

MINUTES of the Meeting of the Governors of St. Anne's School and Sixth Form held on 12 October 2017 at 10 am.

P R E S E N T:-

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

Mr G Ogden (in the Chair)

Clerk to the Governing Body – Mr S Campbell

1989 **APOLOGIES**

Apologies for absence had been received from Mrs S Larter and Mrs S Tharratt.

1990 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mrs Larter and Mrs Tharratt for their absence from this meeting.

1991 **MEMBERSHIP**

Governors noted that the clerk had accepted a different role at the Local Authority and offered their thanks to him for his efforts in service of the School and governing body.

RESOLVED: a) that the resignation of Mr M Cargill as a co-opted governor be noted;

b) that the reappointment of Mr Ogden as an authority governor be noted;

c) that the reappointment of Mrs Claybourn and Ms Moverley as a parent governors be noted.

1992 **APPROVAL OF AUTHORITY GOVERNOR**

RESOLVED: that Mr Ogden be appointed as an Authority Governor.

1993 **DECLARATION OF INTERESTS**

Mr Vickers informed governors that he had delivered training for the local branch of Mind.

1994 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that the Sixth Form be considered as an item of urgent business under Part B of the meeting.

1995 **ELECTION OF CHAIR**

- RESOLVED: a) that the term of office for the Chair be until the first meeting in the autumn term of 2019;
- b) that Mr Ogden be elected Chair.

Mr Ogden (in the Chair)

1996 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES**

- RESOLVED: a) that membership of the committees be as follows:

Appeals Committee:

Membership to consist of any 3 governors not previously involved

TERMS OF REFERENCE

Hears appeals against pay policy decisions
Hears appeals against dismissal or redundancy decisions
Hears appeals against decisions of the Disciplinary Committee
Acts as the Grievance Appeals Panel
Hears parents' appeals against exemptions from the National Curriculum
Forms the Staff Dismissal Appeals Committee

Curriculum Committee:

Mrs Davis, Ms Moverley, Mrs Larter, Mr Cargill (chair).

TERMS OF REFERENCE

To consider the curriculum at the school in accordance with the national and local requirements
To make recommendations to the governing body on the school development plan and curriculum matters
To oversee the governing body's curriculum responsibilities within the school
To consider inspection reports, prepare action plans and monitor progress
To make recommendations on strategic developments and ensure that targets are set to improve pupil achievement and school effectiveness

Required Output

Prepare a report for the full governing body to provide:

Details of progress against school improvement plan
Specific details on critical items raised
Details of decision made or action taken
Details of decisions or actions required with appropriate recommendations

Finance Committee:

Mr Atkin (chair), Mrs Davis, Mr Willson, Mrs Tharratt, Mrs Larter.

TERMS OF REFERENCE

Acts as the Sites and Buildings Working Party as required.
Acts as the Finance Committee

The regular monitoring of actual income and expenditure against each budget and revised forecast for the year;
To recommend the annual budget to the governing body including delegation of budget responsibilities to the school management team;
To award contracts by tender up to a limit of £40000.

Required Output

Details of budget provision
Recommendation for the spending plan
Review of specific budget items
Documented review of relevant policies and procedures
Details of decisions made or actions taken
Details of decisions or actions required with appropriate recommendations
To apply fully all aspects of the Best Value and Leadership Statement.

General Purposes Committee:

Membership to comprise the Chair of the governing body plus two other governors co-opted by the Chair.

TERMS OF REFERENCE

To meet on an 'as required' basis to consider any issues which do not fit into the remit of any of the other governing body committees.

Health and Safety Committee:

Mrs Davis, Mrs O'Neill, Mr Willson (chair), Mr Rix (co-opted).

TERMS OF REFERENCE

Ensure the school has suitable arrangements in place to ensure the safety of pupils, staff and visitors
Review the implementation of the above arrangements policies and procedures
Review the records on incidents, complaints and injuries.

Required Output

Prepare a report for the full governing body to provide

Documented review of relevant policies and procedures
Details of adherence to relevant policies and procedures
Specific inspection details
Details of decision made or action taken
Details of decision or actions required with appropriate recommendations.

Performance Review Committee.

Mr Ogden, Mrs Claybourn, Ms Moverley (review officer).

TERMS OF REFERENCE

To agree and review the performance of the Headteacher

Pupil Discipline Committee:

Membership to comprise any three governors with no prior knowledge of the incident.

TERMS OF REFERENCE

To consider the circumstances of any disciplinary exclusion and parental and Local Authority representations in cases where a pupil has been excluded by the Headteacher

- i) Permanently
- ii) for fixed period totalling more than 15 school days within one school term
- iii) for a fixed period totalling more than 5 school days within one school term only where parents request such a meeting; or
- iv) which would result in a pupil losing the opportunity to take a public examination.

Human Resources Committee:

Mr Atkin, Mrs Davis, Ms Moverley, Mr Ogden, Mrs Claybourn.

TERMS OF REFERENCE:

Review and agree the pay policy
Forms disciplinary committee
Monitors all aspects 'Human Resources' as required.
Reviews the performance of the Headteacher

Required Output

Prepare a report for the full governing body as required to provide:

Details of decision made or action taken
Details of decision or actions required with appropriate recommendations

APPOINTMENTS AND DISMISSALS:

Responsibility to be delegated to Headteacher and one or more governor for appointments.
Responsibility to be delegated to Headteacher and two or more governors for dismissals.

Residence Committee:

Mr Atkin, Mrs Claybourn, Mrs Davis, Mr Vickers (Chair) Mrs O'Neill.

Safeguarding and Wellbeing Committee:

Mrs Claybourn, Mrs Davis, Mr Ogden, Mr Vickers, Mrs O'Neill. Ms D Lidgett. (Co-opted)

TERMS OF REFERENCE

Ensure the school has robust arrangements in place to ensure the safety welfare and wellbeing of children and young people (and parents/carers) in the school, college, residence, home and community.

Review the implementation of the above policies in accordance with the DoE Guidance Keeping Children Safe in Education and East Riding Safeguarding Children and adults policies

Review all policies and procedures at every meeting.

Review the records of incidents and complaints

Required Output

Prepare a report for the full governing body to provide:

Documented review of relevant policies and procedures

Details of adherence to relevant policies and procedures

Specific details on critical items or incidents raised

Details of decisions made or action taken

Details of decision or actions required with appropriate recommendations

b) that the extent of delegation be as follows:

The power to approve the budget remain with the full governing body

The power to amend a budget by up to £5,000 be delegated to the Headteacher over £5,000 to be considered by the Finance Committee

The responsibility to monitor and take corrective action to avoid overspending be delegated to the Headteacher with a summary to be produced for the full governing body at each full governors' meeting

The Headteacher be given the power to incur expenditure up to an agreed amount of £15,000, over £15,000 to the Finance Committee

Expenditure above £40,000 must be referred to full governing body for approval.

The responsibility for compliance with financial regulations remain the responsibility of the full governing body.

Conducts termly health & safety inspections of school and site.

c) that the delegation of staffing responsibilities be to the Headteacher.

1997 **ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES**

RESOLVED: a) that Mr G Ogden be elected Safeguarding and PSHE Governor;

- b) that Mrs S Tharratt be elected Training Link Governor;
- c) that Mr A Day be elected Sixth Form Governor;
- d) that Mr P Atkin be elected Science Governor;
- e) that Mrs Larter be elected Early Years Governor;
- f) that Ms Moverley be elected Creative Arts Governor;
- g) that Mr Willson be elected Autism and Estate/Grounds Governor;
- h) that Mr R Vickers be elected Residence and Emotional Health & Wellbeing Governor.

1998 **PECUNIARY INTERESTS**

Governors completed their Declaration of Pecuniary Interest forms.

- RESOLVED:
- a) that the Declaration of Pecuniary Interests be completed;
 - b) that the Register of Pecuniary Interests be reviewed and updated.

1999 **MINUTES**

RESOLVED: that the minutes of the meeting held on 18 May 2017 be confirmed and signed by the Chair.

2000 **MATTERS ARISING FROM THE MINUTES**

a) New School Building Programme:

Governors noted that they would receive a presentation from the architect, Mr Bird, following the meeting. It was agreed that a 'Buildings' Sub Committee be formed chaired by Mr Willson to progress and monitor the buildings programme. Membership and Terms of Reference would be established.

b) Autism Accreditation Assessment and Certificate:

The School had successfully achieved Autism Accreditation and the associated report had been enclosed with the agenda. The accrediting body had highlighted three points for development in the report and would continue to visit the School twice per annum. Governors thanked Mr Willson and staff at the School for three years of hard work to achieve the accreditation and noted that no other school in the East Riding of Yorkshire had achieved Autism Accreditation. Dr Lown, Head of Children and Young People, Specialist Services at the Local Authority, had commended the staff and governors for their efforts.

c) Academy Status Update:

On 9 October 2017, the Chair, the Vice-Chair, Mr Vickers, and the Headteacher had met with senior leaders of The Consortium Academy Trust (TCAT) and the Chair of trustees for an informal meeting to allow TCAT representatives to explain the recent changes to TCAT.

TCAT representatives had explained that their vision was to establish a local multi-academy trust (MAT) comprising up to 15 schools. It currently included Cottingham, Wolfreton, Hessle, Penshurst and Crosby schools. They expressed an interest in incorporating a special school namely St Anne's as an 'outstanding' school to improve the trust's provision for pupils with complex needs. The Chair informed governors that he had been impressed with the manner of the CEO of TCAT and that, if the School notified the trust of their interest in joining, a period of due diligence could commence.

The Headteacher tabled a document detailing an appraisal of three options: remain a maintained school, join an existing MAT, create a MAT.

Governors discussed the options appraisal and the potential advantages and disadvantages of converting to academy status. Senior leaders of TCAT had given governors and the Headteacher the following basic assurances in the event that they opted to join the MAT:

- i) financial control and reserves would be retained;
- ii) the School's identity would be unaffected;
- iii) arrangements would be made to ensure that TCAT's catering contract fit the School's needs, even if the contractor needed to be changed;
- iv) the new-build project would be prioritised.
- v) local governance would continue within the structure of the trust.

The Headteacher explained to governors that she felt that, in the long-term, the School could not viably remain a maintained school. Governors discussed the Residence, recognising that it was a separate entity to the School but very much part of it.. Governors expressed concern at projected deficits in the budgets of two secondary schools in TCAT due to falling roll and agreed that due diligence procedures would be carefully observed in any event. Governors also were anxious not to hinder the progress to building a new school.

Following a full discussion there was unanimous agreement that the Board of Governors would formally express an interest in converting to academy status within The Consortium Multi Academy Trust and that the Due Diligence' process would commence.

- RESOLVED:
- a) that the position of the Residence in the event that the School converted to academy status be clarified with the Local Authority;
 - b) that interest be formally expressed to TCAT subject to the residence status being clarified and new-build programme not being affected.

2001 GOVERNORS' NEWSLETTER TO PARENTS

RESOLVED: that the governors' newsletter to parents be received.

2002 COMMITTEE MINUTES

The minutes of the Finance Committee meeting held on 20 September 2017 and the Health and Safety Committee held on 14 September 2017 were tabled at the meeting.

RESOLVED: that the minutes of the following committee meetings be received:

- a) Safeguarding and Wellbeing Committee held on 29 June 2017;
- b) Finance Committee held on 20 September 2017.
- c) Curriculum Committee held on 6 July 2017;
- d) Human Resources Committee held on 11 July 2017;
- e) Health and Safety Committee held on 14 September 2017;
- f) Residence Committee held on 9 June 2017.

2003 SCHOOL FUND ACCOUNT

The governors considered the annual audited statement of school fund account.

RESOLVED: that the auditor and the statement of account for the year ending 2017 be approved.

2004 SCHOOL FINANCIAL VALUE STANDARD

RESOLVED: that the School Financial Value Standard be approved and signed for submission to the Local Authority.

2005 REPORT OF THE HEADTEACHER

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

The School had advertised the post of Head of Sixth Form but had not successfully filled the position and had since re-advertised the post.

Governors noted that the School had begun to offer students in the Sixth Form the opportunity to undertake the Duke of Edinburgh Award and the Archbishop of York's Young Leaders Award. Governors noted middle-leader reports relating to: basic skills, creative arts, PSHCE, PE, science, computing, children looked after and Autism Accreditation.

The Headteacher informed governors that the School had surveyed staff and parents based on four main questions:

- i) Are our children safe?
- ii) Do our children have a voice and feel listened to?
- iii) Do our students have good relationships with their peers?
- iv) Are our students active and engaged?

Positive answers to the above questions had each been received at a rate of at least 76% and mostly between 80-100%. The first question had received positive responses from both parents and staff at rates of 100% and 98% respectively.

Governors noted that the School had recently hired a former student and that he had adjusted well. Internships for other former students had been arranged with a variety of organisations.

- RESOLVED: a) that the report be received;
- b) that the SEF be received.

2006 SCHOOL, COLLEGE AND RESIDENCE DEVELOPMENT PLAN 2017-2020

RESOLVED: that the School, College and Residence Development Plan be received.

2007 **REPORT OF THE CHILDCARE MANAGER**

The Childcare Manager briefed governors on her report. In the week commencing 16 October 2017, the Childcare Manager would attend the first meeting with the assessor for Residence Accreditation. In accordance with Ofsted's recommendations following their most recent inspection of the Residence, post-18 provision had been put in place and, in order to minimise disruption, five residents over the age of 18 would remain at the Residence until they left the School. The Residence had submitted Deprivation of Liberty applications to Adult Service at the Local Authority in relation to all residents over the age of 18.

- RESOLVED: a) that the report of the Childcare Manager be received;
- b) that the residence report be received;
- c) that the residence SEF be received.

2008 **SCHOOL POLICIES**

- RESOLVED: a) that the following policies be approved and adopted:
- i) Accessibility Plan;
 - ii) Child Protection Policy;
 - iii) Deprivation of Liberty Policy;
 - iv) Governor Expenses Policy;
 - v) Governor Visits Policy;
 - vi) Leadership and Best Value Statement;
 - vii) Lockdown Policy;
 - viii) Staff Child Protection Guidance;
- b) that minor updates to the following policies be noted: Admissions, Adverse Weather, Anti-Bullying, Behaviour, Children Looked After, Complaints, Educational Inclusion, Equal Opportunities, Emergency Admissions, Excursions and Trips, Feedback and Marketing, Disaster Management on Excursions, Health Care, Health and Safety, Home-School Agreement, Hydrotherapy Pool, Incident and Accident, Minibus, Missing Child, Moving and Handling, Oxygen, Student, Volunteers, SEND, School Closure and Visitor policies.
- c) that the Headteacher notify staff of the adoption of these policies.

2009 **SAFEGUARDING REPORT**

RESOLVED: that the safeguarding report be received.

2010 **NO SMOKING POLICY**

- RESOLVED: a) that the No Smoking Policy be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

2011 **PAY POLICY**

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

2012 **PENALTY NOTICES – CODE OF CONDUCT**

- RESOLVED: a) that the Penalty Notices – Code of Conduct be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this code of conduct.

2013 **SPECIAL LEAVE POLICY AND PROCEDURE**

- RESOLVED: a) that the Special Policy and Procedure be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy and procedure.

2015 **GOVERNOR TRAINING AND DEVELOPMENT**

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

2016 **GOVERNOR VISITS**

Governors summarised visits that had undertaken to the school.

2017 **FUTURE MEETINGS**

- RESOLVED: that meetings of the full governing body be held on:
- a) 18 January 2018 at 10 am;
- b) 17 May 2018 at 10 am;
- c) 11 October 2018 at 10 am.

Chair's Signature – 18 January 2018