



**Minutes of the Full Governors Meeting held Wednesday 30<sup>th</sup> November 2016 which commenced at 1400 in the Boston base.**

Serial No	Item	Comments	Action
1.	Members Present	Mr John Gibson (Chair) Mr Pete Banks (Vice Chair) Mrs Julie Bembridge Mrs Denise Lyon Mrs Jo O'Neill Mrs Sue Morrison Mr Steve Barnes (Head Teacher) Mrs Lorraine Kirsopp (Deputy Head Teacher) Mr Paul Squire (Learning Leader) Mr Neil Blackwell (Clerk to Governors)	
2.	Apologies Accepted	Mr David Nash Mrs Deb Bunn (Pastoral Manager) Mrs Helen Garrett (School Business Manager)	
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>JG confirmed that the Governor's Award at the last School awards evening was presented to LM a pupil from the Sleaford base.</p> <p>JG asked SB if there were still plans for a school open day or possibly a virtual tour of the school. SB confirmed that it will be prudent to wait until after the MAT conversion and concentrate on marketing the schools within the MAT.</p> <p>JG confirmed that the 2 vacant school governor positions had now been filled and welcomed SM as the new co-opted Governor. JG also had been in touch with a grandparent of one of the pupils as a perspective parent governor. SM thanked JG and informed the committee that she had previously been a Head Teacher of a local special school and was currently a Practice Manager for SEND within the Local Authority.</p> <p>Governors expressed concerns over the clarity of the referral system for pupils to attend The Pilgrim School. SM asked SB if he would do a talk at the next SENDCo's meeting. SB agreed that he would do this. DL also suggested that in her experience School Nurses also didn't understand the system and a talk with them would also help. Governors discussed a number of other agencies that would benefit from a similar talk such as CAMHS.</p> <p>JG asked SB whether he was still planning on requesting an external audit of Governance and Leadership. SB explained that at the present time the school still does not</p>	<p>All</p> <p>All</p> <p>All</p> <p>SB</p> <p>SB/JG</p>

		<p>have a budget for 2016/17 and as such is not able to commit spending at this time. JG volunteered to conduct an in-house audit in the meantime. SB confirmed that this would be a good idea.</p> <p>NB updated the Governing Body with regards to how school policies were being reviewed and updated. NB also explained that all staff would be required to sign as having read the policies; PB suggested that this should be checked by Governors every 6 months.</p> <p>JG explained that the shed at Lincoln that had been reported previously during a H&amp;S inspection had now been demolished. JG had also put HG in touch with a colleague at NKDC who has responsibilities for conducting DSE assessments.</p>	<p>NB</p> <p>HG</p>
6.	Head Teachers Report	<p>SB provided the Governing Body with an updated Head Teachers report. The main points were as follows:</p> <p>The school mock exams went very well, with only 1 no show across all the bases.</p> <p>Cambridge Progression will cease with effect from December 2016 and this will be replaced by Functional Skills.</p> <p>PB has reviewed the budget and predicted that should this years school budget remain the same then the school is predicted a 2.5% overspend. However warned that this is not a year on year figure and with the overspend from the previous FY this is likely to reach over 4%.</p> <p>Academy conversion is on track for 1<sup>st</sup> April 2017; SB explained that it is likely that The Pilgrim and St Francis will convert together first and will be joined by Sincil and Fortuna at a later date due to complications for PFI schools to convert. Governors felt that it is important for the schools within the MAT to share vision and values and be of value to each other. SB explained that the consultation meetings with parents and staff had been positive. JO explained that staff at The Pilgrim were content with the move and some were hoping to attend the meeting with the Union on the 8<sup>th</sup> December 2016; SB explained that this was for union reps and members of the SLT to discuss TUPE arrangements, however all staff will be updated as the process continues. All trustees of the MAT had been invited to an initial informal meeting on 13<sup>th</sup> December 2016.</p> <p>SB talked through the KPI's and provided an update on how the school is achieving. SM asked how the KPIs are measured with regards to learning; SB explained that pupils undertake an Alfiesoft assessment shortly after referral and rate of progress is measured from this point. LK explained that the mock GCSE results may impact on the next</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>

		<p>progress check as the mock exam papers were hard. Therefore she would use progress check 2 and progress check 4 to provide a more accurate measure of pupil progress. SM asked LK whether the pressure of exams can cause a dip in progress checks; LK stated that she didn't think this was the case.</p> <p>LK explained how she uses various data to track pupils progress against various criteria such as gender; SEND; pupil premium etc. She agreed that it would also be worth tracking pupils with high attendance especially any on pupil premium and report back to Governors. LK further explained to Governors that the current feedback was RAG rated by pupils and not staff and due to the types of pupils that we have the data does not necessarily show the whole picture. LK explained for example pupils with autism may report that they are not on course to complete a series of assessments/tasks as they had not completed them at that point rather than they had commenced due to concrete thinking.</p> <p>SM asked SB what the current attendance figures were; SB confirmed that this has moved from 62% to 78% since the last OFSTED. SB informed the governing body that he is aiming for over 80% attendance. SM confirmed that OFSTED also consider interventions the school uses to promote attendance as well as the figures.</p> <p>PB asked if all teachers are observed by SLT during their learning walks; SB confirmed that all teachers are observed and assessed.</p> <p>SB informed governors that many of the initiatives that have been used as interventions in learning have been very successful. The recent change to Learning Mentors carrying out accelerated reading with pupils has been successful, with 2 pupils from the Boston base having gained a large improvement in reading ages in a short space of time.</p> <p>The Governing Body discussed the recording of feedback from parents; NB explained that on a number of occasions parents/guardians have given very positive feedback during telephone conversations. SM suggested keeping note of the positive feedback as evidence of parental satisfaction.</p> <p>SB informed the governing body that the School Development Plan is on track. The only red RAG rating was against the school finance. PB felt that SB was being too critical at this stage as the Local Authority are at fault for not providing the budget in a timely manner and this is out of SB control.</p> <p>SB discussed target setting for staff and explained that most staff have reached or excelled their individual targets.</p>	<p>LK</p> <p>All</p> <p>All</p> <p>All</p> <p>LK</p> <p>SB</p> <p>SB/All</p>
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7.	Vision and Values Audit	<p>JG informed the committee that he had recently conducted a vision and values audit which was very successful. A copy of the report was made available to all governors. PB asked if he intended to conduct another such audit; JG stated that he had conducted his first audit across 2 of the bases and was considering conducting a further audit across the other 2 bases.</p>	All
8.	LCC Policies	<p>SB explained that due to the forthcoming MAT a number of the policies that were outstanding would be taken directly from LCC umbrella policies. These policies were:</p> <p>Teacher Appraisal Policy. School's Disciplinary Policy. Keeping children safe in Education Policy. Guidance on Teacher and Support Staff Appraisals Policy. Dealing with allegations of abuse against Teachers and other staff Policy. Code of Conduct Policy. Capability Policy.</p> <p>The Governors agreed that at this time this was acceptable and that the policies would be adopted as school policies.</p> <p>PB asked if SB could reassure the Governors that these policies were legal;SB confirmed that they were.</p> <p>JB stated that following the MAT there should be a harmonizing of policies across the schools.</p>	All
9.	Review of Pay Policy	<p>The Governing Body reviewed the amended Pay Policy and recommended slight amendments. JB confirmed that she would make some slight amendments to the policy as discussed and forward to NB for signature by Chair of Governors.</p>	JB/NB
10.	Review of Teaching and Learning Policy	<p>PS explained that there had been some slight changes to the previous policy which not included learning walks and inadequate lesson protocol. The Governing Body agreed to this policy.</p>	All

11.	Governor Training	NB explained that he had forwarded a form for all governors to complete that listed their qualifications and experience. The plan is to use this and the responses on the Governor matrix to identify training gaps and allocated appropriate training opportunities to governors.	All
12.	Reports from Committee meetings	<p>JO provided a synopsis for all Governors from the last Wellbeing Committee Meeting held on 16<sup>th</sup> November 2016.</p> <p>JG provided a synopsis for all Governors from the last Standards and Curriculum Committee Meeting held on 28<sup>th</sup> September 2016.</p> <p>JB provided a synopsis for all Governors from the last Resources Meeting held on 20<sup>th</sup> October 2016.</p>	All
17.	Health and Safety	SB confirmed on behalf of HG that there had been no specific H&S incidents since the last update.	All
18.	AOB	<p>SB informed the governing body that as part of the agreed changes of terms in respect to non-teaching staff that sick pay would only be paid for 5 months instead of 6 and in return non-teaching staff can apply to purchase up to 5 days leave during term time each year. The Governing Body supported this agreement as long as it didn't impact on the operational effectiveness of the school.</p> <p>JG update the committee with regards to property negotiations that are on-going with Katy Gosling of the LA leading up to the MAT.</p> <p>NB asked the Governing Body their thoughts on placing a copy of the minutes on the school website. He further explained that at Mainstream schools copies of minutes are usually advertised on notice boards for parents to read when visiting the school. As most of the pupils attend by taxi, parents/guardians do not attend on a regular basis however should still be given the opportunity to read the minutes. The Governing Body agreed that minutes should be published on the Website accordingly. NB confirmed he will forward a copy to TG to upload to the school website.</p> <p>JG asked SM if she would consider joining the Wellbeing Committee as well as the Curriculum and Standards Committee.</p>	<p>All</p> <p>All</p> <p>All/NB</p> <p>SM</p>
19.	Date and Time of Next Meeting	<p>The Full Governors meeting finished at 1610 and the next meeting is due to be held on 1st February 2017 at 1400 in Sleaford Base.</p> <p><i>Note: After discussion it was decided to amend the future timings of Committee meetings to allow the staff governor and other staff members who sit in support to attend the meetings. Please note the changes in timings at Annex A.</i></p>	All



Minutes compiled by

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N Blackwell

Date: December 2016

Minutes agreed as true record

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J Gibson/Chair

Date:



**Annex A to  
Full Governors Meeting held 30 November 2016.**

**Governors Meetings - The Pilgrim School 2016/2017**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>	<b>Location Base</b>
28th September 2016	1000	Full Governors Meeting	Lincoln
28th September 2016	1330	Curriculum Committee	Lincoln
20th October 2016	1330	Resources Committee	Sleaford
16th November 2016	1330	Well Being Committee	Louth
30th November 2016	1400	Full Governors Meeting	Boston
1st February 2017	1400	Full Governors Meeting	Sleaford
1st February 2017	1600	Curriculum Committee	Sleaford
1st March 2017	1400	Full Governors Meeting	Lincoln
1st March 2017	1600	Resources Committee	Lincoln
15th March 2017	1400	Well Being Committee	Louth
26th April 2017	1400	Full Governors Meeting	Sleaford
26th April 2017	1600	Curriculum Committee	Sleaford
3rd May 2017	1400	Well Being Committee	Boston
10th May 2017	1400	Resources Committee	Louth
7th June 2017	1400	Full Governors Meeting	Sleaford
11th July 2017	1000	Governors Away Day	Lincoln