



Minutes of the Full Governors Meeting held Friday 26th May 2017 which commenced at 1300 in the Sleaford base.

Serial No	Item	Comments	Action
1.	Members Present	Mr John Gibson (Chair) (JG) Mrs Julie Bembridge (JB) Mrs Jo O'Neill (JO) Mrs Sue Morrison (SM) Mr Tony McCarthy (TM) Mr Steve Barnes (Head Teacher) (SB) Mrs Lorraine Kirsopp (Deputy Head Teacher) (LK) Mr Paul Squire (Learning Leader) (PS) Mrs Helen Garrett (School Business Manager) (HG) Mr Neil Blackwell (Clerk to Governors) (NB)	
2.	Apologies Accepted	Mr Pete Banks (Vice Chair) Mrs Denise Lyon 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. SM explained that she is employed by the Local Authority as a Practice Manager for SEND.	
4.	Minutes of previous meeting	The minutes of the previous meeting were accepted as a true record.	All
5.	Matters arising from last minutes	<p><u>Vision and Values Document – Ser No 6.</u></p> <p>Governors agreed that the Visions and Values Document should be reviewed by the Governing Body at the Governors Away Day and as such was to be added as an Agenda item.</p> <p><u>Home Tuition – Ser No 6.</u></p> <p>LK explained that she would be providing a brief on this issue later in the meeting as appended on the Agenda.</p> <p><u>Safeguarding – Ser No 6.</u></p> <p>SM explained to the Governing Body that there is a safeguarding self-evaluation form that Governors can complete that is submitted to the Lincolnshire Safeguarding Children Board (LSCB). <i>Post meeting note – NB will locate the form and forward to Chair and Head teacher for agreement.</i></p> <p><u>School Accommodation Moves – Ser No. 6</u></p> <p>Governors discussed the current accommodation issues in relation to the offer from the Local Authority for the Amber Hill site. Governors had been forwarded a copy of the scoping document compiled by the Chair and agreed Amber Hill as the alternative site for Boston and Sleaford bases. This was subject to the necessary remedial works</p>	<p>NB</p> <p>NB</p>

		<p>being completed on the site by the Local Authority in the first instance. Governors also agreed that the LA should be approached in respect to renting a further site to the South of the county for a new base to cater for the pupils in the Grantham and Stamford areas. In the meantime Governors agreed that an application for a Free School be submitted to build a more permanent base South of the county. JG recommended that the school purchase the services of a professional to compile the application for the Free School. Governors agreed.</p> <p>JG agreed to write to the LA to accept Amber Hill as an alternative base.</p> <p>LK suggested that staff need to know officially about the moves to allow them time to adapt to the changes as she estimated that 85% of staff would be affected by this move. JG and LK agreed to officially inform staff after the half term.</p>	<p>JG</p> <p>JG/LK</p>
6.	Chair and Vice-Chair posts	<p>Governors had been asked if they wish to apply for either of the posts. NB confirmed that the individual responses received from Governors confirmed that none of the other Governors wanted to apply for either of the posts and all were content that the JG and PB in their respective roles as Chair and Vice-Chair should continue for a further 12 months. NB confirmed that he had responses from both JG and PB that they were content to continue in their respective roles.</p>	All
7.	Head Teachers Report	<p>LK provided Governors with a Head teachers report as follows:</p> <p>SB is now working as Head teacher of St Christophers School for 4 days a week.</p> <p>The ASD centre interim evaluation had been completed and a copy of the report had been shared with Andrew Hancey to share with Debbie Barnes. Sheridan Dodsworth, Head of SEND at the LA had been asked to contribute to the evaluation.</p> <p>DB had accepted a new position as Head teacher of a local primary school and would be moving on in September 2017. The school had appointed Mrs Bev Lee as the new Pastoral Manger from September 2017.</p> <p>A new English teacher had been appointed to start after the Summer holidays; this position was to take up the teaching role that had been undertaken by DB.</p> <p>LK confirmed that a further Peer to Peer review was due to take place between Ash Villa and The Pigrim School next term. The report would be presented to Governors in due course.</p>	All

		<p>LK talked Governors through the KPIs relating to the schools performance. A copy of the KPIs had been forwarded to all Governors for their reference.</p> <p>LK explained that SLT had been conducting lesson studies instead of learning walks. The outcomes of these studies had been reported back to teaching staff during INSET training. LK would ask PS to present to Governors what a lesson study looks like at a future meeting.</p> <p>The school has advertised for a new maths teacher to help strengthen progress in Maths.</p> <p>Functional skills courses were now in place and the first AQA unit award certificates had been given out.</p> <p>There were changes to the core curriculum that took account of the changing requirements as directed by the DfE. An example is that as from next year pupils will be expected to undertake double science which therefore required extra curriculum time. The issue for pupils at The Pilgrim are that pupils already on a part-time timetable will have to cover all the core subjects leaving less room for optional studies.</p> <p>The school will be unable to continue with the GCSE Citizenship as a substitute for General Studies as it is less accessible than originally hoped. However with community links being made more pupils are accessing work experience. NB explained of a recent success for a pupil who had now been accepted for a Level 3 Photography course as a direct result of her work experience with the RAF.</p> <p>Learning Mentors had now received training from the SENDCo and data recorded is demonstrating a very positive impact.</p> <p>LK explained that there had been 74 safeguarding incidents since September 2016.</p> <p>LK provided Governors with a plan for moving forward with home tuition on a 1:1 basis. These included short/medium and long term targets. LK agreed to update Governors on progress.</p> <p>JG: You made the appointment of a new English teacher; I hear the standard of applicants were very high?</p> <p>LK: Yes, very high quality.</p> <p>JG: So we hope the same for applicants for the post of maths teacher?</p>	LK/PS
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		LK: Yes hopefully; Paul S is also looking into recruiting a student teacher to teach maths and physics and this would be in addition to the recruitment of the maths teacher..	
8.	Report from Resources Meeting held 1 st March 2017	<p>JB provided an update of the salient items from the last Resources meeting:</p> <p>SB performance review had now been completed.</p> <p>HG had confirmed that the laptops had been purchased and were being used in bases in accordance with the agreed IT refresh. LCS were still to complete the IT audit.</p> <p>The school had received additional funding as a result of the revised budget.</p>	All
9.	Report from Wellbeing meeting held 30 th March 2017	<p>JG provided an update of the salient items from the last Wellbeing meeting:</p> <p>Pupil attendance and how important pupils attend bases and this was a very important KPI.</p> <p>How important the RSO role is in the school team and what a good team of RSO's the school have at present.</p> <p>PS and DB have been working on the pupil impact questionnaires and the current feedback from pupils is very positive.</p>	All
7.	Budget Update	<p>HG provided the Governors with a finance report as follows:</p> <p>Overall - As at 22nd May 2017 the school budget stood as follows:</p> <p>Budget: £1,527,527 Spend: £1,399,180 C/F: £128,346</p> <p>HG explained that the reason for the large carry forward figure is that the school did not receive confirmation of its budgets until late into the year.</p> <p>Expected amendments:</p> <p>1:1 actual hours: A further £4121 spend. ASD funding: £120,000 (still to be received from LA)</p> <p>Expected overall c/f: £124,225 (plus ASD funding)</p> <p>HG explained that although this is a healthy carry forward, over the next few FY should the school lose the ASD funding then this figure will reduce dramatically.</p> <p>Pupil Premium – The school has currently 32 pupils who are entitled to FSM which equates to 27% of the role. The school has requested pupil premium from 17 mainstream</p>	All

		<p>schools to support these pupils. To date only 11 of the schools have transferred the money and the rest in dispute. Of the 32 pupils only 8 are singly registered.</p> <p>JG: Is there a limit on how much the school can carry forward?</p> <p>HG: Yes, usually 8%; however under the circumstances that the budget wasn't agreed until late we should apply under this arrangement.</p> <p>HG explained that the ASD funding for this FY had not appeared from the LA. JG agreed to write to the Local Authority to request to funding is transferred as soon as possible.</p> <p>HG explained to Governors that although the budget appears healthy, if the ASD funding is cut following the pilot then this will quickly eat up any surplus.</p> <p>HG provided Governors with a copy of the annual budget return which had to be submitted to the Local Authority by 31st May 2017.</p> <p>SM: Who are the other staff listed at point 2.7 on the report?</p> <p>HG: This was pension contributions/overtime etc.</p> <p>HG confirmed that the Vice-Chair of Governors had worked line by line through the budget with her and continued to support her on a regular basis with the budget.</p> <p>JG asked Governors if they agreed the budget return. All Governors agreed the accuracy of the budget return and recommended that it be submitted to the LA soonest.</p>	
8.	NGA Review	<p>NB explained to Governors that he had been in touch with the NGA and had arranged for the review to take place.</p> <p>JG confirmed that he was due to have the initial meeting with the NGA consultant on 12th June 2017 at 1300 at the Sleaford base.</p>	All
9.	Pupil Attendance Report	<p>DB was unable to attend the meeting as she had been dealing with a number of safeguarding incidents and therefore Governors agreed that this item should be revisited at the next meeting.</p>	All
10.	Pupil Exclusion	<p>LK provided the Governors with an update on the background to a fixed term exclusion that had occurred earlier in the year.</p>	All
11.	Health and Safety	<p>HG confirmed that there were no H&S updates at this time.</p>	All
12.	Academisation Update	<p>SB informed that Governing Body that Sincil and Fortuna schools had pulled out of the Lincolnshire Learning for Life Multi-Academy Trust. This left St Francis and The Pilgrim Schools at present. St Christophers School is moving</p>	All

		forward and Governing Body has agreed to join the MAT when in a position to do so. A number of other special schools in the area have also expressed an interest. SB agreed to update the Governing Body accordingly.	SB
		Governors asked SB to confirm the continued viability of the MAT with just the 2 schools moving forward at present.	SB
13.	AOB	<p>SB confirmed that he is in the process of compiling an application for a Free School.</p> <p>SM confirmed that she had a template for a school Governor visits policy. JG recommended that Governors use the Away Day to take a closer look at the policy. LK confirmed that the school has a visits protocol in place.</p> <p>AM confirmed that he had undertaken a recent visit to the Boston base. JG thanked AM for taking the time to visit the base. AM stated that he had enjoyed the visit and found it useful; AM also confirmed that he would forward a visit report to NB as soon as possible.</p> <p>LK confirmed that all Governors were warmly invited to attend the School Prom which was due to be held on the evening of Wednesday 28th June 2017 at the NKDC civic centre in Sleaford which are located next to the Sleaford base.</p> <p>JG asked if a Governor would cover the next Governor Partnership meeting in his place. SM agreed to attend.</p> <p>JG confirmed that he and JB have a forthcoming MAT Trustee meeting and would feedback any updates on how the MAT is proceeding.</p>	<p>All</p> <p>AM</p> <p>SM</p> <p>JG/JB</p>
14.	Date and Time of Next Meeting	<p>The Full Governors meeting finished at 15.00 and the next meeting will be the Governors Away Day due to be held on 11th July 2017 at 10.00 in the Louth Base.</p> <p><i>Governors please note the change in venue.</i></p>	All

Minutes compiled by

N Blackwell

Date: May 2017

Minutes agreed as true record

J Gibson/Chair

Date: