

WSAPC Management Committee Meeting
on Microsoft Teams
Wednesday, 30th March at 4.00pm

FGB present: Bob Smytherman (BS), Doug Thomas (DT), Fi Young (FY), Sue McMeeking (SM), Gina Webb (GW), Tess Eastmead (TE)

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

Clerk to the Governing Body: Louisa Rydon (LR)

MINUTES	
1)	<p>Welcome and apologies Apologies were received and accepted from Kieran Scanlon, Katherine Lock and Jodie Rowe. Following the end of Richard Anderson's term of office, he was formally voted on to board as an associate member. Governors confirmed his voting rights and that he could continue to chair the Chalkhill committee.</p>
2)	<p>Declaration of interests None to declare in the meeting.</p>
3)	<p>Notice of AOB None.</p>
4)	<p>Headteachers Report <u>Send review green paper</u> Governors had noted the publication of the Green Send review paper. DT commented that WSCC were going to have to address the need for SEND provision and not rely on Alternative Provision. He raised his concerns for primary provision. Centres were close to or over capacity and at Lancing every primary pupil has an EHCP. Of these only one pupil had a potential exit plan and one has been on roll for four years. Governors noted reintegration could only work if there were identified places for pupils to go onto. HE believed the rising pupil numbers was indicative of the behaviour crisis attributed to covid. The number of pupils with the Inclusion team was over capacity and there was only one space in primary. Schools were sending pupils to WSAPC and currently WSCC had no primary provision plan. Governors asked if there was a financial implication with extra pupils. SJC confirmed how the funding worked to allow for changes in pupil numbers. HE said that with the number of ECHPs, they had been trying to get special needs TA support for centres, but finding staff was challenging. <u>Attendance & progress</u> BT reported on the improvements in attendance and progress that had been seen as pupils returned to school after the disruption of covid. Governors were pleased to see the measures taken to improve attendance were having an effect. They thanked BT for the case studies that had been requested by L&S. There was good pupil progress evidence and clear targeted actions in place. <u>Questions</u> Why is unauthorised absence high at Worthing and Littlehampton? HE reported on the small pupil numbers at Worthing that skewed percentages. She highlighted the amazing progress that had been made with one pupil and the impact school refusers were having. There were a number of pupils from the traveller community who did not get into Littlehampton due to transport issues. What work opportunities were being given to these pupils? Outreach and online learning was offered but it was challenging to get pupils to engage with it. Have we been in contact with the Traveller Education Team? Yes and they have the same issues. Governors felt they should use the SEND green paper to put pressure on WSCC to provide transport. TE related her experience at a Unitary authority where minibuses were provided up to year 9 and were vital for attendance. Has work on North Mundham started?</p>

	<p>Yes, it appeared that after delaying, WSCC had realised the centre would continue to be used for some time and needed the improvements.</p> <p><u>Suspensions</u></p> <p>Governors noted the significant data on suspensions. SM highlighted the impact on staff when damage was done to their classroom/school surroundings as well as the physical assaults. BT commented on the challenges with pupils who were unable to regulate their behaviour and it was a sign of the increasing needs of pupils. Governors hoped the target on behaviour would show signs of having an effect in the next terms' figures.</p> <p>DT stated that the recent high profile event which had happened had focused the attention of WSCC who were offering support. Governors were aware WSAPC kept WSCC well apprised of issues but it was not until there was an event that they took notice. Governors agreed to a joint letter from DT and BS to Lucy Butler highlighting the issues with primary pupil placements and the importance of transport for pupils.</p> <p><u>4a See confidential part II minute</u></p>	
5)	<p>Governance</p> <p>a) <u>Pecuniary interests to be sent and signed electronically</u> LR to send forms electronically.</p> <p>b) <u>Ideas for governor recruitment</u> Governors were keen to add to the governing body. Richard Anderson was asking colleagues and FY would ask for possible volunteers from Mental Health Services. FY asked whether any progress might be made with a parent governor. Governors were aware of the historic difficulties of finding volunteers but FY wondered if parents could be spoken to directly and have contact with a current governor. Governors suggested running a parent survey which a governor could then use to liaise with parents. SJC to organise and follow up with governors. <i>(Following the meeting FY sent through the Ofsted parent survey).</i></p> <p>c) <u>Arrangement for Interim Headteacher performance management process</u> Governors checked there was budget to ask Shine Consulting to support the process. LR to liaise with the committee and Dave Cole to set a date in the first half of the summer term. (Venue Littlehampton/pm).</p>	<p>LR 28/4/22</p> <p>RA/FY/All</p> <p>SJC/FY 27/5/22</p> <p>LR 7/4/22</p>
6)	<p>Update from HE/BT from NPQH training in terms of current Ofsted focus</p> <p>HE and BT reported on their training. There had been little information on Ofsted to this point but trainers emphasised the importance Ofsted inspectors saw in triangulating the information they hear from senior leaders. Good practice was to regularly use a parent survey to give a clear idea of how parents viewed the school. HE/BT felt confident that WSAPC was working well and had strong evidence of the impact in place. Governors asked if staff were confident Chalkhill would remain outstanding and WSAPC good. They felt they were in a good position to be at least good but with a caveat on current issues with behaviour. Governors noted the value of having strong narratives in place. It was hoped the SEND green paper would be positive and that developments to the Ofsted framework would be made in relation to SEND pupils.</p>	
7)	<p>Approval of last FGB minutes: 6th December 2021 & 14th March 2022</p> <p>The minutes were approved and signed as a true record.</p>	
8)	<p>Matters Arising/Action Grid</p> <p>a) <u>Year 11 transition</u> BT was finding ways to demonstrate how and why the year 11 transition programme was beneficial.</p> <p>b) <u>Reporting on safeguarding</u> GW was about to undertake the second section of the lead safeguarding training and would report back to the next meeting.</p> <p>c) <u>Pen portraits/pictures for the website</u> JR/TE to do.</p> <p>d) <u>Terms of reference</u> Inclusion is not currently included – BT to add a section.</p> <p>e) <u>Pupil voice</u></p>	<p>BT 6/7/22</p> <p>GW 6/7/22</p> <p>JR/TE</p> <p>BT 6/7/22</p> <p>SJC 6/7/22</p>

	SJC had taken on responsibility for pupil voice and agreed to run a pupil survey. GW volunteered to visit Lancing for a tour and meeting with staff and pupils. All governors were encouraged to visit centres with a call to the assistant head to arrange. f) <u>Policies</u> LR/Diane Harvey to liaise over policies and ensure approvals of statutory policies are up to date.	GW 6/7/22 LR/DH 28/4/22
9)	Any questions on Committee minutes a) <u>Chalkhill</u> As per the minutes. b) <u>Learning and Standards</u> TE reported on the excellent Maths presentation by Geoff Taylor and the committee were looking forward to an English presentation at their next meeting. As requested by the committee case studies on attendance (included in HT report. c) <u>Resources</u> Governors approved a change to the minutes: it was not suitable to put the carry forward in an accumulating fund so the money would be held in revenue contributions to capital. Statement of internal control approved	LR 7/4/22
10)	Policies/documents requiring governor approval a) <u>SFVS (School Financial Value Services)</u> SJC had laid out the changes to the school financial value standards. Approved subject to governor comments following the meeting. (no comments received.)	
11)	Key Themes of Meeting/Impact on pupils Discussion on Green Send paper Contact WSCC re primary provision and transport Parent survey and focus on finding parent governors Strengthen pupil voice Improvements to Lancing	
12)	Dates of next meeting Chalkhill, Thursday, 5 th May at 4pm FGB/Resources, Wednesday, 18 th May at 4pm Learning and Standards, Monday, 20 th June at 4pm FGB, Wednesday, 6 th July at 4pm	

SIGNED.....*Bob Smytherman*..... DATE.....18/5/22.....

ACTION GRID March 2022			
No.	Action	Who	By when
4	Letter to Lucy Butler re concerns over transport and primary provision.	DT/BS	Not req
5a	Pecuniary interests to be signed electronically – April	All	✓
5b	Approach contacts to take on governor role. Run parent survey and approach parents to explain governor role and encourage possible candidates.	All/RA/ FY SJC/all	6/7/22 6/7/22
5c	Arrange interim headteacher performance management meeting.	LR/BS/F Y/GW	✓
8a	Identify students who could demonstrate how and why year 11 transition programme had been beneficial.	BT/JW	6/7/22
8b	Feedback on reporting to governors on safeguarding.	GW	✓
8c	JR/TE pen portraits & picture for the website	JR/TE	6/7/22
8d	Inclusion added to terms of reference	BT	6/7/22
8e	Pupil survey for pupil voice and governors to arrange centre visits.	SJC/all	6/7/22
8f	Check electronic policy approval process is working.	DH/LR	✓
9c	Agreed amendment to draft resources minutes.	LR	✓