

Minutes for FGB Meeting at Amber Hill:

at 11am on 17.06.24

Meeting Focus: Academic Provision/ home and base equity; reading report; staff wellbeing survey; Pupil/family/stakeholder voice; SDP update

<u>Agenda No</u>	<u>Agenda Item</u>	<u>Minutes</u>	<u>Action required</u>
1.	Resources Report	<p>HG took the Governors through her report (copy in Pre meeting folder on Teams and Hub).</p> <ul style="list-style-type: none"> • There will be additional funding throughout the year. There will be some changes in budget due to start dates for staff or new employees coming in, so there are some slight tweaks throughout the year. • Governors were updated on the fascia work at Baumber which will take place over the summer with local staff being paid to open and close the base over the 3-week period of the work • A governor asked if there has been any interest in the L4 Business Management Qualification. HG confirmed there are 2 interested staff. • New apprenticeship has been spoken about for school maintenance L2 qualification. The Premises Manager agrees with this proposal. HG will put in an application to the Local Authority. This decision was also supported by IH who was unable to attend the meeting but gave his feedback via email. All governors agree to support this change. • The Lincoln base has agreed to assist the Family Centre next door with some first aid training for their staff. As the defibrillator attached to the Lincoln base is also for the local community it was queried about gate closure at night. HG will follow this up to ensure it remains open. • HG has been researching extra funding for developments within the school, e.g getting a science subject specific classroom. Concern was raised if this would affect the multipurpose aspect of all our classrooms. HG will investigate this and report back to Governors. • The specialized process for making fundraising bids was discussed and it was recognized that this was a specific skill required to secure funding. The school takes advice from a specialist but do not have anyone on the school staff with this particular skill. They do have a fundraising working group. • Going forwards it was suggested that Governors should have some time to look at fundraising although this is not specific to our remit but could be useful support. • HG agreed to raise any specific issues about the current finance plan with her LA representative. 	<p>HG</p> <p>HG</p> <p>HG</p> <p>MW</p> <p>HG</p>

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		<p>It was suggested that a fundraising update be included in future resources reports. HG was thanked for her continued hard work as she left the meeting.</p>	
<p>2.</p>	<p>Meeting focus input 1 Presentation Academic Provision/home base equity</p>	<p>SS joined the meeting and shared the PowerPoint available for Governors on Teams and the Hub.</p> <ul style="list-style-type: none"> • Clarification was asked for ‘hours offered’, and what this means. SS clarified that this included any hours offered, which could vary greatly from 1-2 hours p/w or even 12 hours p/w. Any booked and planned sessions are paid for unless cancelled 24 hours in advance. • Governors were very interested to hear that many students access face to face, virtual, both, pastoral only and even blended with a base. • A question was asked about how Ofsted will look at this provision? SS says due to progress year on year, e.g. increase in student hours and flexibility for students dependent on needs, it will be viewed positively. The diverse variety of packages offered shows real progression of provision. • Safeguarding was raised in relation to Home Learning. SS confirmed that all home tuition staff complete lone worker training, have a school phone, virtual lessons are recorded and kept forever, procedures are in place for tutors to phone when they arrive and leave the home. Sessions are also offered in a more neutral spaces if needed, e.g. a library. 1/3 of home taught students are blended with a base whether mainstream or one of our bases which helps with safeguarding. Processes are in place to protect staff and students. • It was queried about provision of laptops. SS confirmed that Pilgrim do not loan out laptops to home taught pupils. • SS was able to describe clearly the achievement rates of Home Learners; following the same or very similar as base pupils regarding targets and current levels of working. Home Learners have a link governor (BT) to monitor this. SS emphasized the desire for Home Learners getting as much equity of provision as those in base, e.g. math’s taught by math’s where possible and opportunities for school trips. • SS discussed the increase in diversity of teaching through the forest school and how many teachers are familiar with SEN and how to approach different SEN needs. • SS informed the Governors of the trial 12-week placements with primary schools though the LA (new this year). Positive evidence of reintegration is being gathered. • It was suggested that at some point in the future it will be appropriate to look at moving away from the concept of 1:1 being the main input of education and moving towards developing positive hopeful active learning skills for life. • SS referred to the KPI progress – moving forest school pupils into more formal learning is working well. <p>BT thanked SS and the team for all they do in the home tuition service and the great results being achieved.</p>	

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3.	Meeting focus input 2 Presentation Reading report	<ul style="list-style-type: none"> SS shared the reading pathways programme PowerPoint (this is in the pre meeting folder on Teams and the Hub). Every pupil completes a Star reading test within approximately 6 weeks of them starting to enable a way forwards in reading progress. There are different pathways for Primary and Secondary education. Governors have evidenced in base visits that the subject specific language used within the classroom seems easier for students to grasp due to increase in reading throughout the school. BL informed the Governors that the school monitor Reading closely and any amber/red students from this monitoring are picked up and different methods used to help learning continue. The staff governor was able to share an example of this from his own subject. <p>BT thanked the team for all this work and asked for the Staff member overseeing Reading to be thanked.</p>	
4.	Apologies/Decl of Interest	<p>No declaration of interests Apologies IH and AM for this meeting. Those present (all face to face) – MW, GB, HS, JS, SB, BT. BL in attendance. MO (Head's PA) kindly took notes throughout the meeting.</p>	
5.	Minutes of Meeting 13.5.24	<p>HS proposed these minutes were a true record of the meeting on 13.5.24; seconded by JS. Unanimously agreed.</p>	
6.	Matters arising	<p>All items on the Action Grid within the minutes have been carried out successfully. The clerking role will be covered by the new admin assistant in Baumber base who was recently interviewed.</p>	
7.	Chair's Action	<p>The chair took action to postpone the rest of the meeting due the Ofsted call received, and meeting has been paused. An extraordinary meeting will be called to continue with this agenda at a later date. The Focus of the rest of the meeting is Ofsted.</p>	
8.	NEW ITEM Ofsted (due to call this morning)	<ul style="list-style-type: none"> SB apologized for missing the start of the meeting due to phone call (Ofsted) this morning. 2 inspectors will be coming, Anne Maingay HMI and Sean Kelly OI. Both have experience of SEND and SEMH. SB confirmed the lead inspector has read our website and seen lots of good things and he was able to go through lots of evidence, it was a positive first phone call. The plan is for Governors to meet Ofsted Inspectors on the Wednesday for about half an hour. All Governors agree for one point of contact being BT for this occasion. It will be a ungraded inspection – typical areas they may look at in regards to the Governors are: <ul style="list-style-type: none"> How do the governors monitor and evaluate school and hold leaders to account? Attendance Safeguarding 	

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		<ul style="list-style-type: none"> ○ Where do Governors see the school moving forward? ● All questions so far from Ofsted are in relation to base and home so all areas of work will be covered. ● It was queried as to why this was not graded inspection. SB explained that due to being graded 'good' last time and that there is no real reason to suspect decline of school. SB was unsure when the graded inspection will come but will ask the Inspectors when it is appropriate to do so. ● The chair expressed her confidence about the work of the Governors and how everything is well up to date including minutes. There are clear signs of improvement and being in line with where we need to be. ● SB confirmed that he feels everything is very good and in place, this was especially obvious after the positive Ofsted phone call. He states that all hard work will come out and show the required evidence. ● A Governor asked if the inspectors are visiting all sites. SB confirmed this and that they also want to speak to ES teachers and Home PSWS and parents/students in home. A timetabled plan will be drafted later today. ● A Governor asks if there is anything outstanding that needs doing? SB can only mention that some staff are off ill but doesn't think this is a major problem. They want a sense of the school. The work has already been done. ● A Governor asks does a physical premises check need to be complete? SB says we have had health and safety checks done by outside agencies and would only require a tidy up of clutter. ● SB is confident that staff will answer naturally and well. <p>Concerns were raised that student attendance may be affected by the Ofsted visit. This is Pilgrim life and expected from some of the highly anxious students who do not like change. Pupils will be reassured and helped, for example, the inspectors' photos have been requested to be put on the entrance board to familiarise the students with the new faces on site.</p>	
9.	Meeting focus input 3 Presentation Staff wellbeing survey	This will be deferred to the next FGB meeting.	

10	Meeting focus input 4 Presentation Pupil/family/stakeholder survey	This will be deferred to the next FGB meeting	
11.	Meeting focus input 5 SDP updates	This will be deferred to the next FGB meeting	
12.	Focus – The future for The Pilgrim School	This will be deferred to the next FGB meeting	
13.	Senior leaders' report: Strengths/challenges/next steps; Safeguarding, attendance, admissions, and reintegration data; Policies; Personal development information; Pressing Issues	This will be deferred to the next FGB meeting	
14.	Policies	This will be deferred to the next FGB meeting	
15.	As a result of this meeting - Any 'focus' changes for next base visits	This will be deferred to the next FGB meeting	
16.	Ofsted – any training required	This will be deferred to the next FGB meeting	
17.	Any other business	. This will be deferred to the next FGB meeting	



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18	Date of next meeting	8.7.24 strategy meeting at Alive Church Lincoln, 12:30 lunch with SLT; end by 3pm	
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Please let Barbara know asap if you cannot attend – email barbara.temple@pilgrim.lincs.sch.uk

ACTION GRID		
Agenda number	Action	Who to action
1	Fundraising and Bid writing	MW
9-14	Transferred to next FGB	BT

Signed . *B. Temple*

Date – 26.9.24