



**Meeting of Isebrook Local Governing Board
14th November 2019
4.00pm**

**Isebrook SEN College
Final Minutes**

Autumn Term 2

Chair's Signature:.....Date:.....

Governor	Designation	Present	Apologies✓ Absent x
Tracy Hall (TH)	Head of School	✓	
Vacancy	Chair		
Sandy Cooke (SC)	Vice Chair - Appointed	✓	
Jane Boyt (JB)	Appointed Governor	✓	
Governor vacancy	Parent		
Governor vacancy	Parent		
Karen Lees (KaL)	Staff Governor		✓
Staff Governor vacancy	Staff Governor		
Babs Loveday	Appointed Governor	✓	
In Attendance			
Kevin Latham (KL)	Executive Headteacher		
Anthea Murphy (AM)	CFO		✓
Esther Bushell (EB)	COO		✓
Ellie Edwards (EE)	Company Secretary	✓	

Governors Challenge

18/19	<p>Welcome, Apologies & Absence. Vice-Chair welcomed everyone with apologies from KaL. Vice-Chair welcomed Babs Loveday who wishes to join the board. Governors discussed and all agreed to appoint Babs as a Governor.</p> <p>Clerk informed the committee that she has made contact with potential Governors and Parent Governors hoping to join the Committee.</p>	<p>D</p> <p>D</p>
19/19	<p>Quorum. The meeting was quorate.</p>	
20/19	<p>Election of Chair and Vice Chair.</p>	D

	<p><i>Due to insufficient governor numbers the Chair and Vice-Chair were not elected at the last meeting 04.07.19 or 19.09.19. Vice Chair to sit as interim Chair.</i></p> <p>Chair & Vice-Chair elections. LGB was constitutionally quorate so Chair and Vice-Chair elections could take place.</p> <p>JB proposed SC to stand as Chair of the Board, BL seconded this decision. SC was happy to accept the Chair appointment.</p> <p>SC proposed JB to stand as Vice-Chair, BL seconded this decision. JB was happy to accept the Vice-Chair appointment.</p>	<p>D</p> <p>D</p>
21/19	<p>Declaration of actual or potential conflict of interest arising from this agenda. None</p>	
22/19	<p>Notification of AOB.</p> <p>LGB Chairs Feedback.</p> <ul style="list-style-type: none"> All LGB Committee Chairs met with the Chair of Trustees on 11.11.19. It was decided to keep meetings short and within time and any AOB must be given within 24 hours of the next meeting. All meetings going forward will have a timed agenda to keep meetings business like and within time. <p>Action: Clerk to set timed agendas going forward.</p> <p>NPQH presentation Executive Headteacher will deliver a ten-minute presentation to Governors for his NPQH course, see item no 30.</p> <p>Employee TOIL/Leave of absence.</p> <ul style="list-style-type: none"> It was noted that the new refined process for toil and leave of absence requests was working well. HoS discussed the new arrangements with the committee and said the school is applying the policy. The AWOL policy was applied to a few members of staff in the Summer term which led to Management advice. This new system has been shared with staff and questioned raised will be fed back to TLT for discussion. <p>HoS shared two cases with the committee for Governors to discuss and action if necessary.</p> <ul style="list-style-type: none"> Governors discussed both cases on a separate basis and agreed that all cases whenever presented to the board would be discussed on a case by case basis. In the first case Governors discussed the financial impact and cover implications this would bring to the school and Trust. It was highlighted there would be no financial impact to the Trust and no disruption to the school. After further discussions the board would like the employee to submit a formal letter explaining their case with as much detail as possible for the board to come to a decision. <p>Action: Clerk to ask staff member to submit their LOA case to the Governors in writing.</p> <ul style="list-style-type: none"> Governors discussed the second case, all Governors agreed there was not sufficient evidence to warrant exceptional circumstance and this request was declined. 	<p>EE</p> <p>EE</p>

Chair's Signature.....

	<ul style="list-style-type: none"> Chair will write to the member of staff declining this request. <p>Action: Chair to write to member of staff declining LOA request.</p>	SC
23/19	<p>Minutes from previous meeting. Minutes of the meeting held on 04.07.19 circulated were not approved by the LGB. This will be brought to 14.11.19 meeting for approval. https://app.governorhub.com/document/5dc7f45a209a37308b192ea9/view Meeting notes from 19.09.19 not required to be signed by the Chair, for information only. https://app.governorhub.com/document/5dc7f3b6d9b62c3420f43691/view</p>	
24/19	<p>Questions on Head of School report. <i>HoS reports received on 07.11.19, Clerk circulated via GovernorHub on 10.11.19 with the following highlighted.</i> https://app.governorhub.com/g/isebrookschoo/docs/5dc7f22c145e060e6379a123</p> <p>A Governor highlighted from the report that on reflection the post had shifted, and by the end of the year the school had a different picture.</p> <p>Q. What did we learn from that? A. The school were aware of this, the data at the end of 2018 in the 6th form was not as good as other areas of the school. Maths was good then English dropped. This was partly due to a staff member leaving, Governors agreed for this member of staff to leave early. There have been staff changes and an action plan implemented to turn things around.</p> <p>Q. How would we monitor this to stop this happening again? And how do we know the emerging picture is being dealt with? A. 6th form now has a SEF and this is monitored, the schools SIA will also monitor this. SIA is looking at 6th Form Maths and Preparation for Life on her next visit. A QA cycle is in place which is also monitored by AHT and KS5 Leader. 6th Form now have specialist Maths and English teachers working with students and an experienced teacher is back in school following absence. School will report back to Governors on the previous data form the last terms. Students feel like they are being led now.</p> <ul style="list-style-type: none"> Governors were informed that the KPI document will lead on the focus for the schools. The SDP is in progress and highlighted priorities which has been written in line with the new framework. By the end of this term LGB will start to see a difference, and can monitor this in the term. For the School its knowing where the worries are and about supporting and challenging. <p>Exclusions. HoS discussed Exclusions with Governors with the following highlighted:</p> <ul style="list-style-type: none"> There was a high level of exclusions last term, a total of 18 school days this accounted to 6 students in total. School are looking at alternative provisions for some of the excluded students ie. Seeds of Change however this is expensive. These exclusions have led to Interim reviews taking place. Some students have SEMH needs and the school may not be able to meet this need. <p>Q. Is Maplefields the next school as an alternative? A. If it meets their needs, then yes.</p>	

	<ul style="list-style-type: none"> It was noted the School are now challenging the EHCP team when consultation papers come through. Visits to meet students are carried out and as a whole the process is better. 	
25/19	<p>SDP/SEF <i>Reports circulated via Governorhub on 10.11.19 with the following highlights:</i></p> <ul style="list-style-type: none"> Governors discussed. It was highlighted to Governors the SEF circulated is a new format. SIA came into school and looked at the quality of the SEF and evidence behind this. This SEF then feeds into the SDP. Post 16 is amber due to employability check report, however school knew this was not good enough last year. <p>Governors liked the SEF and thought it was logical.</p>	
26/19	<p>MAT Feedback - CEO report. <i>Revised MAT KPI's received on 07.11.19, clerk circulated via GovernorHub on 10.11.19.</i> https://app.governorhub.com/document/5dc7f206f7809043b4a0eaaa/view</p> <p>CEO present at the meeting discussed the KPI document with the following highlighted:</p> <ul style="list-style-type: none"> The new KPI's has gone to Trust Board and they will be monitoring that the four areas are on track. LGB performance indicators are across the 4 areas with Performance and Standards being the main area for LGB. There are three key aims of curriculum – students to be successful confident and responsible. This is measured on students individual EHCP Plans. Personal development to include one extracurricular activity/enrichment, this will look different for all students. Students will be able to apply knowledge to learn new skills by getting out and about. Professional Development and Leadership - all staff to have an identified professional development to encourage growing our own. My Concern system has to many open cases that should be actioned quicker. Communication from staff highlighted a training need and the AHT is acting on this. <p>The Chair informed the committee this is an area for discussion on the next Safeguarding visit on 10.12.19 as this was a safeguarding concern. Chair will report back to Governors.</p> <p>Action: Chair to circulate Safeguarding report to Governors after 10.12.19 visit.</p> <ul style="list-style-type: none"> Pupil attendance is at 92% with the National average at 96%. All schools are expected to get to this figure. However, there are back stories behind the schools 92% figure. The school attendance leaflet is currently being updated. KCSIE quiz will be circulated to all staff to complete shortly. It was highlighted that Trustees are now monitoring and assessing questions and challenge that Governors do in meetings. External links are important for the Trust – it benefits the students in school and the wider schools along with strengthening school practice. The new KPI document will be merged and circulated ready for the next LGB meeting. 	SC

27/19	<p>Safeguarding.</p> <p>Accident/Incident Reports</p> <ul style="list-style-type: none"> School exploring near misses with COO and Health & Safety Trustee who will feed back actions. <p>Safeguarding.</p> <ul style="list-style-type: none"> Chair scheduled to come into school to check on Compliance and monitoring, this will be reported back to Governors. Three questions will be raised on this visit; <ol style="list-style-type: none"> Do all children know what to do if they feel unsafe? Are My Concerns opened and dealt with in a timely manner? How do you know that Staff training is being effective? <p>Medical Audit</p> <ul style="list-style-type: none"> HoS discussed the administering of medication procedures with Governors. It was highlighted to Governors that a few errors and poor practice developed over time had led the HoS to conduct a Medical Audit. The audit highlighted risks which were too great and SLT had to step in. SLT now support with administering medication to students this term. School looked at DFE Guidance and found the school were not meeting this guidance, there were no consistent approaches and medication hadn't been checked and monitored properly which raised questions. <p>Q. Were there too many members of staff administering medication?</p> <p>A. No, roles have grown and this area has not been led as well as it should be. The School nurse is on site once a week and should make sure processes are in place. Clear actions have been taken already in the short term however, it is a lot of pressure for SLT.</p> <ul style="list-style-type: none"> All staff have now had Meds training or refresher training. A member of staff has been given responsibility to put this in order and keep on top of this with support from SLT and School Nurse. Next stage is to meet with the Leader in charge and update the policy. Governors will have responsibility to monitor this area. <p>Q. Is the accountability with the School Nurse?</p> <p>A. No, it's the named person on the policy. It is the HoS job to make sure the policy is in place and adhere to, the School Nurse is to review policy and procedures. There will be clear actions and processes going forward. Medical Audit will be emailed out to LGB with draft minutes.</p> <p>Action: Clerk to email Medical Audit report to Governors.</p>	EE
28/19	<p>Finance.</p> <ul style="list-style-type: none"> Auditors in week commencing 18th November 19. Outturns are looking healthy as Out of County payments have now come in to school. 	
29/19	<p>Policies.</p> <p>Mat Policies</p> <p>School Policies</p> <p><i>CP & Safeguarding, Code of Conduct policies were approved by the Trust Board and signed by the Chair on 24.10.19 due to Isebrook LGB not constitutionally quorate on 19.09.19.</i></p>	

30/19	<p>Governor of the term.</p> <ul style="list-style-type: none"> Governor of the Term focus is Self-Evaluation and Website Checks. Chair has volunteered to check the Website on 10.12.19 visit and feed back to committee. It was highlighted to Governors that Ofsted will no longer check school websites. However, websites still need to be compliant with statutory information. 6th Form will be monitored this term along with Safeguarding. <p>Action: Executive Head to send Chair Website checklist.</p> <p>NPQH Presentation. Executive Headteacher presented NPQH presentation to Governors, this was recorded, no notes were needed to be taken. Governors asked question.</p>										
31/19	<p>AOB – This must be notified to the Chair and Clerk 24 hours before the meeting.</p> <p>None</p>										
32/19	<p>Matters arising: Update as shown below: Matters arising from 04.07.19.</p> <table border="1" data-bbox="331 786 1321 1312"> <tr> <td data-bbox="336 786 619 913">3/19 Election of Chair and Vice Chair.</td> <td data-bbox="624 786 999 913">Clerk to email LGB asking for Chair and Vice-Chair nominations. Done</td> <td data-bbox="1003 786 1316 913">06.09.19</td> </tr> <tr> <td data-bbox="336 920 619 1014">13/19 Policies</td> <td data-bbox="624 920 999 1014">HoS to revise Return to Work paperwork. Done</td> <td data-bbox="1003 920 1316 1014">27.09.19</td> </tr> <tr> <td data-bbox="336 1021 619 1312">15/19 Next Academic Year</td> <td data-bbox="624 1021 999 1312">HoS and Executive Head to work out highlights and deep dives into data for LGB reports. Done Clerk to speak to Chair re: New LGB meeting day. Done</td> <td data-bbox="1003 1021 1316 1312">Oct 19 04.09.19</td> </tr> </table> <p>No matters arising brought over from 19.09.19.</p>	3/19 Election of Chair and Vice Chair.	Clerk to email LGB asking for Chair and Vice-Chair nominations. Done	06.09.19	13/19 Policies	HoS to revise Return to Work paperwork. Done	27.09.19	15/19 Next Academic Year	HoS and Executive Head to work out highlights and deep dives into data for LGB reports. Done Clerk to speak to Chair re: New LGB meeting day. Done	Oct 19 04.09.19	
3/19 Election of Chair and Vice Chair.	Clerk to email LGB asking for Chair and Vice-Chair nominations. Done	06.09.19									
13/19 Policies	HoS to revise Return to Work paperwork. Done	27.09.19									
15/19 Next Academic Year	HoS and Executive Head to work out highlights and deep dives into data for LGB reports. Done Clerk to speak to Chair re: New LGB meeting day. Done	Oct 19 04.09.19									
33/19	<p>Date of next meeting: 15.01.20 start time 4.00pm It was agreed by all Governors to change the meeting day to Wednesday starting at 4.00pm. Action: Clerk to change meeting dates.</p>	<p>D D EE</p>									
34/19	<p>Confidential Items.</p> <p>None</p>										

The meeting finished at 6.31pm

Actions arising from the LGB meeting

22/10 – Notification of AOB	<p>Clerk to set timed agendas going forward</p> <p>Clerk to ask staff member to submit their LOA case to the Governors in writing.</p> <p>Chair to write to member of staff declining LOA request.</p>	<p>15.01.20</p> <p>15.11.19</p> <p>22.11.19</p>
-----------------------------	--	---

Chair's Signature.....

22/19 – MAT Feedback	Chair to circulate Safeguarding report to Governors after 10.12.19 visit.	20.12.19
27/19 - Safeguarding	Clerk to email Medical Audit report to Governors.	15.11.19
30/19 – Governor of the Term	Executive Head to send Chair Website checklist	21.11.19
33/19 – Date of next meeting	Clerk to change meeting dates	22.11.19

Chair's Signature.....