



**Minutes of the Full Governors Meeting held Thursday 28<sup>th</sup> September 2017 which commenced at 6pm in the Sleaford base.**

Serial No	Item	Comments	Action
1.	Members Present	Mr John Gibson (Chair) (JG) Mr Pete Banks (Vice Chair) (PB) 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 Bev Lee (Pastoral Manager) (BL) Mr Neil Blackwell (Clerk to Governors) (NB)	
2.	Apologies Accepted	Mrs Julie Bembridge (JB) Mrs Susan Waring (SW) Mrs Helen Garrett (School Business Manager) (HG)	
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	<u>Serial Number 5 (Page 2)</u>  JG confirmed that he had written to the Local Authority to accept Amber Hill. The governors thanked TM for joining the Amber Hill committee. JG explained that he had met with staff who were struggling with the move and hope they will come on board.  <u>Serial Number 7 (Page 4)</u>  JG outlined to Governors the issues surrounding recruiting a student maths teacher as discussed at the Curriculum and Standards meeting earlier.	All
6.	Pastoral Manager	JG welcomed BL to the Governing Body meeting and congratulations on her promotion from RSO to Pastoral Manager.	All
7.	NGA review update including assurances document and workflow.	JG asked governors if they had any comments from the comments of the NGA review. All agreed accurate and accepted the comments as true record.  JG explained that he had invited the NGA consultant back to respond.  <b>SM asked if an action plan was being compiled after the report?</b>  <b>SB explained that he was devising an assurance document that would ensure governors covered all aspects of</b>	

		<p>governance each academic year. SB suggested that this could be the difference to the governing body being judged as Outstanding by OFSTED.</p> <p>SB explained that SLT are currently reviewing the SDP. SB provided governors with a copy of his work so far and explained the content. SB also provided the governors with a copy of the Governance Plan and assurances required documents. He explained that the assurances document lists the areas of governance that the Governing Body are expected to assure. The Governance Plan then breaks these areas down into academic terms and committees; including reviews of policies and other school based activities.</p> <p>JG stated that this is a thorough system and should improve the school governance.</p> <p>SB agreed that the Governing Body could be assured they have vision of all items.</p> <p>JG stated that the school will still need to engage with parents as stakeholders. But was aware that there are problems with getting parents to engage.</p> <p>JG informed the Governing Body that a further area of worry is the Governor Vision and what the school will look like in 5 years. He explained that the school had changed its pathway over the last couple of years it was difficult to set a 5 year vision. SB suggested that the Governors create a vision and values that centre around the pupils in respect to development of the documents principles. JG agreed but would tend to visualise buildings/staff/training etc. SM suggested bringing these threads together. JG agreed that a working group would be necessary to compile such a document. PB agreed and stated that the working group should work on the document covering different angles; however Governors would need to put something together to put in front of SLT. Governors agreed to meet in Sleaford to discuss on Friday 13<sup>th</sup> October 2017 at 1000 to discuss and start formulating the document.</p>	
8.	Head teachers Report	<p>SB provided the Governing Body with a copy of the Head teachers report as at September 2017. SB confirmed that he had met with the YMCA and Lincoln Rotary club regarding a joint venture to provide The Pilgrim with a Summer School and they were very keen to move this forward.</p> <p>SB informed Governors that baseline procedures had changed in school and the school has adopted a paper base system. This will provide staff and SLT with a greater range of assessment data.</p>	

		<p>LK confirmed that she is arranging for pupils to have a planner so that pupils and teachers can measure progress more accurately.</p> <p>BL asked where the KPI target of 90% for attendance came from. SB confirmed that this had been set by the previous Pastoral Manager and reflected the target set by most mainstream schools. BL and Governors agreed that this may need reviewing as it is unlikely that the school is likely to achieve the KPI due to the nature of the pupils.</p> <p>JG congratulated SB on completion of Phase 1 OFSTED training and discussed remuneration.</p> <p>JG also wanted to pass on his thanks to all the staff who stood up whilst SB was away and worked above and beyond. They all did a good job and deserve the Governors praise and thanks.</p>	
9.	Policies	<p>SB asked for the policies for Behaviour; Admissions and Confidentiality to be deferred to the next meeting. SLT thanked SM for her review of the revised Safeguarding policy and that SM would meet with BL to further discuss.</p>	All
10.	Reports from Committees	<p><b><u>Curriculum Committee</u></b></p> <p>JG gave Governors an update on some of the key items discussed at the Curriculum and Standards Committee that had sat just before this meeting.</p> <p>Items included: Progress Check data and Y11 Outcomes – The school had achieved the best GCSE results that is had ever achieved before. Changes to baseline testing. Changes in cohort.</p> <p>Learning Walk Report – SB and LK had conducted learning walks across all 4 bases and the results of these were very positive.</p> <p><b><u>Well Being Committee</u></b></p> <p>JO provided Governors an update on some of the key items discussed at the Well Being Committee held 11<sup>th</sup> July 2017.</p> <p>Items included: Pupil Attendance – Number of Safeguarding incidents.</p> <p><b>SM asked if all the Safeguarding incidents were pupil related or any were staff related?</b></p> <p><b>SB asked the Clerk to Governors and all staff members to leave the room and updated Governors regarding a current safeguarding issue. Refer to confidential minutes.</b></p> <p>School Trips – The issues surrounding organisation of school trips.</p>	All

