



Minutes of the Full Governors Meeting held Wednesday 28th September 2016 which commenced at 1000 in the Lincoln base.

| Serial No | Item | Comments | Action |
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| 1. | Members Present | Mr John Gibson (Chair) Mr Pete Banks (Vice Chair) Mrs Jo O'Neill (Staff Governor) Mr Steve Barnes (Head Teacher) Deb Bunn (Pastoral Manager) Mr Neil Blackwell (Secretary) | |
| 2. | Apologies Accepted | Mrs Julie Bembridge Mr David Nash Mrs Denise Lyon Mrs Lorraine Kirsopp (Deputy Head Teacher) Mr Paul Squire (Learning Leader) | |
| 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. All 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. | |
| 5. | Matters arising from last minutes | <p>SB confirmed with JG that he would say a few words at the close of the forthcoming Awards Ceremony.</p> <p>SB suggested that the Governors may wish to consider a pupil to receive a Governor's Award. SB will provide the Governing Body with a short list of pupils.</p> <p>School open days are still in the process of being organised; Governors have volunteered to help out as necessary across the bases.</p> <p>The Governors noted that we still have vacant posts for both a Parent Governor and a Co-opted Governor. In raising awareness of the school it was suggested that the school re-send out information requesting volunteers for parent governor role.</p> <p>The Clerk to Governors has completed a revamp of the schedule of policies which clearly identifies the policies that require sign off by the Headteacher and those that must be signed off by the Governing Body. All outstanding policies are being reviewed and will be agreed over the next few months.</p> <p>DL asked for a list of young carers and SB confirmed he will supply this list before the next meeting.</p> | <p>JG</p> <p>SB</p> <p>All</p> <p>All</p> <p>All</p> <p>DL/SB</p> |
| 6. | Head Teachers Report | SB presented HT report. SB confirmed that it was unlikely that the transition to MAT would take place before 1 April 2017 as there are a number of sticking points, including buildings and an agreed budget formula. HG informed the GB that this could well slip beyond that date. SB informed the GB that the number of pupil referrals had slowed down | All |

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| | | <p>however was not unduly concerned as this could just be a seasonal blip.</p> <p>SB had visited the YMCA Showroom in Lincoln who are securing bids to provide pupils from around the county with activities over the summer and Easter periods. SB is investigating the possibility of our pupils accessing this service.</p> <p>SB explained that the KPI's demonstrated that the school is currently performing well; however it is important that the Governing Body set targets that will provide stretch. These targets should be set in the context of where in the view of the Governing Body the school is currently placed.</p> | <p>All</p> <p>All</p> |
| 7. | School Development Plan | <p>SB informed the Governing Body that School Governance is very strong and this is due to the time and effort that Governors dedicate to the school. The school has completed an NGA review and most of the points raised by the review have been addressed. SB recommended that the school request a further assessment in the Autumn term. The Governing Body agreed.</p> <p>SB confirmed that the SEF would be used to evaluate the following areas of the school:</p> <ul style="list-style-type: none"> • Autumn Term – Pupil Progress. • Spring Term – Quality of Teaching • Summer Term – Management <p>SB asked the Governing Body if they would consider attaching a Governor to particular middle managers to oversee and get a better idea of the various areas of curriculum. JG and PB agreed that this would be a good idea and agreed the following:</p> <ul style="list-style-type: none"> • JG – School Leadership • PB – English/Humanities • JB – Maths and Science • DL – PSE and Applied Learning • DN – Safeguarding <p>SB and JG agreed that any governor's visits to any of the bases should concentrate on pupil progress and JG encouraged the Governors to book visits.</p> <p>SB updated the Governing Body on performance management (PM) for staff and explained that the school has adopted an IT based PM system called Blue Swift.</p> <p>SB explained that he planned on using a specialist educator to assist with Accelerated Reading, English and Maths. JG asked if the school was focusing on individual pupils across the board. SB – Yes we are using whole cohort data to drill down. JB – How often is this carried out. SB – Every half term.</p> | <p>SB</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> |

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| | | <p>JG and DB discussed how the school staff discuss pupil progress and confirmed that this is carried out on a daily basis within bases.</p> <p>SB presented to the Governing Body a leaflet entitled 'Safe families for children' and described how the school can link in with this scheme in the future to support pupils. PB asked the Clerk to Governors to scan the leaflet and e-mail out to Governors (<i>post-meeting note: Actioned</i>).</p> <p>SB updated the Governing Body on the revised intervention process for identifying and addressing pupils needs.</p> | <p>All</p> <p>All</p> <p>All</p> |
| 8. | Drop-box | NB updated the Governing Body regarding the setting up of a Drop Box facility which all Governors could access to retrieve useful information. All Governors were requested to accept invite from their e-mails and set up a password accordingly. | All |
| 9. | Review of Behaviour Policy | The Governing Body reviewed the amended Behaviour Policy and recommended slight amendments. These are to be carried out by DB and then the policy is ready for signature of Chair. | DB |
| 10. | Review of Curriculum Policy | <p>The Governing Body reviewed the amended Curriculum Policy and recommended slight amendments. These are to be carried out by SB and then the policy is ready for signature of Chair.</p> <p>JG and PB asked ways in which they could evaluate the delivery of the curriculum against the policy.</p> | SB/LK |
| 11. | Review of Local Offer Policy | The Governing Body reviewed the amended Local Offer Policy and recommended slight amendments. These are to be carried out by CA (SENDCo) and then the policy is ready for signature of Chair. | CA |
| 12. | Review of SEND Policy | The Governing Body reviewed the amended SEND Policy and recommended slight amendments. These are to be carried out by CA (SENDCo) and then the policy is ready for signature of Chair. | CA |
| 13. | Review of Data Protection Policy | The Governing Body reviewed the amended Data Protection Policy and recommended slight amendments. These are to be carried out by HG and then the policy is ready for signature of Chair. | HG |
| 14. | Policies in General | <p>PB asked what system the school has in place to ensure that staff have had the opportunity to read and sign as having read the school policies. HG explained that all staff are requested to read and sign as having read during induction; however there was no further system in place to ensure staff re-read any policies on an annual basis. SB recommended that policies would be available at the next Inset training day for staff to read and sign as having read.</p> <p>The Governing Body discussed in line with data protection and Freedom of Information whether staff are trained into how to add comments to e-portal.</p> | SB |
| 15. | Report on Pupil Attendance | DB outlined the pupil attendance report to the Governing Body. She informed the committee that it is positive that the school collates attendance information for discreet | All |

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| | | <p>groups so that the information can be broken down to an individual level. She confirmed that the school still needs to push forward to increase attendance levels and identify persistent non-attenders and which pupils have a poor school attendance habit. DB confirmed that the school works with the pupils to encourage attendance and therefore gaining as many GCSEs at Year 11 as they can manage.</p> <p>JG asked has attendance increased over the last 3 years. SB confirmed that it has significantly increased and currently stands at around 80%.</p> | |
| 16. | Health and Safety Report | <p>HG talked the Governors through the H&S report. PB volunteered to help in whichever way he can to assist HG with addressing the areas for improvement.</p> <p>HG informed the committee that the old shed at the rear of the Lincoln base was to be demolished and asked whether any of the Governors would be willing to assist. PB and JG volunteered their assistance.</p> <p>HG informed the committee that she was planning to undertake Display Screen Assessments for staff to comply with H&S policy and the law. JG informed HG that he had a colleague in local government who was responsible to DSE assessments and ask how they conducted and registered the assessments.</p> | <p>HG/PB</p> <p>HG/PB/JG</p> <p>HG/JG</p> |
| 17. | New Schools Network | <p>SB informed the Governing Body that he and HG had attended a conference regarding New Schools Network. Based on the information regarding Free Schools and the criteria for setting up such a school. The Pilgrim school, as part of a MAT, could use this to establish a free school for high functioning autism, but the NSW consultants were concerned with the possibility of mixing SEMH and ASD cohorts.</p> | All |
| 18. | AOB | <p>JG informed the Governing Body that the schools current position is to continue to run with the Academisation process. When the process is at the point of 'signing on the dotted line' the SLT will be fully aware of the school budget and all other relevant information. PB to SB – before we sign anything that the final funding formula must be in place and agreed with the LA ie (number of pupil places across all bases x funding per pupil).</p> <p>SB asked the Governors to ensure that before they signed up to the MAT to ask whether the Vision and Values 2016/17 document can be realised within the MAT.</p> <p>HG confirmed that she is still awaiting this years budget from the LA and would update Governors accordingly. SB suggested that the Governing Body should have a pre-meeting before the final decision is made.</p> | <p>All</p> <p>HG</p> |
| | | <p>SB informed the Governing Body that he is expecting an OFSTED inspection before the end of the year. PB asked what the Governing Body can do to help and what they are</p> | SB |



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| | | likely to be asked. SB confirmed that he will provide the Governors with the information they will need to be aware of. | |
| | | SB mentioned that he had arranged for Bishop Grossette University to conduct an updated independent evaluation of the ASD centre. | All |
| | | HG informed Governors that a new admin apprentice starts work in the Lincoln office next Monday. | All |
| | | SB asked the Governors what they thought about the appointment of an Assistant Pastoral Manager to assist DB. The members agreed that this would be a good idea. | All |
| 19. | Date and Time of Next Meeting | The Full Governors meeting finished at 1210 and the next meeting is due to be held on 30 th November 2016 at 1000 in Boston Base. | All |

Minutes compiled by

N Blackwell

Date:

Minutes agreed as true record

J Gibson/Chair

Date: