

The Pilgrim School

Minutes of the Full Governors Meeting held Wednesday 11th May 2016 at 1600 in the Louth base.

Serial No	Item	Comments	Action
1.	Members Present	Mr John Gibson (Chair) Mrs Julie Bembridge Mr Pete Banks Mrs Denise Lyon Mr David Nash Mr Steve Barnes (Head Teacher) Mrs Lorraine Kirsopp (Deputy Head Teacher) Mr Paul Squire (Learning Leader) Mrs Jo O'Neill (Staff Governor) Mrs Deb Bunn (Pastoral Manager) Mrs Helen Garrett (School Business Manager) Mr Neil Blackwell (Secretary)	
2.	Apologies	Mr Chris Rick	
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. For all future meetings Governors will be asked to sign this form to confirm that their circumstances haven't changed in the meantime. All Governors confirmed in this instance that they did not have any pecuniary interests.	
4.	Minutes of previous meeting	JG suggested that a report on 1:1 was not required for every Full Governors meeting and that should be an agenda item on an annual basis. All Governors agreed. The minutes of the previous meeting were otherwise accepted as a true record.	
5.	Matters arising from last minutes	JG asked the Clerk to Governors for an update on the progress for DBS safeguarding checks for all Governors. The Clerk confirmed that JG and DN already had DBS clearance which had been passed to the School Business Manager for the register. PB had already applied for DBS clearance through the School Business Manager. JB and DL had brought with them the required documents, which the School Business Manager would take copies after the meeting. DL agreed to drop off a copy of an outstanding document that would also be required as evidence for the DBS clearance process soonest. All other members already had DBS clearance in respect to the positions that they held at the school.	DL
		JG explained that at the last meeting CR had agreed to take on the role of Chair of the Pupil Wellbeing Committee. As CR had to resign from the Governing Body due to ill health this now left a vacancy. JO volunteered to take on this role and the Governing Body accepted her offer.	JO
6.	New Appt / Resignation	JG welcomed DN to the Governing Body and thanked him for agreeing to take up the role. JG informed the Governing Body that with great sadness CR had to resign on the grounds of ill health and would write to thank him for his service to the school and Governing Body.	JG
7.	Head Teachers Report	<i>A copy of the Head Teachers report is attached to these minutes.</i> SB explained that the KPIs are becoming more robust. 11% of pupils are achieving 5A*-C results which is still below the expected 20-25%. However 63% of pupils are hitting 5A* - G which is up from last years comparative data; more pupils completing the Statistics and General Paper has had an impact. SB stressed that these statistics do not include The Cambridge Progression Papers.	

		<p>SB confirmed that the gaps between the premium pupils, SEN and rest of cohort are small which demonstrates that the school is correctly targeting resources. The teaching and learning profile is strong and approximately 83% of targets are being achieved on IPPs. A recent visit by CFBT advisor provided the school with an overall 'strong good' rating.</p> <p>Accommodation moves and issues at Boston, Louth and Sleaford have now been achieved/resolved and as such recommended that this should be removed from future reports. Transport issues have also now been resolved and therefore recommended that this is also removed from future reports. The Governing Body agreed.</p> <p>SB explained that pupil attendance is currently 71.7% which overall is stronger than last year. SB informed the Governing Body that this is a stressful time of year for many of the pupils with exams looming and pressure to complete course work, and increases the potential for absenteeism.</p> <p>The school has received 144 referrals since 1st September 2015 and have currently 97 pupils on role; 247 pupils have been taught this school year. This number includes home tuition, dual rolled and single rolled pupils.</p> <p>PB pointed out to SB that there had been 55 safeguarding incidents since September 2015 and asked if that was normal/exceptional. DB and SB explained that due to the nature of the school and our ability to interact with the pupils to a much higher degree than most mainstream schools staff members are able to more readily pick up on incidents that have occurred in the children's lives and report them accordingly. The school has a lower threshold for reporting than many other schools and as such inflates the numbers. DB outlined a recent serious safeguarding incident which involved various agencies and a lot of hard work by the RSOs and herself. The Governing Body appreciated the professional and sensitive manner in which the team conduct safeguarding business.</p> <p>PB asked whether there had been any improvements with Agresso; HG confirmed that the new LCC escalation policy had enabled her to escalate the schools issues to be resolved.</p> <p>JG enquired with LK how the SLT were progressing with a parent newsletter and getting more parental involvement. LK confirmed that a letter will be forwarded to parents with the school reports at the end of the academic year. LK further explained that the school would forward separately a request to parents for a second Parent Governor to join the Governing Body.</p>	
8.	Update on Academy Status	<p>JG outlined the current situation with regards to application process for Academy status. The application was due to be heard by the LA on 12th May 2016 with Anne Hoffman who is the Head of St Francis school pushing the process forward. JG explained that 3 Governors from The Pilgrim (JG, PB and JB) who had been submitted as potential trustees for the MAT had been agreed as Trustees with JG taking up the position</p>	

