

**P R E S E N T:-**

Mr P Atkin, Mrs S Claybourn, Mrs L Davis, Mrs K O'Neill, Mr R Vickers, Mr A Willson

Mr G Ogden (in the Chair)

Clerk to the Governing Body – Mrs A Hall-Miell

2022 **APOLOGIES**

Apologies for absence were received from Mr A Day and Ms M Moverley

2023 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mr Day and Ms Moverley for their absence from this meeting.

2024 **DECLARATION OF INTERESTS**

- RESOLVED:
- a) Mr Vickers informed governors that he had delivered training for the local branch of Mind and KIDS
  - b) Mrs Hall-Miell informed governors that her Grandson had previously accessed services provided by the school

2025 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that discussions regarding MIND, Safeguarding and the new build had taken place

2026 **APPOINTMENT OF CO-OPTED GOVERNOR**

RESOLVED: that Mrs Y Briggs be appointed as a Co-opted Governor.

2027 **MINUTES**

RESOLVED: that the minutes of the meeting held on 12 October 2017 be confirmed and signed by the Chair with the following amendments made:

- a) Minute 1996 - amendments to committee membership (Health and Safety Committee, Curriculum Committee and Human Resources Committee
- b) Minute 2005 – Headteacher's report add section v) Goals and Ambitions

- c) Minute 2007 - Report of Childcare Manager – Wellbeing Award not Residence Accreditation

2028 **MATTERS ARISING FROM THE MINUTES**

a) Academy Status – The consortium Multi Academy Trust

The chair of governors updated the governing body on actions taken since the meeting of 12 October 2017 on the conversation to Academy Status with ‘The Consortium Multi Academy Trust’ (TCAT)

The chair had formally informed the Director of Children, Families and Schools of the resolution approved by governors on 12 October 2017, that the due diligence process would commence. The chair had also requested that St. Anne’s Residence be formally recognised as a Residential Special School.

If the school formally applied to convert to academy status it will be allocated £25,000 by the Regional School Commissioners Office to cover the administration costs of the conversion. East Riding of Yorkshire Council would take five percent of that to cover the significant administration by the Authority. Following the conversion St. Anne’s would have four percent of its core budget ‘top sliced’ by the local authority with other funding streams not affected

**Governor question: would the four percent cover everything currently provided by ERYC.** The chair believed that was the case but would like to keep links with ERYC

TCAT had a Headteacher’s group involving all the constituent schools and would be happy for Lesley to join the group over the interim period leading to the conversation and afterwards should the school convert. There had been no other special educational needs schools planning to join the consortium; there was a desire by the consortium for St. Anne’s to be the SEN Hub.

**A governor expressed concern about potential drawn on school resources:** assurance was given that it had been taken into account under due diligence. The chair was going to find out more information regarding the schools. Mr Ogden suggested the governing body split into two’s to visit the other schools.

Once the formal application was completed there would be extensive consultation with parents and staff. The chair wanted reassurance that all governors were fully supportive of the commitment to academisation although it could be terminated the day before the deadline date. A comprehensive and detailed file should be kept of all correspondence linked to the potential conversation by the School Business Manager to include all emails, letters, financial data and minutes/notes of meetings.

**A governor asked what credence would be given to feedback from parents:** It was deemed a balanced viewpoint was required

**Another governor question related to managing the school budget:** This was still the school’s responsibility through the academy via monthly reports

This would all depend on the school being registered as a residential special school. If that could not be resolved then academy status was not an option. The chair

expressed desire to keep a good working relationship with the East Riding of Yorkshire Council

RESOLVED:

- a) that the school would commence the next steps of the 'due diligence' process;
- b) that at the full governing body meeting of 24 May 2018 governors should determine whether to formally complete the form seeking conversion;
- c) that governors approve the provisional date for conversion subject to 'due diligence';
- d) that governors pair up to visit consortium schools.

b) New School Build Programme

Plans for the new build were circulated at the meeting and the proposed changes discussed in detail. Meetings would be held with staff to receive their input on details such as door handles, locks and toilets. Commendation was given to Paul Burke, ERYC architect, for his knowledge and understanding of the school's requirement. The plans for the new build were to be submitted to ERYC Planning Department once finalised. There were also plans discussed that would enhance the outdoor area with a small animal enclosure and a re-design of the horticultural area (subject to Full Governing Body (FGB) approval).

Insulation installed in the new build could improve outgoing utility costs.

RESOLVED:

- a) that plans for the new build be submitted to ERYC Planning Department once finalised;
- b) that the full governing body give consideration to the re-designed horticultural area once estimates had been submitted.

**2029 OFSTED INSPECTION REPORT November 2017 – School and College**

Congratulations were expressed to all involved following the Ofsted short inspection on 14 November 2017. It was a thorough inspection with the result that the school continued to be outstanding.

**2030 OFSTED INSPECTION REPORT November 2017 - Residence**

There was a delay in the outcome which the school would receive in writing once finalised. A press release had been prepared to raise the profile of the school once the outcome was received.

**2031 COMMITTEE MINUTES**

Finance Committee

Mr Atkin informed the governing body that the school finances were in an acceptable position. Minutes would be circulated after the meeting that would be held week commencing 22 January 2018.

### Curriculum Committee

The Curriculum Committee met on 6 December 2017 to discuss policies, engaging with parents, shaping the curriculum and communication aids. A presentation was delivered on 'Basic Skills' and 'Small Steps' Curriculum by Sally Sullivan. This was a useful aid to offer help and support to new staff that were not as skilled in breaking down tasks.

