

P R E S E N T:-

Mr P Atkin, Mrs Y Briggs, Mrs S Claybourn, Mr J Cutting, Mrs L Davis, Mrs S Larter, Ms M Moverley, Mrs K O'Neill, Mrs S Tharratt, Mr R Vickers, Mr A Willson.

Mr G Ogden (in the Chair)

Clerk to the Governing Body – Mrs A Hall-Miell

2067 **APOLOGIES**

An apology for absence was received from Mr A Day.

2068 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mr Day for his absence from this meeting.

2069 **MEMBERSHIP**

RESOLVED: a) that the appointment of Mr James Cutting as a Co-opted governor be noted;

b) that the term of office as a Co-opted governor will end on 21 January 2019 for the following be noted:

- Mr Atkin
- Mrs O'Neill
- Mr Willson.

2070 **DECLARATION OF INTERESTS**

RESOLVED: a) Mrs Briggs declared her involvement with analysing school data;

b) Mr Vickers declared his work as a MIND trainer and also his son was employed by the school;

c) Mr Ogden declared his involvement with the East Riding Children's Board and Online Safety working group;

d) Mrs O'Neill declared her mother was employed by the school.

2071 **PECUNIARY INTERESTS**

Governors completed their Declaration of Pecuniary Interest forms, which would be retained in school. The Chair asked all governors to update their pecuniary interests on their website profile. New governors would create an online profile on the governors section of the school website.

- RESOLVED: a) that the Declaration of Pecuniary Interests be completed;
- b) that the Register of Pecuniary Interests be reviewed and updated;
- c) that new governors created online profiles.

2072 **GOVERNOR CODE OF CONDUCT**

Governors were reminded about the governor's code of conduct with particular attention to be paid to the seven Nolan Principles of Public Life.

2073 **ELECTION OF VICE CHAIR**

Nominations were invited by the Chair for any governor to be considered for the position of Vice Chair of Governors. Mr Willson was nominated, seconded and approved by governors. The term of office agreed was until the first meeting of the autumn term 2020.

- RESOLVED: a) that Mr Willson be elected Vice Chair;
- b) that the term of office for the Vice Chair be until the first meeting of the autumn term of 2020.

2074 **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, Mr Day (chair), Mrs Larter, Ms Moverley.

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), Mr Cutting, Mrs Davis, Mrs Larter, Mrs Tharratt, Mr Willson.

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 and approval 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
Termly reports on the School Charity Account

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), Mrs Tharratt.

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 and approval 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 Burgess (HR Officer) Mrs Claybourn, Mrs Davis, Ms Moverley, Mr Ogden (Chair)

TERMS OF REFERENCE:

Review and agree the pay policy
Review and approval of relevant HR related policies and procedures
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.

TERMS OF REFERENCE

Ensure the residence has robust arrangements in place to ensure the safety welfare and wellbeing of children and young people, and staff in the residence and effective arrangements for parents and carers through the 24 hour support 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

Required Output

Prepare a report for the full governing body to provide:
Documented review and approval of relevant policies and procedures
Specific inspection details
Details of decisions made or action taken
Details of decisions or actions required with appropriate recommendations

Safeguarding and Wellbeing Committee:

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

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 and approve all relevant 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 governor's 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:

2075 **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;
- f) that Mrs S Claybourn be elected Physical Education Governor;
- g) that Mrs Y Briggs be elected Basic Skills (Numeracy and Literacy) Governor;
- h) that Mr J Cutting be elected Transition Governor.

2076 **MINUTES**

The Chair thanked the Clerk for capturing the essence of what was a difficult meeting.

RESOLVED: that the minutes of the meeting held on 24 May 2018 be confirmed and signed by the Chair with the following amendment:

Minute 2053 – Academy Status

With reference to Mrs Moverley and Mrs O'Neill's visit to Penshurst Primary School – 'nature' area to be replaced with 'nurture' area.

2077 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

2078 **MINUTES OF THE EXTRA ORDINARY MEETING**

RESOLVED: that the minutes of the extra ordinary meeting held on 20 June 2018 be confirmed and signed by the Chair.

2079 **MATTERS ARISING FROM THE MINUTES OF THE EXTRA ORDINARY MEETING**

- a) New School Building – presentation and decision at 12 O'clock;
- b) Associate Membership of The Consortium Academy Trust;
- c) Residence and Children's Home Registration Review.

2080 **LEADERSHIP AND BEST VALUE STATEMENT 2018/19**

The Chair explained the Leadership and Best Value Statement 2018/19. The Chair complimented governors on how well they undertook their voluntary roles and their dedication was clearly displayed through their regular/full attendance at both committee and full governing body meetings. Mrs Briggs and Mr Cutting were welcomed as part of 'the team'.

The changes within the Senior Leadership Team (SLT) and middle leadership were highlighted. Two new members of the middle leadership team were doing well and a former member of middle leadership team had been promoted to SLT. The ground staff were also to be thanked for their hard work and dedication to the school.

Governors agreed with the suggestion that a 'wellbeing' section be added to the statement.

2081 **COMMITTEE MINUTES**

Finance and Annual Budget Committee

The minutes of the committee meetings of 3 July 2018 and 25 September 2018 had been circulated prior to the meeting. Mr Atkin also provided governors with a budget update. It was highlighted that the residence had been in deficit for a period of time, which was due to rising costs of running the facility and no increase in the funding received per pupil. The residence was open seven days per week but was not fully utilised over the weekends; there was no additional funding for the weekend period.

A governor asked how many pupils accessed the residence. During the week the numbers were high, it was over a weekend that the figures were low. The funding for the weekend was the same as a weekday. **Another governor asked about the relevance to the new build.** There was no intension to increase the number of beds as the school made a payment to Ofsted for each bed. When

governors questioned the contribution the school was to make towards the new build, they were assured it had not increased from the original £500,000.00 ring-fenced.

Safeguarding and Wellbeing Committee

A copy of the Safeguarding Report was circulated to governors. The report would be emailed to Mr Michael Bell, Department for Education, for feedback by Mr Ogden as no response had been received as a result of suggestions made by Mrs O'Neill and the Safeguarding Committee earlier in the year. There were vulnerabilities for the students who attended the school, 'County Lines' was more prevalent in the local area and would become a national crisis. Governors were informed that Safeguarding training would be provided by the Local Authority Safeguarding Board.

Mr Ogden had conducted an audit on a number of cases within school. A recent safeguarding incident whereby a student from the residence absconded into Welton village had been fully investigated.

The partnership with MIND was discussed and a number of sessions would start in November 2018 and would continue for 26 weeks with pupils from the upper school and sixth form taking part.

Congratulations was extended to Mrs O'Neill and all involved in achieving a Well-Being Award on behalf of the school. The Assessor who came into school on 4 October 2018 gave some very positive feedback; he declared 'it was a pleasure to be in the school'. The assessor had recommended that St. Anne's School be put forward as a case study for national recognition. The award was for a three year period and the plaque would be displayed in school.

Health and Safety Committee

Mr Willson provided feedback from the Health and Safety Committee meeting held on 25 September 2018. A revised Health and Safety Policy was presented to governors with the provision of protective clothing and equipment included. Breathable skins would be purchased for each member of staff as an aid for 'bite' incidents. The school gates had been modified to ensure there were no gaps at the bottom and they would be referred to as 'automated gates' rather than 'secure gates'.

School Pod would be used by staff to report incidents and a monthly monitoring document would be circulated prior to each committee meeting, these could then be reviewed using a holistic approach covering all aspects of the incident; such as the injury itself, if required hospital attention, time off and staff wellbeing. Flu vaccinations would be provided for staff throughout the school during October 2018 and a large number of staff had submitted a request.

Residence Committee

The Residence Committee had convened on 30 June 2018 and 13 September 2018 to discuss the functions of the unit, the building, staffing, utility costs and annual running costs. Also in attendance at the meeting of 30 June 2018 was Mrs Sarah Keenan, Local Authority Children's Commissioning and Quality Monitoring Officer. Mrs Keenan requested information so she could undertake a cost analysis.

- RESOLVED: a) that the minutes of the Finance and Annual Budget meetings held on 3 July 2018 and 25 September 2018 be received;
- b) that the minutes of the Safeguarding and Well-Being Committee meeting held on 27 September 2018 be received;
- c) that the Safeguarding Annual Governors Report be received;
- d) that the minutes of the Health and Safety Committee held on 25 September 2018 be received;
- e) that the minutes of the Residence Committee meetings held on 26 June 2018 and 13 September 2018 be received.

2082

REPORT OF THE HEADTEACHER

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

Information collated covered pupil mobility within the school. The current number of students on roll was 160, which included 18 new starters from September 2018. Twelve students would leave the school at the end of the current academic year and 19 leavers had been identified at the end of the 2019/2020 academic year, this would create a gap between the upper school and the sixth form.

A governor asked if the Local Authority (LA) could help with reducing pupil numbers. It was agreed an increase in publicity was required for the sixth form provision and the LA would be approached, it was also an element to work on with TCAT. **Another governor asked about the LA alternative provision working group.** The Headteacher was part of the working group at Brough Primary School; two partnerships had been formed with North Ferriby Primary School and North Cave Primary School. The more able lower school students attended North Ferriby two days a week and were joined by five North Ferriby pupils. The same setup was in operation at North Cave Primary school for one day per week.

The percentage of students eligible for Pupil Premium funding was 17.5% across the school, which was lower than the national average. **A governor questioned the funding and why it was not always accessed.** Sometimes the full information was not provided for each student, parents often withheld essential information or did not complete a form. It was agreed by governors that a gentle reminder was required with support to be offered at events such as parent's evenings.

The Headteacher informed governors that the school had worked towards the Online Safety Mark accreditation. The Online Safety Mark replaced the previously named E-Safety Mark and involved keeping a comprehensive evaluation form which focused on the school's standards regarding online safety.

Data information was also shared with governors. Early Years Foundation Stage (EYFS) information had been added. Targets and areas of development were clearly identified; the difficulty was to display class and year comparisons. Starting points and predictions were solid with smart targets introduced by the school's LA School Improvement Partner (SIP). Data relating to the residence would also be analysed in the future.

RESOLVED: that the report of the Headteacher be received.

2083

CHILDCARE MANAGERS REPORT

Mrs O'Neill updated governors with the key areas covered in the report, which included data analysis. It was difficult to identify the best way to present the data as every student was different and their package very individual. It was decided to present future data both collectively and individually.

The residence had recently received an Ofsted inspection and although still awaiting the official report the feedback was positive. Progress was seen by the inspector which clearly identified how the school was attempting to move forward.

School Pod had become an essential tool for recording safeguarding incidents; it was also used for monitoring and supporting purposes. Wellbeing was a big focus of the residence and it was good to have formal recognition through the recent award received.

A range of diverse activities had recently been undertaken which included two visits to Hull Fair, for which full risk assessments were in place.

RESOLVED: that the report of the Childcare Manager be received.

2084

SAFEGUARDING REPORT

Questions were asked by governors about the high number of safeguarding incidents. Staff were encouraged to record everything no matter how small. Mandatory training had already been undertaken with further courses identified for staff to support them in dealing with the high number of incidents.

A governor asked how the school compared with other schools. Generally other schools would not have as many incidents as St. Anne's School, but compared like for like with other special schools, the school was deemed good in comparison, as there was a high number of safeguarding measures in place.

The Chair thanked all who had been involved in collating the annual report.

RESOLVED: that the termly Safeguarding Report update be received.

2085

SCHOOL FUND ACCOUNT – ST. ANNE'S CHARITY FUND

Governors noted that the School Fund Account was now known as St. Anne's Charity Fund. Mr Ogden was Chair of the fund with Mr Atkin and the Headteacher as trustees. Mr Willson and Mr Cutting were invited to join as additional trustees.

Cameron Ferriby and Company were to be appointed as Auditors for the account at a cost of £600.00 per annum. Future reports for the account were to contain more details on how the fund had been spent. The report would be completed prior to 31 May 2019; it would be seen by the trustees before it was sent to the auditors and the charity commissioner. A copy of the finalised report would be included on the autumn full governing body agenda.

RESOLVED: a) that the School Fund Account be renamed St. Anne's Charity Fund;

- b) that Cameron Ferriby and Company of Hull be appointed as Auditor for St. Anne’s Charity Fund;
- b) that Mr Willson and Mr Cutting be appointed Trustees for the account.

2086 **HEALTH CARE POLICY**

Governors discussed the administration of medication in school. The school nurse was not always available, which meant staff would require additional training to oversee drug administration. **A governor asked about clear instructions regarding medication such as antibiotics.** It was agreed by governors that the onus should be on parents to provide clear guidance and it was suggested that a form be created for parents to complete when sending medication into school with students. Parents would need to be informed of the requirement.

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

2087 **HEALTH AND SAFETY POLICY**

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

2088 **PROCEDURE FOR HANDLING BOMB THREATS**

- RESOLVED: a) that the school Procedure for Handling Bomb Threats be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

2089 **DE-ESCALATION POLICY**

Governors were informed that the policy had the approval of the LA Safeguarding Adviser and was to be put in place in a crisis situation.

