

WestBerkshireCouncil icollege alternative education Management Committee

Final Part 1 Minutes Full Management Committee (MC) 7th May 2019 at 4pm at Intervention

Present: Karen Reeve - LA Governor(Chair) Jacquie Davies – Headteacher Staff Governor Judith Fisher - Community Governor Susanne Fisher - Community Governor Siobahn Harvey - Staff Governor Chrys Healy – Vice Chair, Community Governor Andy How - Community Governor Claire White - LA Governor Adam Butler – Staff Governor Bridget CooperEastwood – Parent Governor	Apologies: Maureen Sims – Community Governor Elizabeth Ayres- Community Governor
Absent: None	Duration of meeting: 4.00–6.05pm
In attendance: Jill Hills – Clerk Karen Price – School Business Manager (SBM) (Items 1-7)	MC members will be referred to as governors

1.	Apologies and Welcome	Action
1.1	KR welcomed Adam Butler who is the newly elected Staff Governor (Support) and Bridget Cooper-Eastwood the proposed Parent Governor.	
1.2	Apologies had been received from Maureen Sims and Elizabeth Ayres. Elizabeth was welcomed to Governorship in her absence and apologies that we had to change the date for the meeting (due to Finance Committee) meaning she couldn't be here.	
2.	Declarations of Any Other Urgent Business - The Headteacher wished to discuss a number of additional matters and it was agreed that these should be included as part of Item 6.	
3.	Declarations of Business interests –None	
4.	Minutes of the Meeting on 8th November 2018 and Matters Arising (where not elsewhere on the agenda)	
4.1	(6.1.2) - Pupil Numbers - Reword items highlighted in yellow - KR/CH. Action: KR/CH to reword and sign off (Completed)	
4.2	(8.5.3 and 9.3) - Child Protection & Safeguarding Policy - AH and SWC continuing to review the precis of Child Protection & Safeguarding Policy, the 2018/19 academic year's version is on icollege website. As discussed at the 25.9.18 and 29.1.19 SWCs AH was working on producing a precis of the policy, this will now go to the SWC on 14 th May 2019. KR expressed concern that the production of a precis of the policy had been a carried forward action for several meetings. It was now time for the 2019/20 Child Protection & Safeguarding Policy to be reviewed in full, including ensuring that all contact details are up to date, it needs to be with the clerk by 8 th July 2019, for distribution to the governors to be approved at the 18 th July Full MC. The Headteacher confirmed that the Assistant Headteacher (Community and Wellbeing) had this in hand. Action: 2019/20 Child Protection & Safeguarding Policy and precis to be reviewed and approved at SWC on 14.05.19 ready for ratification at the MC on the 18th July.	AH/SWC 14.05.19 Headteacher/ AHT (C&W)
4.3	(5.1) SIP (School Improvement Partner) report from visit on 9.10.18 had been circulated to Governors.	
4.4	(5.4) IT – KR had circulated the report following her visit with the St Barts ICT Manager and Clerk and was on the agenda (Item 12b)	
4.5	(5.9) HTR Pupil Numbers – The Headteacher advised that there are currently 82 students with icollege following an influx in January 2019 (as in previous years). In 2019/20 the change in funding arrangements, whereby schools will be required to meet 50% of the cost of placing students with icollege,	