		<p>as Chair of Trustees until the MAT was in a position to vote accordingly. JG voiced his concerns about entering into a MAT with other schools, in particular with a Special School that is currently £1m in the red. He further expressed concern on whether that school would continually fall into the red even if they were bailed out prior to the MAT and then the impact on funding for all the schools in that MAT. HG has been asked to head up the School Business Managers for all the schools in the potential MAT to discuss the finance issues. SB informed the committee that he had received a letter from the Head of Children’s Services for LCC urging the Pilgrim School to remain as a LA school or explore other options. SB informed the committee that he had recently had a meeting with the LA who were considering a number of options:</p> <ol style="list-style-type: none"> i. The LA to take no part in the conversion process. ii. The LA to set up a team to help schools convert. iii. The LA to assist in setting up the MATs and have a 20% share in each MAT. <p>SB recommended that the school wait to find out which route the LA decide to take. JG suggested that the Governing Body wait to see what the LA decides on and what Ann Hoffman offers and whether there will be an opportunity to merge these in some way. LK questioned the LA role in the MAT should they retain the 20% stake. SB confirmed that this meant that the LA would form 20% of the Trustees. LK expressed concerns that the LA would retain control of the cohorts and whether they would continue to pressure the school to take pupils where there is still a question of meeting need. SB explained that the advantages of the MAT include economies of scale and that saving money to reinvest within the MAT are possible. He further explained that the LA are concerned about how schools who convert have in the past become a fixed entity and would like to see a more fluid approach with schools operating within a business model and offer services for financial gain. The LA further is concerned that a small MAT without growth could crumble. SB voiced concerns that as the Governing Body has undergone many changes in members over the last 12 months or so that many of the current members have not had the opportunity to make a decision regarding the transfer. PB asked SB how committed the school is to the MAT transfer process and whether there was still an opportunity to withdraw. SB confirmed that along the process there are a number of points at which the school can withdraw and that even at the point of the final signature the school could still choose to opt out.</p> <p>SB explained that the school needs to continue work to identify a funding formula that is realistic to support the pupils needs. JG confirmed that this is key to the whole decision. SB explained that if the school moves to academy status then this has to be as a MAT as the size of the school would make it vulnerable. The school could market its expertise and products. DB stated that academy status could provide the school with the ability to have a 6th form and employ a social worker/key worker.</p> <p>SB explained that the LA expect the pupil formula to increase over the next 2 years to fall in line with the rest of the country</p>	
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9.	Governor Visit Update	DL confirmed that she had recently completed a Governor visit and would forward a copy of her report to the Clerk to Governors. NB confirmed that he would forward a copy of the report to SB and JG, file a copy in the Governors folder and update the spread sheet.	DL
10.	Governor Visit Dates	NB requested that all Governors provide any dates for visits so that they could be logged on the spread sheet.	All
11.	Finance Policy	HG submitted the Finance Policy for scrutiny and agreement. JB suggested that a line should be added stating 'The finance assistant will highlight any issues to the SBM'. The committee agreed the policy with this amendment.	
12.	Exams Policy	HG submitted the Exam Policy for scrutiny and agreement. This was agreed by the Governing body.	
13.	Attendance Policy	DB submitted the Attendance Policy for scrutiny and agreement. JB pointed out that there were a number of minor inconsistencies in wording and asked DB to amend. The committee agreed the amendments and the policy.	
14.	Health and Safety	HG informed the committee that she had completed the Health and Safety return to the LA with the assistance of JG. PB asked HG what the School Business Manager role was in Health and Safety. HG explained that she is responsible for conducting risk assessments for legionnaires testing; PAT testing etc. PB asked as to whether HG had received H&S training. HG confirmed that she was trained in H&S and was due to attend an update course in October 2016.	
15.	Reports from Committees	PB asked the committee if they had read a copy of the minutes from the last Resources Meeting held 27 th April 2016. All members confirmed they had and had no further questions.	
16.	School Fund Audit	HG confirmed that the School fund had been audited recently by an independent party. HG explained that the school fund is primarily used for funding extra trips etc. The fund currently stood at £3000; however had stood at £7000 previously. HG	SB/JG

		requested that consideration be given to possible fund raising activities to boost the fund. The Governors discussed a number of options including a fete or open day.	
17.	School Budget Approval	HG explained that the LA had asked for a 5/12 budget based on our current formula plus 5/12 of the ASD project costs. Budget has balanced. Two members of staff have requested less hours and this has provided an opportunity for the school to fund a 1 year fixed contract to employ 2 student teachers. Budget Approved.	HG
18.	Safeguarding Update	DB informed the Governing Body that the school was in need of a safeguarding governor. DN agreed to take on this role. SB mentioned that the school was also in need of appointing a governor for SEND; DN also agreed to take on this role. DB explained that she had put her name forward to the Lincolnshire Safeguarding Board and was going to produce a 5 year plan to move forward with Safeguarding.	DB
19.	Attendance Update	DB informed the committee that whole school attendance is currently at 78%; although this is positive she explained that there is work to be done with improving SEN attendance. DB explained that to encourage attendance the school provide raffles tickets to the pupils dependant upon their individual attendance and in turn the highest attendee will receive a £10 voucher. PB asked who pays for the voucher; DB confirmed the school funds the voucher.	
20.	Report on Value Walks	JG confirmed that this was not applicable at this time.	
21.	AOB		
21a.	<i>Contact Information in Louth Students Room</i>	DL informed the committee that she had recently conducted a visit to the Louth base and suggested that the notice board in the student's room should have either posters or leaflets with contact numbers that could be useful. These numbers could be for counselling; drug abuse; sexual health etc. The committee agreed that this would be a useful addition.	Louth Base
21b.	<i>Activities Louth Base</i>	DL also suggested that providing the pupils with alternative outlets such as baking and washing could help with morale as well as provide the pupils with these life skills. DL offered to assist with baking activities.	SB/Louth Base
22.	Date and Time of Next Meeting	The Full Governors meeting finished at 1820 and the date and time of next meeting were agreed as follows: Wednesday 6 th July 2016 at 1600 in Lincoln.	

Minutes compiled by

Minutes agreed as true record

N J Blackwell/Secretary

J Gibson/Chair

Date:

Date: