



Minutes of the Full Governors Meeting held Wednesday 1st March 2017 which commenced at 1400 in the Lincoln base.

Serial No	Item	Comments	Action
1.	Members Present	Mr John Gibson (Chair) Mrs Julie Bembridge Mrs Jo O'Neill Mr Tony McCarthy Mr Steve Barnes (Head Teacher) Mrs Lorraine Kirsopp (Deputy Head Teacher) Mr Paul Squire (Learning Leader) Mrs Deb Bunn (Pastoral Manager) Mrs Helen Garrett (School Business Manager) Mr Neil Blackwell (Clerk to Governors)	
2.	Apologies Accepted	Mr Pete Banks (Vice Chair) Mrs Denise Lyon Mrs Sue Morrison Mr Dave Nash	
3.	Declaration of Pecuniary Interests	All members were asked to sign a 'Corporate Governance and the disclosure of pecuniary interest' form at the outset of the meeting. Governors confirmed in this instance that they did not have any pecuniary interests.	
4.	Minutes of previous meeting	The minutes of the previous meeting were accepted as a true record.	All
5.	Matters arising from last minutes	Governors passed on their congratulations to Bev Lee and Clare Andrews on successfully completing their respective Masters Degrees. SB informed the Governors that Bev's dissertation had been useful to the school. BL is to be asked to give a presentation on her dissertation at a future meeting of the Full Governors. JG asked HG if there was any update on spending of the FY16/17 budget. HG confirmed that the school had now purchased new laptops; 3 temporary posts had now become permanent; a coaching qualification for a member of staff was underway; HG was investigating the purchase of Firefly software and academy finance training. JG asked whether academy finance training should be funded by the trust rather than the school; HG agreed and informed Governors that this was something she was due to discuss with the other School Business Managers.	All All
6.	Head Teachers Report	SB provided the Governors with a Head teachers report and outlined the following areas. SB explained that he was due to start as Head teacher at St Christopher's School in Lincoln after Easter for 4 days a week. LK would be the acting Head during his absence. The quality of the leadership of the school is secure and Governance is at least good with the capacity to be outstanding. After April NB was to arrange for an NGA governance review to determine how school governance has progressed.	All All NB



	<p>The SLT is very effective and has clear ambition and determination. The SBM is increasingly working at MAT level.</p>	All
	<p>The MLT are working at least at a good level and the SENDCo is proving very effective.</p>	All
	<p>The vision and values document has proved worthwhile however it was felt that there was still an issue over ownership. SB explained that the document should now be reviewed by Governors and SLT and agreement reached on prioritising areas of implementation. The SDP has only run for 1 year at a time due to recent turbulence; however this should now be extended to cover both annual and 3 yearly planning levels.</p>	All
	<p>Performance Management is in place for all staff and the school meets its statutory requirements; however this process could be better used to further improve standards.</p>	All
	<p>SB explained that he had used similar Hospital schools across the country to benchmark our results and that our school is performing at least as well as, if not better than, many of these outstanding schools.</p>	All
	<p>SB explained that there has been a substantial change to the secondary curriculum and as a consequence the school needs to re-examine the extent to which it is meeting the needs of its pupils.</p>	All
	<p>The current delivery model for pupils being taught in the home is unsatisfactory and Governors need to petition the LA regarding these pupils and the need for additional funding. The school needs the funding to develop blended learning so that pupils can access tutor support; face to face; on line teacher support; pastoral visits and distance learning materials.</p>	All
	<p>SB explained that the ASD centre pilot is approaching its end and that Governors need to consider whether they should be asking for this pilot to be extended and if so whether it should be rolled out across the school in the future. Governors agreed to write to the LA to request that funding be continued after the pilot, for a provision to be agreed with the County. The ASD centre continues to be validated by Bishop Grosseteste University.</p>	All
	<p>KS2 and 3 areas need a review.</p>	All
	<p>SB explained that the school is rich in assessment data and is approaching IT@Spectrum to provide a data hoovering service that will integrate the different assessment sources.</p>	All



	<p>The QA systems in the school are being reviewed to make them sharper.</p>	All
	<p>SB suggested that work on The Pilgrim 16 should be delayed until after the school has transformed into Academy status.</p>	All
	<p>Governors should ask for self-evaluation for safe-guarding.</p>	All
	<p>The school is beginning to work towards the careers mark.</p>	All
	<p>The school needs to identify how to formally accredit the RSOs to demonstrate their unique roles.</p>	All
	<p>The school is beginning to work more closely with Ash Villa School especially in regard to achieving a kite mark for mental health and well-being.</p>	All
	<p>Staff have been trained in mental health first aid training.</p>	All
	<p>Staff have achieved formal qualifications in coaching.</p>	
	<p>SB explained that the school is a member of Minster Teaching School Alliance and are in the process of joining The Equate Teaching and Kyra Teaching School Alliances.</p>	All
	<p>SB informed the Governors that the school now has a valid budgetary formula and will continue to negotiate with the LA on an annual basis the required place numbers.</p>	All
	<p>Governors discussed the latest accommodation issues in respect to the school bases. SB provided the Governors with an update as follows:</p>	All
	<p>Louth Base: No issues. Lincoln Base: Too small and land ownership issues. Sleaford Base: Condemned and only temporary. Boston Base: Unfit for purpose.</p>	All
	<p>The LA have asked the school to reduce to 3 bases; which would leave Lincoln and Louth and a decision was to be made as to where the 3rd base would be sited. SB expressed the importance of the geography to ensure the school still catered for pupils in the south of the county. The LA had suggested 2 possible sites:</p>	
	<p>Amber Hill – This however would exclude pupils from Grantham and Market Deeping. Other concerns are that the building was decommissioned in 2007 and would require significant expenditure to bring up to scratch.</p>	
	<p>Rippingale – New build; this would be an ideal situation however the LA are still considering this option and are not sure whether planning permission would be given for such a build.</p>	

		<p>SB asked Governors to keep a close eye on how the school proceeds with any such move. SB explained that the 3rd option is for the school to remain in situ. JG expressed his concerns and stated that Rippingale would be the best option as the school could effectively plan the layout and have a purpose built school; however this leaves the problem of where the school will reside in the meantime.</p> <p>SB explained that the forthcoming MAT presents a good opportunity for the school which could assist with curriculum development and sharing of good practice.</p> <p>JG asked the Governing body if they were content that he and SB compiled a letter to the LA regarding the continuation of the ASD centre; Governors agreed.</p>	<p>All</p> <p>JG/SB</p>
7.	Budget Update	<p>HG informed the Governors that there had been little change from the last report. HG informed Governors that she would be budget setting with the other MAT School Business Managers on 2nd March 2017. JG asked as a smaller school within the MAT might we have more to gain by pro rata budget contributions; HG explained that she expected contributions would depend upon the size of the school budgets.</p>	All
8.	Pupil Attendance Report	<p>DB provided Governors with detail on how attendance is tracked at different levels.</p> <p>DB explained that Progress Check 1 was October 2016; Progress Check 2 was December 2016 and most recently Progress Check 3 was last week. DB explained that in most cases the percentages of attendance were decreasing; however figures are still higher than they were 3 years ago. SLT are drilling down the data to identify the pupils with the poorest attendance and have identified pupils with less than 50% attendance so that they can investigate as to the reason. DB explained that due to the nature of the pupils at the school, sometimes poor attendance is due to a pupil's medical condition and this can't be helped. The constant fluctuation of pupils and new referrals who have previous attendance issues can also have a detrimental effect on the figures. DB explained that during PC3 there were a number of pupils off with seasonal flu and due to the small numbers of pupils in the cohort this would have had a major impact on stats. JG thanked DB for her report.</p>	All
9.	Health and Safety	<p>HG updated Governors with regards to a claim that was submitted by a member of staff following an incident at one of the bases. The LA had investigated the incident and the claim will be settled. PB had volunteered to conduct H&S audits of the bases in future. No further update.</p>	All
10.	Academisation Update	<p>JG provided Governors with an update on the transfer to Academy status. He explained that the latest time lines are for St Francis, Sincil and Fortuna to transfer in June</p>	All



		2017 and Pilgrim to follow in October 2017. JB asked why the delay; SB explained that the school needs resolution regarding final accommodation issues. JG stated that this is not something to be rushed.	
11.	School Website	JG explained that at a previous meeting Governors discussed the possibility of not using initials in minutes. He explained that this had been looked at by himself and the clerk. SB and JG agreed that in light of ensuring accountability as well as transparency that minutes would continue to have initials appended. The clerk explained that should Governors be concerned about an item of a confidential nature being disclosed, that any such item would be typed up within separate confidential minutes and not published for public consumption. Governors agreed.	All
12.	Rarely Cover and Leave of Absence Policies	Governors were asked to review both the update Leave of Absence and Rarely Cover policies. Governors were content with the policies and the Chair of Governors signed them accordingly.	All
13.	AOB	<p>SB explained to Governors that he had received an e-mail from Andrew Hancy regarding the ASD pilot and asked if SLT and Governors could respond accordingly.</p> <p>JG informed the Governors that BBC Radio Lincolnshire had visited the school and this was very successful.</p> <p>JG updated the Governors on the content of the previous Curriculum and Standards meeting.</p> <p>JG informed Governors that the MP for Sleaford had been invited to visit The Pilgrim School in Sleaford and was awaiting confirmation of the date.</p> <p>JG informed Governors that there was a further MAT Trustees meeting on the 8th March 2017.</p> <p>JG provided Governors with an update of his school related diary events for the next few months.</p>	All
14.	Date and Time of Next Meeting	The Full Governors meeting finished at 15.45 and the next meeting is due to be held on 26 th April 2017 at 14.00 in the Sleaford Base.	All

Minutes compiled by

N Blackwell

Date: March 2017

Minutes agreed as true record

J Gibson/Chair

Date: