

MINUTES
CHART WOOD SCHOOL LOCAL GOVERNING BODY (LGB) MEETING
5th MARCH 2020 AT 5.30 PM

Present: Kathrine Everett, Chair (KE)
Graham Payne, Principal (GP)
Ian Bowers, Governor (IB)
Shirley Bryant, Parent Governor (SB)
Stephanie Hill, Governor (SH)

Ruth Duggan, Governor (RD)
Geoff Tanner, Governor (GT)

In attendance: Liam McGivern (LM)
Sharyn Purewal, Management Accountant (SP)
Kelly Collett, Clerk (KC)

1. Welcome and Introductions

The Chair welcomed all present

2. Apologies for Absence

Governors accepted apologies from Kelly Phillips.

3. Declarations of Interest

- i The clerk confirmed that all Governors have completed an annual Declaration of Interest form.
- ii KE declared her employment at Surrey County Council

4. Skills Audit Analysis

KP undertook to complete a skills audit form.

5. Constitution and Appointments

- a Governors noted the resignation of David Thomas
- b Governors noted the appointment of Kelly Phillips as Safeguarding governor.
- c Ian Bowers was recommended for appointment by the Board as Vice Chair for the academic year 2019-2020.
- d Governors recommended the appointment of Liam McGivern as Finance Governor for a three-year term.

6. Minutes of last meeting

The minutes were agreed an accurate record and signed by the Chair.

7. Matters Arising

- i RD confirmed anti-bullying resources had been sent to GP.
- ii RD and GP to confirm they have discussed support for subject leads. **Action carried forward.**
- iii GP to feedback on contact with Surrey special phase council to discuss recruitment for new school vacancies. **Action carried forward.**
- iv Governors confirmed receipt of positive impact statement.

8. Finance

SP presented the management accounts report and the following matters were discussed.

For the academic year to 31st August 2020, the forecast reports an operating deficit of £302k against a budgeted deficit of £104k. Student Numbers are 89, the budget was based on 84.

The residential Income in the full year forecast has been reduced to reflect the Ofsted imposed decision to not take on any new boarders, resulting in reduced income of £118k for the year. Decreasing the residential provision to three nights has further reduced the income by £89k for the year.

Rental income has been re-forecast to £4k for the period, as budgeted figure (£10k) is unlikely to materialise as few staff are living on site this year.

Salary Costs are £14k over budget year to date (£26k full year). Recruitment remains a challenge, so posts are being filled with agency staff, which is more expensive than permanent staff which has contributed to the overspend.

Curriculum expenditure is £18k under budget Year to Date (£11k full year).

GT questioned the salary costs being over budget and SP explained that there is a salary forecast every month with further investigation undertaken if necessary. Considerations are taken into account such as agency costs in there that may not be incurred in the long term. IB asked if it was possible to have the monthly management accounts emailed to the governors. IB expressed that he would have expected to have seen a business plan regarding the closing of the residential provision. KE advised that a consultation did take place. GP explained that if the residential provision had been financially sustainable it would not be closing.

IB asked what the implications will be regarding the staff moving to the new site, for example if they don't wish to make the move, will they be made redundant and how will that impact on the budget? , GP advised that a high risk of redundancies was not anticipated but SP undertook to investigate the cost.

9A. Principal's Report

Governors received the Principal's report ahead of the meeting. Matters discussed are detailed below.

GP expressed that two middle leaders are having a great impact working with David Thomas.

GP explained that when recruiting teachers, they are not replacing like for like as he is considering the specific types of teachers that are needed for the school. RD asked GP when they will be advertising and recruiting. GP confirmed this will happen once it is known which staff members will be moving to the new site.

GP explained that due to the school day being slightly shorter at present there is greater opportunity for staff training.

9B. Dashboard

Governors received the Dashboard.

Governors noted that staff absence was still high but were assured by GP that this is being worked on.

GP advised on pupil absence. The DSL is currently working with the Home Link worker regarding pupil attendance.

Governors noted that exclusions were higher. GP explained that this was due to the school taking a stance on physical assault on peers and staff. The pupils are learning that this type of behaviour will not be tolerated. GP emphasised that the school does not like to exclude but it is necessary sometimes. He also pointed out that bullying has not increased dramatically but the reporting has got better.

GP explained that the school now only has 40 minutes for lunch instead of 50 minutes. This is made up of two lots of 20-minute sittings. GP reported that this had created a more structured lunchtime and the outside playing environment had improved.

Governors suggested that the Dashboard include data on health and safety incidents for staff and students that would include a summary of the number of incidents or accidents and the type of injuries received.

10. Designated Safeguarding Lead's Report

GP presented a safeguarding update from his report. Governors were advised of the following:

- Surrey County Council Safeguarding Audit took place on the 30th January. The school is still waiting for the report, but the team were incredibly supportive.
- The DSL is receiving support from Jackie Van West and Debbie Battle (St Phillip's) to develop a clear structure in the Safeguarding and Wellbeing Team.
- Sean Hem (St Phillip's) is supporting Steve Waller to develop programmes for the Student Support Team.
- Jackie Van West will be providing all staff with training over the next half term.
- Two members of staff are completing ELSA training, one has started to work with the students.

- Staff starting to have a deeper understanding of behaviour.
- Development of HSLW's role to be Safeguarding Assistant.
- The H&S audit was completed on 5/2/20. An action plan has been generated and reviewed/RAG rated twice so far.
- Online Fire safety training has been completed by all staff.
- H&S training for all staff to be completed this half term.

11. School Development Plan/SEF

Governors received a draft SEF prior to the meeting. The SEF is still in draft form and will be deferred to the next meeting.

12. Therapeutic Provision

GP explained to governors that the school are starting to do more one to one support for pupils that are struggling in standard lessons. Recently GT has begun one to one drumming sessions with individual pupils. The school are hopeful that this will help improve the pupil's confidence to enable them to engage in group work.

13. Closure of Residential Provision

GP confirmed that the residential provision will be closed at the end of July 2020. IB asked what will happen to the pupils that use this provision. GP explained a lot of work is being done for these pupils regarding transition, and that social services are involved and looking at individual EHCPs to ensure the needs of certain pupils are still met.

14. New School Site

GP requested this be deferred to the next meeting. IB asked when the budget would be available for viewing for the new site. KE has requested that the budget for the new site be an agenda item for the next meeting with a presentation from one of the management accountants.

15. Marketing

GT presented his report to governors and suggested that more work could be done to increase involvement with different charities to raise the profile of the school. GT also noted that, in his view, the school website could be improved, and it would be useful to access Google Analytics.

16. Portfolio Governor Visits

Ethos, Vision & Strategy- Governors received this report. There were no questions.

Teaching and Learning- Governors received this report. There were no questions.

Health & Safety, Child Protection and Safeguarding- Governors received this report. There were no questions.

Finance and Resources- Governors received this report. There were no questions.

HR and Organisational Development- Governors noted concern over the management of long-term staff absence. GP advised this is being addressed and, in some cases, occupational health is involved.

Business Development and Marketing- Governors received this report. There were no questions.

17. Governor Training and Development

KE is to attend a governor's conference on 6th March 2020.

LM has completed Educare training- Safeguarding for Governors.

18. OHC&AT Policies and Procedures

- i Governors noted the OHC&AT policies and procedures that had been approved by the board.
- ii Governors undertook to receive the Admissions Procedure and Attendance Procedure at the next meeting.

19. OHC &AT Governance Documentation

Governors noted that the following governance documentation has been approved by OHC&AT Board:

OHCAT Scheme of Delegation.

OHCAT Schedule of Responsibilities.

20. GovernorHub

Governors confirmed they can log onto GovernorHub and are able to access LGB meeting papers. Governors noted that the Governors' Portal is no longer in use.

21. Any Other Business

i **ID Badges**

Governors asked for ID badges to be issued. GP has agreed this, but advised that on visits, governors will always be escorted around by a member of staff. Governors are to read the Governor Visits Policy.

ii **Risk Registers**

IB asked why these are not presented to the governors. GP advised these are dealt with at Trust level. Governors can ask about specific risks relating to their portfolio on their visits. IB noted his concern that governors did not have access to the risk registers. and KE reiterated that the management of risk and the responsibility for this sits with the Board of Trustees.

iii **Deep Dives**

Governors suggested carrying out some 'Deep Dives' into certain areas such as Behaviour, Bullying and Attendance.

22. Dates of Future Meetings

7 May 2020 at 5.30pm
 18 June 2020 at 5.30pm

The meeting closed at 7.40 pm.

Signed: _____ (Chair, LGB)

Date: _____

Item	Action	Allocated to
4	KP to complete Skills Audit Form.	KP
7a i.	Management accountant to confirm that the summer's works has been built into the budget.	SP/BS
7bii	RD & GP to confirm they have discussed support for subject leads.	GP
7biii	GP to feedback on contact with Surrey special phase council to discuss recruitment for new school vacancies	GP
8.	Governors to be emailed monthly management accounts.	SP
8.	Governors to receive an update on possible redundancy costs due to the site move at their May meeting.	SP
10.	Governors would like a H&S section on the dashboard showing injuries to staff and pupils.	
11.	Governors to receive updated SEF at next meeting.	GP
15.	New school Site to be an agenda item at next meeting, to include a budget update	KC SP
16.	GT to perform a google analytics regarding the website.	GT
18.	Governors to receive Admissions and Attendance procedures at next meeting.	GP
21.	Governors to read the 'Governor Visits' policy.	ALL
21.	Arrange meetings for 'Deep Dives'.	KC/GP