

WSAPC Management Committee Meeting  
on Microsoft Teams (due to covid 19)  
Monday, 6<sup>th</sup> December at 4.00pm

**FGB present: Bob Smytherman (BS), Doug Thomas (DT), Richard Anderson (RA), Fi Young (FY), Katherine Lock (KL), Gina Webb (GW), Tess Eastmead (TE), Jodie Rowe (JR)**

**New governor present: Kieran Scanlon (KS)**

**Associate Members present: Sam Channon (SJC), School Business Manager, Ben Thomas (BT)**

**Clerk to the Governing Body: Louisa Rydon (LR)**

MINUTES	
<b>1)</b>	<p><b>Welcome and apologies</b></p> <p>Keiran Scanlon, the principal at The Sir Robert Woodard Academy, was formally appointed onto the Board as a co-opted governor. He was welcomed to the meeting and introductions took place.</p> <p>LR confirmed BS remained as an LA governor until May 2022 and he was happy to serve another term. Papers to be sent to WSCC early in 2022. Ian Straw had sadly had to resign from the governing body due to work commitments.</p> <p>Apologies were received and accepted from Sue McMeeking and governors sent their best wishes. Apologies were also accepted from Helen Ellis, who was representing DT at a meeting.</p>
<b>2)</b>	<p><b>Declaration of interests</b></p> <p>BS: Chair of Governors, St Mary's Primary School, Worthing , member of the BOSCO Trust. Community Pioneer with the Co-Op.</p>
<b>3)</b>	<p><b>Notice of AOB</b></p> <p>None.</p>
<b>4)</b>	<ul style="list-style-type: none"> <li>• <b>Headteachers Update</b></li> </ul> <p>a) <u>Complaint to West Sussex</u></p> <p>DT updated governors on the formal complaint to WSCC following their lack of transparency, engagement and consultation on the SEND and Inclusion strategy. DT/SJC were liaising with their solicitors to send the formal letter.</p> <p>DT/BS had been able to arrange a meeting with Lucy Butler, Executive Director at WSCC where they were able to express their concerns about the data being used to evidence a reduction in exclusions without taking into account the impact of covid. The meeting had been positive and DT had a follow up meeting with Lucy Butler and Paul Wagstaff scheduled for 14/12/21.</p> <p>b) <u>Collaboration work with West Sussex Schools</u></p> <p>DT reported on ongoing discussions with Worthing High School and Durrington Schools Trust to consider possible joint work on using the combined expertise of the three schools to support young people.</p> <p>c) <u>Collaboration work with SENAT</u></p> <p>SENAT had approached WSAPC for support for young people with ECHPs. Governors recognised the centres were not the best place for primary age pupils and felt there was room for some kind of provision for young children before an alternative setting could be found. DT had a meeting arranged with Helen Johns on 13/12/21 to consider possible options.</p> <p>d) <u>SIA visit update</u></p> <p>BS/DT reported on the recent meeting with Karen Furze. Governors would be sent the full report as soon as it was received.</p>
<b>5)</b>	<p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• <b>Business and Finance Report</b></li> </ul> <p>a) <u>Current Budget</u></p> <p>SJC gave a slide presentation. Governor questions: <i>Can you explain the current recruitment challenges?</i> Mainly in support staff. There seems to be a national shortage. A drive on recruitment was planned through local media avenues. <i>Could you use the apprenticeship programme?</i></p>

	<p>SJC confirmed that they were using one successfully for a teacher but had not been successful for support staff. It was something they could try again.  <i>Is there any protection for the rise in energy costs?</i>  There is currently no government plan to support schools. We have factored the rises into the budget.</p> <p>b) <u>3 year budget planning</u>  WSAPC had been working on a three year plan for some years which had allowed effective management of the budget. SJC confirmed current planning was for a balanced budget in 2022/23 but there was a need to prepare for a projected overspend in 2023/24. Governors were aware that careful oversight of the budget was needed with a drive for revenue and income and cost reductions where possible.  <i>What are the rules around class size?</i>  We are funded for 8 and staff ratios are 1:4 in secondary and 1:3 in primary. SJC reported on the work already done on timetabling to ensure maximum teaching time. DT explained that in most centres the facilities did not allow for larger class sizes.  <i>Is there an opportunity to bring the Worthing/Lancing merger forward?</i>  It was not a decision WSAPC could make. SJC did note that Worthing had to be used for education and there might be a way WSAPC could use it in future.</p> <p>c) <u>Covid Grant funding (Catch up / Y11 Transition / Recovery Grant / School Led Tutoring)</u>  <i>Will we be able to continue the year 11 transition programme?</i>  Governors recognised how valuable the programme had been and wanted to ensure it could be sustained. SJC confirmed they saw the real benefits for pupils and would look at all funding models. James Walters had written an impact report and governors suggested identifying a few of the students to hear how the programme had benefited them. DT to ask James Walters to do.  <i>How will the recovery premium be used?</i>  We are recruiting 4 pastoral leads on fixed term contracts to cover centres to enable the school to manage the rise in mental health and emotional problems students are facing.  <i>Could you consider using HLTAs to support the school led tutoring programme?</i>  Governors applauded the programme but understood the grants process was very complicated and it was challenging to find teachers. The school was approaching retired teachers and KS confirmed HLTAs could take a qualification to allow them to give the tuition. He also explained how he was managing the grant to enable him to pay his teachers more to encourage their participation.  Governors recognised how hard the covid restrictions had impacted on WSAPC students and applauded the use of grants to provide positive outcomes for students.</p> <p>d) <u>Pupil premium, Sports premium, H&amp;S Update, Premises Update</u>  Nothing to add to the reports received.</p>	<p>JW 28/3/22</p>
6)	<p><b>Progress against Governor Action Plan and Governors' strategic vision</b>  Governors had worked effectively with their action plan. As covid restrictions begin to reduce, they felt it was time to work on their strategic vision to support the school. DT commented that the leadership team would value the support particularly as there was no engagement from WSCC. After consideration, governors suggested a governor session and asked LR to provide some possible dates. RA volunteered to help DT with planning the timetable and KS confirmed he would be happy to run an item on Ofsted requirements. He also offered his school as a venue.</p>	<p>LR 12/12/21 RA/DT/All</p>
7)	<p><b>Verbal update on safeguarding &amp; confirmation all governors have undertaken training for 2021/22</b>  GW had met with HE who had completed the NSPCC self-evaluation and created an action plan (to be filed on sharepoint for governor information). It was important governors were cognisant with how safeguarding was embedded in school practice. GW was addressing how safeguarding should be reported to governors and asked for any advice. She was attending the WSCC training in January and would feedback at the next FGB.</p>	
8)	<p><b>Governance</b></p> <p>a) <u>Note completion of Headteacher's performance management</u>  BS, as chair of the panel, confirmed they had met with the support of Dave Cole and the meeting had followed a positive and rigorous process. DT had achieved his objectives with challenging targets set for the following year.</p> <p>b) <u>Completed skills audit</u></p>	

	The completed skills audit had demonstrated a wide range of skills on the governing body. Governors did appreciate the importance of finding a chair for the resources committee as a priority. They also were anxious to find parent and a primary representative for the governing body. Staff were asked to think about possible parent candidates and LR to check whether HE had approached any possible primary staff. c) <u>Inclusion included in committee terms of reference</u> BT to action.	Staff LR 12/12/21
9)	<b>Approval of last FGB minutes: 20<sup>th</sup> September 2021</b> The minutes were approved and electronically signed as a true record.	
10)	<b>Matters Arising/Action Grid</b> a) <u>Reintegration</u> BT was looking into ways to celebrate where pupils had successfully reintegrated into mainstream. b) <u>Governors on the website</u> Photos and pen portraits for JR/TE. c) <u>Inclusion included in committee terms of reference</u> To be added. d) <u>Centre allocations</u> JR took over Burgess Hill and GW switched from Worthing to Lancing. DT/KS to discuss possible roles/allocations at their meeting.	JR/TE  BT
11)	<b>Any questions on Committee minutes</b> a) <u>Chalkhill</u> <i>Are we confident Chalkhill can maintain the outstanding grading?</i> DT commented on the special nature of Chalkhill and he was confident of the excellent provision for vulnerable pupils. SJC reported on the proposals for the expansion of Chalkhill and the possible links between Blended Learning and Chalkhill. b) <u>Learning and Standards</u> TE noted the positive impact of the new teaching and learning policy and pointed out the new agenda item celebrating pupil achievements. Governors commented on the importance of pupil voice and asked the leadership team to consider ways pupils might engage with governors. c) <u>Pay committee</u> Following the meeting, LR sent a note to governors confirming the pay committee had met on 11/11/21 and 6/12/21 to consider the pay recommendations for staff. RA had chaired the meetings.  <i>KL left the meeting.</i>	DT/BT/HE 28/3/22
12)	<b>Policies requiring governor approval</b> a) <u>Pay</u> The 2021/22 WSCC policy adapted by WSAPC was approved. LR to check the electronic policy approval system was working.	LR 17/12/21
13)	<b>Key Themes of Meeting/Impact on pupils</b> <b>Collaboration work with local schools to strengthen provision.</b> <b>3 year budget planning well established which supports effective management.</b> <b>Sharing ideas for maximum impact from grants.</b> <b>Plan in place to work on governors' strategic vision for WSAPC and evidence for meeting Ofsted criteria.</b> <b>All governors completed safeguarding training and NSPCC self-evaluation carried out.</b> <b>Skills audit demonstrates strength of governing body.</b>	
14)	<b>Dates of next meeting</b> Learning and Standards, Wednesday, 16 <sup>th</sup> February 2022 at 4pm Chalkhill, Thursday, 3 <sup>rd</sup> February 2022 at 4pm Resources, Wednesday, 9 <sup>th</sup> March 2022 at 4pm FGB, Wednesday, 30 <sup>th</sup> March 2022 at 4pm – note change of date	
15)	<b>Pay committee - confidential minute.</b>	

SIGNED.....*Bob Smytherman*..... DATE.....30<sup>th</sup> March 2022.....

ACTION GRID December 2021			
No.	Action	Who	By when
5	Identify students who could demonstrate how and why year 11 transition programme had been beneficial.	BT/JW	28/3/22
6	Diarise governor session on strategic vision and Ofsted. Think about planning and timetable for session.	LR DT/RA /All	Strategy 14/3/22
7	Feedback on reporting to governors on safeguarding.	GW	28/3/22
10b	JR/TE pen portraits & picture for the website	JR/TE	14/1/22
10c	Inclusion added to terms of reference	BT	5/7/22
11b	Establish format for governors to hear pupil voice.	BT/HE/ DT	16/2/22
12	Check electronic policy approval works for all governors.	LR	14/1/22