11.	Budget Update	<p>HG had provided Governors with a written update on the current budget. JG reminded Governors that as the school had not received the budget until late in the year; dispensation had been agreed to carry forward the large figure. PB confirmed that the school was likely to carry forward over £100k. PB confirmed that he was working with HG on the budget.</p> <p>SB confirmed that the schools finances were currently healthy; but warned Governors that there is a cliff edge of when/if the ASD pilot funding stops, upon which the school will be going to accrue a deficit. PB confirmed he will be meeting with HG in the very near future.</p>	All
12.	Governor Visits	JG expressed concern regarding a lack of focus for Governor visits. Governors discussed ways in which they could be provided with a better focus. This included a check sheet for Governors to follow when visiting a base.	All
13.	Pupil Attendance Report	Governors agreed that this item should be moved to the Well being Committee.	All/NB
14.	Academisation Update	<p>JG provided Governors with an update on the current situation regarding academisation. Sincil and Fortuna Schools had pulled out of the academisation process. St Francis and St Christophers schools have placed on hold any further commitment as Ann Hoffmann was pushing for a hard federation of both schools. Therefore the process was currently on hold.</p> <p>JG expressed his concerns about the academisation and stated that he was still fully committed to the MAT. JG informed Governors that he was meeting Andrew Hancy about this issue. Andrew Hancy was planning on taking a report to his Governors to sound them out about joining the Lincolnshire Learning for Life MAT.</p>	All
15.	Code of Conduct	NB explained to Governors that he had received an email with a link from the NGA to a revised Code of Conduct for 2017. NB had adapted the Code of Conduct for The Pilgrim Governors and asked if Governors agreed to sign up accordingly. All Governors agreed this motion.	All
16.	AOB/Items for next agenda	<p><u>Amber Hill</u></p> <p>TM informed Governors that he had been working with the Amber Hill working group and explained the situation regarding current issues with costs of Broadband. NB updated TM after a conversation he had with Tim Gourley (IT lead) about the costs involved. LK suggested that any such costs should be included in the LA budget as internet access at the school is paramount.</p> <p><b>PB – are we going to develop both buildings on site?</b></p> <p><b>LK – Yes, costs are still waiting to be agreed by the LA.</b></p> <p><u>OFSTED Inspection</u></p>	



		<p>PB asked whether SLT were aware of the current topical issues within schools that OFSTED are focusing on. SB explained the school does have a checklist of documents that the school needs to forward OFSTED within 24 hours of inspection notification. SB also explained that OFSTED will initially concentrate on any areas of concerns highlighted on the last inspection report and ensure the school has actioned these.</p> <p><u>Well Being Mark</u></p> <p>LK informed the Governors that the school had signed up to a Well Being Mark. LK needed to attend the next Well Being Committee to update Governors. LK was working on a SEF for Well Being and a subsequent action plan to address weaknesses. LK explained that addressing this action plan will then be evidence to attain the mark.</p> <p><u>Awards Evening</u></p> <p>JG reminded Governors about the awards evening which will be held at Sleaford Rugby Club on 19<sup>th</sup> October 2017. JG asked Governors if they were content to leave the nomination for this years Governors award between himself and SLT.</p>	
17.	Date and Time of Next Meeting	The Full Governors meeting finished at 7.45pm and the next Full Governors meeting will be held on 30 <sup>th</sup> November 2017 at 6pm in the Sleaford base.	All

Minutes compiled by

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N Blackwell

Date:

Minutes agreed as true record

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J Gibson/Chair

Date: