

WSAPC Management Committee Meeting
on Microsoft Teams
Wednesday, 6th July at 4.00pm

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

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

Clerk to the Governing Body: Louisa Rydon (LR)

DRAFT MINUTES		
1)	<p>Welcome and apologies Katherine Lock would attend the meeting if she could but apologised in advance if her appointment ran over, which it did. Jodie Rowe had not attended or sent apologies for the last 4 full governor meetings. FY hgd been unsuccessful in trying to contact her and governors reluctantly agreed to remove her from the governing body. LR to action.</p>	LR 18/7/22
2)	<p>Declaration of interests DT was pleased to announce that Tess Eastmead had been successfully recruited as an English teacher at WSAPC from September. LR noted that her role as a co-opted governor would be terminated on her employment. Governors were delighted to learn of TE's success though would miss her expertise on the Board.</p>	
3)	<p>Notice of AOB a) <u>Indexation</u> (see 12a) b) <u>Part II item</u> (see part II minutes)</p> <p style="text-align: right;"><i>TE joined the meeting.</i></p>	
4)	<p>Headteacher's Report Governors thanked BT for his comprehensive report. BT ran through the report and invited questions. Governors were pleased to note the rise in attendance to the current 58.3% and the continued aim for 60%. They thanked HE and Alex Jones for attending and speaking on attendance at the National Conference. They recognised the value of raising WSAPC's profile and whilst HE commented on the challenge of presenting virtually, governors were really pleased to hear how well the conference had ben received. Governors felt they should always aspire to higher attendance and as levels rose 65% could become a viable option.</p> <p><u>Attendance</u> Q: When students do not attend do you issue fixed penalty notices (FPNs)? A: Yes, the two attendance officers will put interventions in place and when there is no improvement FPNs are issued. Q: Unauthorised absence is high, what are the reasons given and could you break these down in your future reports? A: There are a wide range and, yes, it is a good idea to report and study the reasons.</p> <p>DT commented on the culture amongst students and parents and that it was necessary to change attitudes to increase attendance. SM also noted that some of the more challenging behaviours seen, particularly since the pandemic, might also have an impact on some pupils being reluctant to attend. HE cautioned on ensuring driving down unauthorised absence did not lead to more authorised absence. GW reported on her experience as an LA prosecutor for school attendance and the options open to schools and asked what support they received from WSCC. HW confirmed there was little support form the LA and their wider teams.</p> <p><u>Behaviour</u></p>	BT 5/12/22

	<p>Q: Are the large number of behaviour incidents reported due to a small number of students repeatedly offending? A: A large number of the incidents take place in the primary settings. Many of these are attributed to a number of pupils with EHCPs at WSAPC but no suitable special school places have been found for them. There are a smaller number of incidents in secondary, though these can be violent with damage caused. Q: Do pupils sign a behaviour agreement each year? A: Yes. Q: What staff training is given? A: Team Teach training is provided to all staff in the spring term. De-escalation techniques approaches are often discussed by staff. HE stressed the importance of seeing behaviour incidents as a form of communication. Pupils, particularly some of those with ECHPs, were unable to express themselves verbally and staff at WSAPC were constantly working on strategies to support pupils with behaviour. Q: Is the spring term the most effective time for Team Teach training? A: Due to the nature of admissions at WSAPC, the number of incidents tends to rise during the year and be at their height during the summer term. Ensuring all training is completed during the year is a challenge but the spring term does seem the best time for Team Teach. Refreshers are done internally. Governors asked BT to include a list of the students who tend to re-offend regularly and the nature of the incidents in the next report. <u>Letter to WSCC</u> Governors discussed the concerns they had raised with support on attendance from WSCC and the number of pupils on roll with ECHPs and asked BS/DT to work on a letter to Lucy Butler, (director of children,young people and learning WSCC) the issues. <u>Attendance Officers' presentation to FGB</u> Governors asked if the attendance officers could present to a governors' meeting (SLT to decided which one) during the Autumn term. <i>SM left the meeting due to technical issues.</i></p>	<p>BT 6/12/22</p> <p>BT/BS 22/7/22</p> <p>BT 26/9/22</p>
5)	<p>Annual Safeguarding Report HE reported on the increase in trained Designated safeguarding leads and governors were pleased to note that the behaviour strategies implemented had had an impact with a decrease in suspensions. They noted the reasons for the very large rise in incidents recorded and the different issues coming up in centres from year to year due to the constant changes in cohorts. HE highlighted the data on emergency referrals and was looking at ways to make it accurately reflect the lower numbers. She had included a section on Chalkhill and the Chalkhill committee were aware of the ward staffing issues that had impacted attendance and the measures in place. GW, as safeguarding governor, raised governor training and it was agreed it would be more beneficial for governors to have targeted training rather than attending the whole staff training. The National College ran a safeguarding course for governors which GW would source and discuss its suitability with HE before recommending to governors. Governors thanked HE for the report and had found the case studies extremely helpful.</p>	<p>GW/HE 26/9/22</p>
6)	<p>Annual Health and Safety Report No update on previous report. Report to Autumn meeting.</p>	
7)	<p>Approval of last FGB minutes: 18th May 2022 & 15th June 2022 The minutes were approved and electronically signed as a true record.</p>	
8)	<p>Matters Arising/Action Grid a) <u>Pecuniary Interests 2022/23</u> Signed electronically by governors. b) <u>Governor vacancies</u> Governors were aware of the need for new co-opted governors and a replacement primary representative. KS sent a message to his staff asking for expressions of interest. DT/SJC would approach the Primary Heads' Exec. TE</p>	

	<p>had been in contact with an Instructor at her school who had shown an interest and she would put him in touch with DT.</p> <p>c) <u>Surveys</u> Pupil and parent surveys had been carried out and a full report would be available at the next FGB.</p> <p>d) <u>Year 11 transition programme</u> James Waters had approached students to capture the benefits of the programme in a report.</p> <p>e) <u>Governor visit forms</u> GW/FY to work together on including safeguarding and health and safety reporting in governor visits.</p> <p>f) <u>Clerk recruitment</u> SJC to follow up leads. Governors thanked LR for the work she had done as clerk for WSAPC in its many guises and would miss her support. LR thanked the governors for a hugely enjoyable 10 years or so as clerk and was sorry to be leaving.</p>	<p>All 26/9/22</p> <p>FGB 26/9/22</p> <p>FY/GW 26/9/22</p> <p>SJC 20/7/22</p>
9)	<p>Any questions on Committee minutes</p> <p>a) <u>Learning and Standards</u> TE reported on the meeting and George Fish's English presentation. The committee had noted the changes to the assessment system and were encouraged by the initiatives in place. Governors were looking forward to receiving the documents from George Fish. LR to correct name error in minutes. (FT to FY.) It was noted a new chair of the committee would be needed in the Autumn term.</p>	<p>LR 12/7/22</p>
10)	<p>Consider adopting 'school on a page' document Governors agreed this would be a useful document to have in place and asked DT to put together a draft for discussion at the September FGB meeting.</p>	<p>DT 26/9/22</p>
11)	<p>Policies/documents requiring governor approval SEND was ready for approval. The electronic approval method was not working if governors did not log into outlook on their @wsapc emails. LR to send link for governors to review by 20/7/22. SJC to investigate approvals app for governors.</p>	<p>LR 12/7/22 SJC 26/9/22</p>
12)	<p>Key Themes of Meeting/Impact on pupils Attendance measures have had impact and are rising. Robust safeguarding</p>	
13)	<p>AOB</p> <p>a) <u>Indexation</u> SJC alerted governors to an issue with some teachers' pensions and the WSCC decision to pay affected teachers £12 per year. This impacted on 22 staff at WSAPC. Governors gave their approval.</p> <p>b) <u>Support for a mainstream MAT</u> DT had agreed for WSAPC to mentor and support a staff member from a MAT on how to manage behaviour. Governors recognised the benefits for both schools and confirmed the Trust would cover the costs and any expenses.</p>	
14)	<p>Dates of next meeting FGB: Monday, 26th September at 4pm Learning & Standards: Wednesday, 12th October at 4pm Pay: Wednesday, 19th October at 4pm Chalkhill: Thursday, 3rd November at 4pm Resources: Monday, 14th November at 4pm FGB: Monday, 5th December at 4pm</p>	
15)	<p>HE/BT left the meeting.</p> <p>See Part II minutes</p>	

SIGNED..... DATE.....

ACTION GRID JULY 2022			
No.	Action	Who	By when
4	Include unauthorised absence reasons and pupils who re-offend and number/nature of incidents in HT report.	BT	6/12/22
4	Letter to Lucy Butler highlighting concerns. (support with attendance & number of pupils on roll with EHCP)	BS/DT	22/7/22
4	Attendance officers to present at Autumn governor meeting, to be decided.	BT	26/9/22
5	Suitable safeguarding course for governors.	GW/HE	26/9/22
6	Health and safety report	SJC	26/9/22
8b	All governors to consider candidates for governing body. Approach primary heads' executive for possible primary reps	All DT/SJC	26/9/22
8c	Report on pupil/parent/staff surveys to FGB	SJC	26/9/22
8e	Update governor visit reports with health and safety and safeguarding sections.	GW/FY	26/9/22
8f	Follow up on clerk recruitment	SJC	20/7/22
9	Correct initials (FT to FY) in minutes. New chairman needed for L&S.	LR All	✓ 26/9/22
11	SEND policy to governors for approval.	All	20/7/22

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