

Confidential Minutes for FGB Meeting at Amber Hill:

at 5pm on 11.03.2024

Meeting FOCUS: Safeguarding and behaviour, SDP updates.

<u>Agenda No</u>	<u>Agenda Item</u>	<u>Minutes</u>	<u>Action required</u>
1	Meeting focus input 1 presentation safeguarding and behaviour	<p>M.F talked through her presentation in the 8 sections of the local authority audit, giving details of data. This presentation can be found on Teams.</p> <p>The risk assessment and action plans have been updated. Risk assessments have now been updated per student, which we call our 'pastoral plans', which should be updated a minimum of 3 times a year. The biggest change in the Working Together to Safeguard Children document is that the expectation for social workers to be key worker for children that are under section 17, has been removed, so this will then come down to a lead professional role which is similar to what it is for TAC and Early Help at the moment. However, the local authority are not yet adopting these changes, but this may happen in September when KCSIE changes.</p> <p>A new mobile phone protocol has been introduced alongside pupils at pupil forum, which the school did prior to the DfE guidance.</p> <p>The safeguarding audit has now been completed, which will need signing off by the safeguarding Governor.</p> <p>M.F talked through section 1 of her presentation which is relating to 'Your institute, people and responsibilities', this section explains which staff members are designated safeguarding team, Governor and designated teacher for children in care. It also shows the safeguarding governor completing quality assurance checks, which is done 6 times a year.</p> <p>Section 2 is around 'policies and procedures', focusing heavily on the child protection and safeguarding policy and other relating protocols that are in place, including the self-harm, smoking/vaping and absconding protocols and how we evidence that these have all been read, which we do this via Evry.</p> <p>Section 3 is 'child protection, child in need and early help'. This section explains how we train our staff, relating to what is going on within our setting and making sure that staff are aware of different safeguarding protocols within school. We follow the LSCP 6 year pathway, however, M.F and B.L have adapted that to fit with the schools cohort.</p> <p>Section 4 is around 'safeguarding training and information'</p>	

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		<p>and relates to how staff and Governors are reading and understanding the KCSIE document. Clerk to continue to keep track of this for Governors. Filtering and monitoring became a huge part of KCSIE this year, J.S and M.F get monthly reports from LCS that tell of any sites that have been potentially coming in that may be harmful, that have been getting blocked. This is included in our policies. This is working successfully.</p> <p>Sections 5 goes into 'safer recruitment and suitable people' which explains about the process on the single central record and keeping this up to date.</p> <p>Section 6 is 'children, young people, parents and carers', which relates to how the school support pupils and keeping themselves safe, the school ethos and values and inclusivity. This section also covers online safety. The school would like to implement having a parent forum.</p> <p>Section 7 is 'organisational culture' this is regarding how we report, record and action any concerns related to staff, this also relates to the LCC escalation and resolution procedure.</p> <p>Section 8 is 'governor assurance' which is for Governor sign off. M.F then explained the safeguarding overview, details of this can be found on the presentation on Teams. B.T asked what the process would be regarding safeguarding on the residential trip. The school has covered both the school and trip, with B.L being on the trip and M.F staying in school. The trip has been risk assessed as well as a risk assessment for each student.</p>	Clerk
2	Apologies/decl of interest	<p>Apologies- A.M, M.W, G.B. Present- B.T, S.M, B.L, J.S, S.B, M.F (for first 15 mins). Present on teams- C.N, I.H, H.S.</p>	
3	Minutes of meeting 29.01.2024	<p>Proposed by: H.S Seconded by: S.B All agreed.</p>	
4	Matters arising including reflections from SM	<p>As this was her final FGB meeting, the Chair invited SM to reflect on her 9 years as a Governor at The Pilgrim School. SM was able to share how she has seen the FGB grow in this time and placed particular emphasis on and importance of the role of Base Link Governor as well as the developing roles of safeguarding and SEND Governor links. She has particularly enjoyed visiting the students AND STAFF AT Amber Hill and is a champion for the well-being of both staff and students. A particular highlight for SM was the School Awards evening. The Chair thanked SM for her reflections and pointed towards the end of the meeting when there would be further opportunity for Governors to thank Sue for all her work over the past 9 years. She will be greatly missed and her workload will need to be shared with more than one Governor!</p>	

