

MINUTES of the Meeting of the Governors of St. Anne's School and Sixth Form College held on Thursday 17 January 2019 at 10.00am.

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

Mr G Ogden (In the Chair)

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

Clerk to the Governing Body – Mrs A Hall-Miell

2108 **APOLOGIES**

No apologies for absence were received.

2109 **CODE OF CONDUCT**

Governors were reminded of the governors' code of conduct with particular attention to the seven Nolan Principles of Public Life.

2110 **MEMBERSHIP**

- RESOLVED: a) that the terms of office as a Co-opted governors would end on 21 January 2019 for Mr Atkin, Mrs O'Neill and Mr Willson;
- c) that the re-appointment of Mr Atkin, Mrs O'Neill and Mr Willson as Co-opted governors be noted.

NOTE: Mrs Claybourn joined the meeting.

2111 **DECLARATION OF INTERESTS**

- RESOLVED: a) that Mrs Briggs declared her involvement with analysing school data;
- b) that Mr Ogden declared his involvement with the East Riding Children's Board and online safety working group;
- c) that Mrs O'Neill declared her mother was employed by the school;
- d) that Mr Vickers declared his work as a MIND trainer and also his son was employed by the school;

2112 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

The following items to be raised under any other business:

- Electronic agendas and Unnecessary Photocopying. Raised by Mr Atkin
- Agenda items, Raised by Mr Ogden.

2113 **MINUTES**

RESOLVED: that the minutes of the meeting held on 11 October 2018 be confirmed and signed by the Chair with the following amendment:

Minute 2081 – Safeguarding and Wellbeing Committee

Governors were informed that Safeguarding training would be provided by the Safeguarding Board (removed the words Local Authority).

2114 **MATTERS ARISING FROM THE MINUTES**

- Action grid :
- a) Minute number 2071 – Mrs O’Neill to update the school website with Governors Pecuniary and other Interests;
  - b) Minute number 2071 – Mr Cutting to provide a website profile;
  - c) Minute number 2085 – the School Fund Account was now registered on the Charity Commissioners Website;
  - d) Minute number 2091 – the Schools Pay Policy had been approved by the Human Resources Committee held on 10 December 2018.

2115 **COMMITTEE MINUTES**

Finance Committee and Budget Plan – 13 December 2018

The School Fund Account was to be referred to at St. Anne’s Charity Fund as agreed at the governing body meeting held during the 2018 autumn term. The balance of the account was £54,003.11 and the committee had agreed to ring-fence £25,000 to contribute towards the Sensory Integration Areas for pupils with Autism when the new school was built. **A governor questioned why this was been ring-fenced now.** Governors discussed in detail the items the fund would cover and agreed that portable resources should be considered as these could be transported to the new school. A donation from a Grandparent would be ring-fenced for a trike track at the new school. A monthly summary of donations and spend from the account would be provided to governors.

Governors discussed the use of the Local Authority buses to transport pupils on off site visits and the alternative options available. Difficulties had arisen and additionally the profile of the school could be raised by a bus with a school logo on which could also address the concerns regarding the fall in pupil numbers in the sixth form. Governors referred this back to the Finance Committee for consideration of using the St Anne's Charity Fund to purchase or lease another minibus.

Safeguarding and Wellbeing Committee – 5 December 2018

Mr Ogden expressed his thanks to Mrs Tracy Woods, Special Educational Needs

(SEND) team and Mrs Emma Greensmith from the Educational Health Care Plan (EHCP) team for attending a meeting at the school. This meeting considered in detail the improvement action agreed following the recent complaint.

Actions agreed at the meeting would be included in the School Development Plan. **A governor asked about the repair of the gate at the entrance to the school site.** The contractors had arrived on site without an electrician unfortunately therefore the repairs had not been carried out.

Clarification of the professional lead for all EHC plans had been sought by Mr Ogden via the East Riding Safeguarding Board.

#### Residence Committee – 15 November 2019

Concerns were raised regarding the funding for overnight stays at the Residence as the figures had not changed since 2016 to reflect the current cost of living. Efforts had been made to resolve this through the local authority 0 to 25 Team but there had not been a response. Also weekend and holiday stays did not attract an enhancement to reflect the actual costs incurred.

#### Curriculum Committee – 14 January 2019

Key issues had been identified and discussed by the committee. A sixth form update was delivered by Mrs Hubbard which included current changes to the existing curriculum pathway as well as future plans.

- RESOLVED:
- a) that the minutes of the meeting of the Finance Committee held on 13 December be received.
  - b) that a cost analysis be undertaken by the Finance Committee for the purchase or lease of a school bus;
  - c) that the minutes of the Safeguarding and Wellbeing Committee held on 10 December 2019 be received;
  - d) that the repair of the entrance gate be pursued through the Local Authority;
  - e) that the minutes of the Residence Committee held on 15 November 2018 be received;
  - f) that clarification be sought on funding for pupils accessing the Residence for overnight stays;
  - g) that the minutes of the Curriculum Committee meeting held on 14 January 2019 be received;
  - f) that a monthly summary of donations made into the School Fund Account be presented to governors.

## 2116 **NEW SCHOOL, RESIDENCE AND CHILDREN'S HOME PLANS UPDATE**

Governors were made aware that during October 2108 that school staff and parents had been informed about the new school build; there had been a positive response

received from both. Mr Ogden spoke with Mr Paul Bird, Principle Architect for the Local Authority in December for an update. There had been a further discussion regarding the design, costs and specific issues regarding the long stay residential unit with Mr Bird and Mr Chris Jennings, (Principal Asset Officer for the Local Authority), the Headteacher, Chair, Vice Chair and Mrs O'Neill, Child Care Manager had also been present during the discussions.

There would be further adjustments to the design plan to meet emerging issues which would significantly increase building costs. As a result there would be one reception area, one kitchen, one administration unit and one laundry room on site to cover the whole complex. **A governor queried if the long stay unit would be open 52 weeks of the year and how would the limited facilities affect it.** Yes it would be open all year; there would be a Duty Officer who would have access to the kitchen and laundry facilities as these would be centrally located. Mr Bird was commended for his understanding of the school's requirements in his design.

Timelines for the new build were shared with governors. It was expected that the design phase would be completed by the end of March 2019. It was proposed that governors attend an extra ordinary meeting to see the final design during late March 2019.

**A governor enquired about the £500,000.00 which the school was contributing towards the cost of the new build.** Mrs Tharratt informed governors that school reserves of £534,700.00 included the £500,000.00 towards the new school build. Although there were ongoing costs associated with the current building which included ongoing repairs which still had to be accounted for, there was an expected income of £100,000.00 within the next three weeks. The five year budget plan displayed a forecast revenue balance of £752,000.00. Governors agreed that the money committed to be contributed toward the new school build could not be reneged upon. It was confirmed that should there be any major repairs required on the current school buildings they would be funded by the Local Authority. The Chair of governors would reiterate to the Local Authority the financial commitment by the school. The Headteacher wanted to thank the school premises team for their hard work in maintaining the school buildings and site.

- RESOLVED: a) that the update on the new school build be received;
- b) that the Chair of Governors reaffirm to the Local Authority the £500,000.00 commitment by the school.

## 2117 NURSE/HEALTH CARE ASSISTANT COVER AND COMMISSIONING

Governors had received information included with the agenda pack regarding the type of medical procedures required on site on a daily basis. There were a number of complex medical needs for pupils. Currently there was a part time Healthcare Assistant commissioned by the Clinical Commissioning Group, through City Health Care on site at the school to meet the needs of the pupils through a Service Level Agreement which would end on 31 March 2019. There were limitations though to what they could do hence some complex procedures falling to Teaching Assistants who did not have that responsibility in their job descriptions.

The possibility of employing a full time Nurse/Healthcare Assistant by the school was discussed at the recommendation of the Chair including the costs involved. There would hopefully be a £20,000.00 contribution received from the Clinical Commissioning Group (as it was now to the CHC contract) which would assist

towards the £40,000.00 employment costs.

At present the school was relying on the good will of the staff to undertake the procedures in the absence of the Healthcare Assistant. Out of the 155 pupils in school 55 required medical interventions. **A governor asked who responded to the needs of the pupils in the absence of the Healthcare Assistant.** Level Four Teaching Assistants had been trained but did not receive any enhancement for undertaking such procedures. Teaching Assistant job profiles would be revised to reflect the additional responsibilities. For the more serious of cases parents remained on site with their child. The Headteacher was awaiting advice from the Clinical Commissioning team on the notice period to be given to terminate the current CHC contract.

Governors all agreed it would be a sensible way forward to employ a medical care professional directly by the school. **A governor enquired if the position would be limited to term time.** A term time contract would be issued on the basis that cover for the residence would be required. The LA was to undertake an audit of medical needs, which linked them to Educational Health Care Plans (EHCP) to embed the needs into the process and ensure they were clearly documented. Recent events had highlighted the pupils' complex needs and the nature of medical intervention required.

- RESOLVED: a) that governors approved that the school employ a full time School Nurse/Healthcare Assistant;
- b) that Teaching Assistants job profiles be revised to reflect their level of responsibility.

## 2118 **REPORT OF THE HEADTEACHER**

A new format for reporting to governors was circulated prior to the meeting and included pupil updates in terms of leavers. Two pupils would be transferring to alternative provisions, one had moved back into mainstream schooling and two pupils would be transferring into adult provision. There were currently 155 pupils on roll and the projected intake from September 2019 was shared with governors. There was a concern raised regarding a shortage of classrooms to accommodate the projected intake. The school already had use of a classroom at North Ferriby Primary School and North Cave Primary School. North Ferriby may be able to let St. Anne's School have use of another classroom in the future. This generated joint working between the pupils of both schools. There had been an article included in the SEND newsletter documenting the working arrangements between the schools and the benefits to pupils.

Pupil Premium (PP) funding was displayed on the school website. The percentage of pupils eligible for funding was 25 percent which was lower than the national average of 29 percent. Letters had been sent to parents to make them aware of the funding and how to it could be accessed. It was confirmed that the funding generated an income stream for the school.

During the autumn term 2018 two five day fixed term exclusions had been issued. The exclusions followed the national guidelines and had been supported by the Local Authority. As a result of the exclusions one pupil had changed provision and the other pupil was attending school on a reduced timetable. The Headteacher wanted to praise the support network of Social Workers, Child and Adolescent Mental Health Services (CAMHS) and Barnardos for their responses and support given with these instances. Staff wellbeing forums were to be held on a monthly basis to support staff,

which also met part of the criteria of the Wellbeing Award. These would also reduce misunderstandings and complaints in such a large workforce.

School data was shared with governors which included the tracking of pupil progress. Leaver destinations were of particular interest. A governor commented on the fact that there had not been a pupil leaver placed into paid employment despite the large amount of work that had been undertaking to secure placements.

**A governor asked if there was a Key Performance Indicator (KPI) related to destinations.** There wasn't currently anything in place but this could be included in the School Development Plan. Tracking would only be in place for placements secured directly from school not ones undertaken for 12 months after leaving full time education.

There was a pupil who the school were trying to secure paid employment in the Residence, which would provide a safe environment for the pupil.

RESOLVED: that the report of the Headteacher be received.

NOTE: Mrs Moverley joined the meeting.

#### 2119 **CHILDCARE MANAGERS REPORT**

Governors were informed that there were 51 pupils on roll in the residence, which included two new starters who had joined in the autumn 2018 term. The detailed report to governors had been circulated prior to the meeting.

The annual Christmas fair held in December 2018 had been well attended with parents, grandparents and carers from across the school not just the residence. Funds raised would be utilised for residence resources and cover the cost of pupil activities.

Staffing changes were shared with governors as well as recruitment issues. A recent job advertisement had attracted a number of application forms being submitted but unfortunately no suitable candidates had applied.

NOTE: Mrs Briggs left the meeting.

**A governor asked about the Residence Accreditation.** Mrs O'Neill expressed disappointment regarding the comments received from the last Autism Accreditation Assessor with regards autism provision in the residence, therefore it may be more appropriate to opt out of applying for the accreditation on the basis that one area could affect the overall mark. It was thought that this be an issue with the particular assessor which could be resolved.

Mrs O'Neill thanked governors who had visited the residence and the reports submitted to reflect their observations.

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

#### 2120 **SCHOOL DEVELOPMENT PLAN**

Concerns raised through a recent complaint, had now been resolved and actions would be embedded into the revised School Development Plan.

RESOLVED: that the update on the School Development Plan be received.

2121 **THE CONSORTIUM ACADEMY TRUST (TCAT)**

Mr Ogden and the Headteacher would meet with Mr Dave McCready, Chief Executive Officer of TCAT to discuss service provision but an update was given about the development and growth of TCAT. Mrs Davis was now a member of the TCAT Headteacher's Board which was proving very helpful for all concerned.

RESOLVED: that a meeting between the Mrs Davis, the Chair and Mr McCready to be arranged.

2122 **TEACHING STAFF PAY AWARD**

RESOLVED: a) that the Teaching Staff Pay Award was approved and adopted by the Human Resources Committee meeting held on 10 December 2018;

b) that the Headteacher notify staff of the adoption of this policy.

2123 **LOCAL AUTHORITY POLICIES TO BE REFERRED TO HUMAN RESOURCES COMMITTEE**

The policies identified below to be referred to the next meeting of the Human Resources Committee:

- a) Attendance at Work Policy;
- b) Domestic Violence and Abuse Policy;
- c) Joint Communication and Consultation Policy and Procedure;
- d) Retraining and Redeployment Policy and Procedure;
- e) Time off for Public Duties Policy.

RESOLVED: that the above policies be referred to the Human Resources Committee.

2124 **POLICY ON THE CONTROL OF LEGIONELLA BACTERIA**

RESOLVED: that the Policy on the Control of Legionella Bacteria be deferred to the next meeting of the Health and Safety Committee.

2125 **GOVERNOR VISITS**

- Mr Vickers had visited the Residence to observe emotional health and wellbeing;
- Mrs Claybourn had visited the Residence;
- Mrs Larter had visited the Residence early years;
- Mr Ogden and Mr Willson had visited the school during parents evening;
- Mr Ogden and Mr Willson had visited school to inform staff of the new school build, and Mr Ogden to discuss general governance issues, annual review of a pupil (subject to complaint), deliver safeguarding training and undertake the Headteacher's annual review;

- Mrs Moverley and Mrs Claybourn had visited school to undertake the Headteacher's annual review.

RESOLVED: that the Governor Visits Reports be received.

2126 **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.

2127 **AGENDA ITEMS**

Governors were reminded to forward agenda items and associated documents to the Chair in a timely manner.

2128 **ELECTRONIC AGENDAS**

Governors discussed the benefits of receiving agendas via email rather than paper copies posted via Royal Mail. Mr Atkin also raised concern about excessive photocopying of the SDP, SEF and data reports. LD added that this a communication break down as it was intended they should have been in booklet form.

RESOLVED: a) that electronic agendas only be forwarded to Mr Cutting, Mr Willson, Mrs O'Neill, Mrs Davies, Mrs Briggs;

b) that both paper and electronic agendas be forwarded to Mr Ogden;

c) that paper agendas continue to be forwarded to Mr Day, Mr Vickers, Mr Atkin, Mrs Tharrat, Mrs Claybourn, Mrs Larter.

2129 **FUTURE MEETINGS**

RESOLVED: that future meeting be held on:

Thursday 16 May 2019 at 10.00 am

Thursday 10 October 2019 at 10.00 am

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Chair's Signature – 16 May 2019