RESOLVED: that the minutes of the Curriculum Committee be confirmed and accepted by governors.

### Safeguarding & Wellbeing Committee

The Safeguarding & Wellbeing Committee met on 11 December 2017 and reported that Mind sessions had taken place delivered by Mr Vickers. Mind had expressed an interest in working in partnership with the school.

It was reported that Welton Waters had been prosecuted for a Health & Safety breach. St. Anne's had used the centre previously and wanted to continue. The chair wanted to reassure parents that it was safe to use the facility and would request sight of their risk assessments.

Child deaths were discussed as there had been three in the last year. Each death was reviewed by the East Riding Safeguarding Board Review Panel. The Clinical Commissioning Group had also reviewed them as part of a national programme when the death of a pupil with learning disabilities occurred. Lessons had to be learnt locally and nationally.

RESOLVED: a) that the minutes of the Safeguarding & Wellbeing Committee be confirmed and accepted by governors;  
c) that Welton Waters risk assessments be accessed and added to the E Rover system.

### Residence Committee

The chair extended a commendation to staff involved in a recent incident after which emergency accommodation had to be found. It highlighted how members of staff worked well as a team to resolve the issue. The Headteacher seconded the comment and informed governors that there had been a strong community spirit with staff from all parts of the school.

Governors would use the Residence Committee, ERYC officers were to be invited to join the discussion, to take forward refurbishment of the residence unit. It could not be undertaken until the new build had been completed. Future use would be long stay rather than short. All staff would be briefed.

Terms of Reference agreed:

- Ensure the residence has robust arrangements in place to ensure that safety welfare and wellbeing of children and young people in residence and effective arrangements for parents and carers through the 24 hour strategy.
- To monitor the service against the National Minimum Standards for Residential Special Schools.
- To consider inspection reports, prepare action plans and monitor progress.
- To make recommendations on strategic developments and ensure that targets are set to improve children and young people's outcomes.
- To monitor the actual income and expenditure against each budget line

- Review the records of incidents and complaints

RESOLVED: a) that residential provision would continue;  
b) that terms of reference of the committee be approved and adopted.

## 2032 **REPORT OF THE HEADTEACHER**

The report of the Headteacher was considered and the following issues highlighted:

Katy Fiddes had been appointed Acting Assistant Headteacher of the sixth form for no more than one year. After which the substantive post would be re-advertised. An NQT was covering fifty percent of Katy's teaching role.

Operation Encompass was reporting to schools before the start of the school day when a child or young person had been involved or exposed to an incident the previous evening. The information was given in strict confidence and worked well as part of safeguarding. It would enable staff to provide support dependent upon the need and wish of the child.

The Health and Wellbeing questions had been re-run to display the impact of support, relationships and personal ambitions. In summary the school could state it had confidently engaged staff and Senior Leaders in the monitoring process. Existing information sources had been used from which external validation would be sought if governor's approved.

School attendance figures for the autumn term 2017 were ninety three percent with the seven percent an accumulation of authorised and unauthorised absence. The Ofsted Inspector was concerned about attendance until it was realised they were working from incorrect data. In the school report they stated *'rates are now well above those found in similar schools and just below those found in secondary schools nationally. This is noteworthy; given the number of pupils who attend have significant medical needs or life-limiting conditions'*.

RESOLVED: a) that the report of the Headteacher be received;  
b) that FGB approved partnership work for health and wellbeing monitoring.

## 2033 **SCHOOL DEVELOPMENT PLAN UPDATE 2017/2018**

It was highlighted that the school development plan was a working progress and that the school was working through the actions.

RESOLVED: that the school improvement plan be received and approved.

## 2034 **ERSCB SAFEGUARDING SELF ASSESSMENT**

The self assessment was ready to be submitted to Tony Marsh. Governors extended thanks for the contribution to the forms completion.

RESOLVED: that the ERSCB Safeguarding Self Assessment be submitted to ERYC Safeguarding Department

2035 **BEHAVIOUR POLICY**

- RESOLVED
- a) that the Behaviour Policy be approved and adopted;
  - b) that the policy be updated to include new documents regards restraint methods;
  - c) that the Headteacher notify staff of the Behaviour Policy

2036 **HEALTH CARE POLICY**

- RESOLVED;
- a) that the Health Care Policy be approved and adopted;
  - b) that the Headteacher notify staff of the adoption of the Policy.

2037 **GIFTS AND HOSPITALITY POLICY AND PROCEDURE**

- RESOLVED:
- a) that the Gifts and Hospitality Policy be approved and adopted;
  - b) that the Headteacher notify staff of the adoption of the Policy and Procedure.

2038 **CORPORATE HEALTH AND SAFETY POLICY**

- RESOLVED:
- a) that the Corporate Health and Safety Policy be approved and adopted;
  - b) that the Headteacher notify staff of the adoption of the policy.

2039 **GOVERNOR TRAINING AND DEVELOPMENT**

- RESOLVED:
- a) that the availability of CPD opportunities on [www.eridingcpd.net](http://www.eridingcpd.net) be noted;
  - b) that the CPD prospectus be received.

2040 **GOVERNOR VISITS**

To be received at the meeting of 24 May 2018

2041 **NEXT MEETING**

- RESOLVED: that meetings of the full governing body be held on:
- a) 24 May 2018 at 10.00am
  - b) 11 October 2018 at 10.00am

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Chair's Signature – 24 May 2018