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		<p>Helen has changed the CPD funds on the finance reports and Governor safeguarding training has now all been completed.</p> <p>Visions and Values document has been updated by B.L and B.T which has been agreed, this was proposed by H.S and seconded by I.H, all agreed. Clerk to add this to the website along with the diagram of the visions and values. Policies have been highlighted with any changes and all amendments regarding the policies from the previous meeting has been completed.</p>	Clerk
5	Chair's action including curriculum update	<p>B.T sent out an email regarding the curriculum on the website for Governors the look at, it is important for Governors to keep up to date with looking at this.</p> <p>B.T and B.L discussed how to streamline reviewing policies 3 times across the year, all agreed.</p> <p>There is a new Government guide for Governance of maintained schools. A new folder has been created on Teams with this document downloaded. All governors need to read this document thoroughly.</p>	All Governors
6	Meeting focus input 2 presentation SDP updates including resource report. Senior leaders' report: strengths/challenges/next steps; safeguarding, attendance, admissions and reintegration data; policies; personal development information; pressing issues	<p>B.L spoke through the reports in details, which can be found on Teams. The SLT report has been updated, so she BL has highlighted any key changes and will talk through them and then answer any questions Governors have got, at the end.</p> <p>B.L raised key things from H.G's resource report; which was the forecast expenditure expected carry forward for 2023/2024 and details of an increase to the school budget for next year.</p> <p>B.L spoke through pupil data and numbers within school. B.L informed Governors that the school have had a quote for the fascias at Baumber which is £15.000, this will be coming out of the devolved capital and needs approval from Governors. Governors agreed for this to happen.</p> <p>B.L then went on to discuss the leadership report and picked out some successes.</p> <p>The staff survey responses were very positive.</p> <p>The residential trip has had 23 students confirmed going across all the bases and 3 from the home.</p> <p>The virtual library is up and running, ready for 'termly read'. Clerk to ask S.M to get Governors log in for this.</p> <p>JCQ have agreed to let the school use support staff for invigilating, due to the nature of the school and our students.</p> <p>Science teacher in training has decided to not continue her placement at the school, support will be put in place for S.L and S.S relating to this.</p> <p>Suicide first aid training has been completed by 12 staff members.</p> <p>Positive feedback from visitors coming into the school.</p> <p>B.T to think about whether the school will need a governor to oversee wellbeing and staffing, this is to be looked at, at the strategy meeting.</p>	Clerk

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		<p>B.L then went on the talk about challenges, which was the first fixed term exclusion since 2016, however, this has been positive on the rest of the school behaviour wise. Oil incident in Boston has been looked at by Boston council who have advised it may be linked to a drain 3 or 4 doors down.</p> <p>KIT (keep in touch) days in the Easter holidays are being planned, this will be staffed by members of staff who have had leave of absences during term time, to make the days up by attending these KIT days.</p> <p>121 students are currently on roll, 132 including pending students, which is a higher number than last year and we currently have between 40 and 45 pupils with an EHCP. We currently have 2 children who are in care. J.D is currently designated teacher for children in care, however, B.L is going to be doing the training for this so that a member of SLT is also designated children in care teacher. This responsibility can be shared between them both. SDP was discussed and report provided in detail which can be found on Teams. Language and meta-cognition have been the schools key teaching and learning focus this year, classroom support has been involved and a script has been incorporated into the disciplinary literacy and the next step is to roll that out to the PSWS team so that when they're doing enrichment sessions, they can also start to bring it in.</p> <p>Bedrock usage is slowly increasing, and there are plans on how the school can develop this.</p> <p>Hope curriculum was spoken about and examples given on how we practice this, such as pupils showing visitors around bases and explaining what the Hope curriculum is and what it means, this is really positive.</p> <p>Personal development and Hope scores are all positive. B.L spoke about attendance and explained the school is doing everything they can regarding this. Amber Hill and Baumber full time equivalent attendance is the best it has ever been, however, Lincoln is seeing issues with attendance. The school have done analysis related to this, done work on the environment and tried to build relationships. The school have met with the LA regarding this, who can't think of anything the school can do to help with this, it is just a case of keep chipping away at it. There is a reason behind it for each student, so it is difficult to change this. LA have said they will support the school with this if needed with Ofsted.</p> <p>66% of students are on track to getting 5 qualifications. B.L asked if any Governors would be willing to do some mock interview with year 11's, H.S offered to do this. S.B renewed the equality audit, Governors agreed this so Clerk to put front cover on and make a live document.</p>	<p>Chair</p>
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		<p>B.T asked that the statement of behavior principles, which is to be renewed soon, whether we need to re-write this or can we adopt it to make it our own?</p> <p>B.L explained this will just be renewed and not need to be re-written.</p> <p>Staff survey is now monthly.</p>	<p>Clerk</p> <p>BL/HS</p>
7	Policies	All policies in the Pre Meeting folder have been agreed by Governors. Clerk to action this and make them live documents.	Clerk
8	As a result of this meeting – Any 'focus' changes for next base visits	Nothing to report.	
9	Ofsted – any training required	Nothing to report.	
10	Any other business	The Chair allowed time to formally thanked SM for all she has contributed to the life of The Pilgrim School over the past 9 years as a Governor and wished her well in her next steps. All Governors were given the opportunity to add their thanks of appreciation. A card and a book voucher were presented to SM. SB thanked SM on behalf of the school, presenting her with a handmade card signed by students and staff of Amber Hill in particular. SM's experience and enthusiasm will be greatly missed but her contributions have been very much appreciated by everyone.	
11	Date of next meeting – 13.05.2024 5pm at Baumber.	Meeting finished 6:52pm.	

Date:...13.5.24

Signed:... *B. Temple*