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

2090 **REVISED SCHOOL SAFEGUARDING STATUTORY GUIDELINES – KEEPING CHILDREN SAFE IN EDUCATION 2018 AND THE SCHOOL STRATEGIC CHILD PROTECTION AND SAFEGUARDING POLICY**

- RESOLVED: a) that the Revised School Safeguarding Statutory Guideline be received;

- b) that the Strategic Child Protection and Safeguarding Policy be approved and adopted;
- c) that the Headteacher notify staff of the adoption of this policy.

2091 **SCHOOLS PAY POLICY**

Governors were asked to consider in principal the Local Authority Schools Pay Policy amendments. The teaching staff pay award was 3.5%, there would be Department of Education funding for the difference between the standard 1% LA pay award and the 3.5% offered to teachers. Governors agreed to delegate a decision to the next meeting of the Human Resources Committee.

RESOLVED: a) that approval of the Schools Pay Policy be deferred to the next meeting of the Human Resources Committee as per the terms of reference agreed for that committee.

2092 **ADOPTION PAY AND LEAVE POLICY AND PROCEDURE – TEACHING STAFF**

- RESOLVED: a) that the Adoption Pay and Leave Policy and Procedure – Teaching Staff be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy and procedure.

2093 **ADOPTION PAY AND LEAVE POLICY AND PROCEDURE – SCHOOL BASED SUPPORT STAFF**

- RESOLVED: a) that the Adoption Pay and Leave Policy and Procedure – School Based Support Staff be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy and procedure.

2094 **MATERNITY PAY AND LEAVE POLICY AND PROCEDURE – TEACHING STAFF**

- RESOLVED: a) that the Maternity Pay and Leave Policy and Procedure – Teaching Staff be approved and adopted;
- c) that the Headteacher notify staff of the adoption of this policy.

2095 **MATERNITY PAY AND LEAVE POLICY AND PROCEDURE – SCHOOL BASED SUPPORT STAFF**

- RESOLVED: a) that the Maternity Pay and Leave Policy and Procedure – School Based Support Staff be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

2096 **STAFF TRAVEL, ACCOMMODATION, SUBSISTENCE AND EXPENSES POLICY AND PROCEDURES.**

- RESOLVED a) that the Staff Travel, Accommodation, Subsistence and Expenses Policy and Procedure be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy

2097 **TIME OF FOR PUBLIC DUTIES POLICY**

- RESOLVED: a) that the Time Off for Public Duties Policy be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

NOTED: Mr Atkin left the meeting.

2098 **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.

2099 **GOVERNOR VISITS**

- Mrs Moverley had made a 'creative arts' visit;
- Mrs Larter had the visited Early Years Foundation Stage (EYFS) class and expressed her concerns about the size of the classroom and the anxiety observed in the pupils;
- Mr Ogden had made visits into school on 27 July 2018 and 10 August 2018 and had observed a school visit to 'Let Loose at Woodmansey on 4 August 2018;
- Mr Atkin had visited the Residence on 20 September 2018;
- Mr Vickers had visited the Residence on 31 May 2018 and reported on the trip to Swanland Park they had returned from;
- Mrs Briggs had a tour of the Residence on 13 June 2018 and looked at progress with regards to the reporting of data and student progress;
- Mr Day had made an announced visit to the residence on 5 June 2018. He found the facilities to be very clean and well maintained with all doors locked and secure;
-

It was agreed by governors that the residence template be used for all governor visits. All forms completed should be submitted to the school office.

- RESOLVED: a) that the Governor Visits Reports be received;
- b) that the residence template be used for future governor visits.

2100

THE CONSORTIUM ACADEMY TRUST (TCAT) DEVELOPMENTS

Mr Ogden informed governors that the school was formally an Associate member of TCAT. The Headteacher and Mr Ogden had met with Mr Dave McCready, Chief Executive Officer, to discuss moving forward. Mrs Sarah Young had been into school to undertake lesson observations and sixth form students had undertaken work experience within TCAT schools. The association between the Trust and St. Anne's School would be reciprocal in support. **A governor enquired if TCAT would assist with trying to increase pupil numbers.** It was possible that they could provide support if requested.

NOTED: Mrs O'Neill and Mrs Tharratt left the meeting.

2101 FUTURE MEETINGS

RESOLVED: that future meetings be held on:

Thursday 17 January 2019 at 10.00am

Thursday 16 May 2019 at 10.00am

Thursday 10 October 2019 at 10.00am

Chair's Signature – 17 January 2019