that we must draw this line.  SM - if a child has an EHP being full is not an excuse not to have them.  SB replied that we obviously must be legally compliant. But the LA SEN policy towards the school is inconsistent.  SM stated that there are many complexities to consider  SB - we don’t want to increase number of kids in homes if base places are full.  BT suggested we draw this to a close, stating that SB has the full authority of the FGB if referrals are made which we do not space for and we would call an emergency meeting in this case. This was unanimously agreed. |  |
|  | Headteacher’s Report | * Provided by SB prior to the meeting. * Highlights of the report include: * We are still standing after the pandemic. * Year 11’s results are well underway and all in hand. SB has no concerns about the system. * Challenge partners is a peer to peer review which we have signed up to. It costs £4000 a year. SB asked if any governors are available on 10th June to meet the practitioners. * Teams has been a success with pupils at home and we want to use it more going forwards. Teams has enabled us to place subject specialists in front of children more easily which is very positive. * Progress and intervention meetings have changed. We have gone through every child and looked at what interventions are needed and how can we challenge and stretch them. Consequently, more pupils are accessing higher tiers. * For September we would like to have a cost neutral project underway – a therapy bus to use with mainstream schools. This is a moveable space which can go between schools using students from Derby university. This is a way of extending our influence beyond school gates. * The deputy head has handed in her notice and will be retiring. SB advises that we form an interim leadership structure for Sept and reviews this is the autumn term. * The Co-chair has written to the LA to ask for the deficit to be written off. * We are due an Ofsted inspection next year. * Attendance is 78% which SB is happy with. * Safeguarding - there have been 26 referrals, 5 accepted. * Sub committees required for performance and standards to investigate this data. We are tracking the progress of all children in all subjects in all year groups using Go For Schools. * There is also a self-evaluation report for the spring term attached to the Headteacher’s report. * BT extended the board’s thanks to SB for his report. It highlights how we should be getting back to meeting properly in schools as soon as we can. * GB commends SB and his team for their achievements in improving things and IH agrees. * BT feels we should write as a FGB to the Deputy Head to thank her for her work. * PB agreed it would be good to present her with something from the governors on her last day at the end of term. | BT to attend on 10.06.21  SM and PB to put together something for the outgoing Deputy Head |
|  | Curriculum update | BT feels that this need to be looked at in detail by the Curriculum committee. |  |
|  | Resources update:   * Current Finance update (Finance Gov) * Premises updates   Health and Safety – non Covid | * PB began by saying that some of this has already been covered by SB. Normally we would have a budget by now and would be in month two of that budget. The budget would have been approved by the FGB in March. This has not happened this year – the LA has sent the money; we are looking at it and then we will go back to the LA with our thoughts. There are one or two technical problems with the budget they have sent which need to be looked at before we can approve it to the LA. Once this has been done, we will email all the Governors for their approval. Normally this would have been done earlier in the year, but all Governors should receive it in the next month. * The budget overspend of £141000 has been sent to Mark Popplewell, so they are aware of it. It would be ideal if they approved writing it off but PB is not worried as the main point is that they are aware of it. * Last year we spent £2.2 million. This year we have been given £2 million with an extra 0.2 added on for one to one delivery tuition, so it is within what we spent last year. * Planned expenditure is £1000 under what we are being given, provided the £141,000 can be written off. There may be scope to save some money. All other costs in the budget are proven costs and there is nothing extraordinary about it. The LA has given us a budget they know we can exist on, so we have to stay within it rigorously. * PB has nothing to add to the premises report from the last meeting. * There were two H&S incidents since Christmas in the playground. Although the playground surface was not considered unsafe when inspected, we have got quotes for resurfacing the playground have in case it happens again. The quotes are a cost of £10k to resurface, which we feel should be done. |  |
|  | Well Being update. | Sent in advance by SM.  SM said that in addition to her report we have now had information about staff well-being which will be collated and distributed. Surveys are currently being given out to staff weekly to collect information and the results are looking positive.  JS stated that there has been a mixed response to this survey. Staff are wondering how much will be actioned. It needs to be seen that the survey is resulting in something.  SM asked for JS’s input into this new initiative.  GB and IH commented that they have done the up to date Prevent training.  SB has no concerns on well being |  |
|  | Co-chairs meetings online with the head | Most of this has already been covered in previous sections, including the LA and budget.  PB and BT acted as an audience for SB for a presentation for his NPQEL qualification. SB would appreciate some more governors to overhear his presentation for and asked who was available on 21.05.21. SM, GB, IH, AM, PB and BT are all available | Available Governors to attend SB’s presentation on 21.05.21. |
|  | Link Governor update for 3 Bases | BT stated that it is important that visits are made to each base and recorded so that the paperwork is completed.  AM had his first visit this morning to the Lincoln base. It was very busy on site, so he did not want to disrupt any learning. AM has arranged for fortnightly calls and more visits and asked how frequent should visits be?  GB said he has been trying to visit Baumber once a month with calls fortnightly in between. Baumber is friendly, cosy and has a great atmosphere.  SM has been visiting Amber Hill once a term and in regular contact. She has found it very useful to be able to go into the schools again.  BT said that the concept of a link governor is something to continue with and develop. |  |
|  | Safeguarding update | This was covered within the Well-being report.  SM commends Bev for her work and support on Safeguarding issues |  |
|  | Governor recruitment update | A LA governor is still technically required. BT has suggested that she can resign as a coopted gov and then be re-elected as LA governor. This was supported unanimously by the board. This is something to sort out by the end of term. This won’t affect our overall number of governors but mean that we have all the correct members of the FGB | RB to contact LA Governance Support to arrange this |
|  | Governors Away Day | Our next meeting is 8th July which is normally an Away Day.  PB informed the board that normally this involves spending the morning discussing various items and looking forward to the next year, followed by lunch together and discussions in the afternoon.  BT asked how much needs clerking? PB said ideally it all does if possible. BT suggested we discuss a format for the day via email. SB suggested that a barbecue could be done at Amber Hill. He hoped that the day can be used to look forward rather than at the budget and buildings as in previous years.  We can include anyone via Zoom if necessary or members are welcome to attend whatever part of the day they can be available for | Arrange location and timings for the Away Day. |
|  | **Next Meeting** | Governors Away Day Thursday 8th July (time and location TBC) |  |
|  | Close of meeting (time) | 17.40 |  |

These minutes have been signed as a true reflection by the Co-Chairs of The Pilgrim School Governing board.

**Signed Co Chair: Date: 24/05/21**

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