Signed: Karen Reeve

Date: 18.07.19

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	compared to the current 80% has resulted in schools already putting pupils forward to the Pupil Placement Panel for places in September 2019.	
4.6	(6.1) Finance Committee: Internal Audit Report – received and circulated. Banding updated and Budget Strategy have been discussed.	
4.7	(6.3) SWC: AH advised that recording and discussion of safeguarding issues, outcomes and trends is work in progress and continues to be refined.	
4.8	(7.3) School Development Plan: The Headteacher advised that she had not yet compiled a business case for training costs included within the SDP. Action: This will be brought forward to the next Finance Committee 02.07.19.	JD 2.7.19
	The AHT (Community and Wellbeing) has collated data relating to pupil/parent voice so it can be included in the SDP.	
	The Headteacher has included which committee is responsible for monitoring specific areas of the SDP. Chairs to check they are happy with these allocations and let the Chair know if they have any queries	Chairs of committees
4.9	(8) Local Offer: FM and JD to work on a single document that covers mental health issues to go to next SWC. The SWC Chair asked what the Local Offer was. The Safeguarding Governor explained that it is an A-Z of all services for SEN within West Berkshire. All schools and other providers produce a list in a generic format and the services they provide to meet the criteria. As discussed at the previous MC, the SWC is responsible for the safeguarding and mental health elements of the Local Offer. There is also a link to monitoring undertaken by the SEN Governor who reports to the Teaching and Learning Committee.	
	Action: Clerk to add Local Offer to SWC Agenda for 14 th May 2019 and MC Agenda for 8 th July 2019.	Clerk
4.10	(9.2.2) Safeguarding – The Headteacher advised that she the need to clarify if the policies which cover who is responsible for children that go missing in education had been identified and whether this had been reported back to 29.1.19 SWC.	
	<i>Post meeting note: Clerk has checked the minutes for SWC 29.01.19 and there is no reference to this recorded. Action has therefore been carried forward.</i>	
	Action: JD to check which policies cover responsibility for children that go missing in education and report back to 17.7.19 Full MC or Autumn Term SWC.	Headteacher
4.11	(9.4) Safeguarding quiz has been completed by all Governors and all got top 'marks'. CW has completed online PREVENT Training. CH is still having problems accessing the training online.	
	Action: Clerk to resend link for PREVENT Training to CH.	Clerk/CH
4.12	(10) Risk Register: JD confirmed effect of sickness absence was reported to Finance Committee rather than PERs. KR advised that the Risk Register had been omitted from the agenda for this MC. KR will circulate for comment and then it will go to MC in July for final agreement. Committee Chairs should review their respective areas of the Risk Register.	
	Action: Include Risk Register on MC agendas.	Clerk
	Committee Chairs to review their areas of the Risk Register at SWC 14.05.19 and T&L 24.06.19 (Post meeting note: T&L rescheduled for 02.07.19)	AH and MS
4.13	(11.4) First Aid Policy: Action: to be added to H&SPIT Agenda for 11.06.19 Check whether First Aid policy needed alongside first aid guidance in all units.	Clerk & Chair of H&SPIT

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4.14	12.1) Skills Audit: KR confirmed that the Skills Audit has been completed and there are no gaps in knowledge evident. New Parent and Staff Governor to complete following induction. The Chair noted we have an unusually high number Governors with extensive experience in education through their 'day jobs' (and how useful this is. The key is how this is applied to Governance to support Jacquie and her team for the benefit of the pupils. Action: AB and BCE to complete Skills Audit questionnaire Autumn Term 2.	AB & BCE
4.15	(16) Link Visits: Action: Clerk to send reminder to Committee Chairs that they need to manage the focus of Link Visits along with the production and distribution of reports. Clerk to update visit schedule for 2018/19 and circulate.	Clerk/ Committee Chairs Clerk
4.16	(19.1) Budget Strategy: Report was presented to Schools Forum.	
5.	Finance and Budget Matters	
5.1	Budget Strategy The Chair of Finance thanked the Headteacher and SBM for their work to get the 2019/20 budget together and the short turn around between the Finance Committee and the MC papers being issued.	
5.2	CW took Governors through the budget strategy and advised that the 2019/20 budget was forecasting a surplus which was good news given concerns earlier in the year that the budget moving forward would be in deficit. This is partly due to the reassessment of income and pupil numbers which had been a concern during the Autumn Term. As a result 2018/19 had finished with a small surplus of £53,871 to carry forward and support the 2019/20 budget position. icollege is therefore starting the year in a better financial position than it thought it would be.	
5.3	There had been an average of 65 pupils on roll throughout 2018/19 and this has been assumed for forecasting income in 2019/20, plus an additional six places when the POD becomes available from September 2019. These additional places will be for SEND pupils and will therefore attract a higher rate of funding. Those pupils who have EHCP's will be funded at a higher rate which reflects the costs of tuition needed by these pupils.	
5.4	The build at Integration is not included in the budget, so the 20/21 year end surplus may be larger once these figures and pupil numbers have been incorporated.	
5.5	The main budget pressure remains around staffing costs. Known pay awards and pension increases have been included. Indications are that these will be fully funded by the Government. The HT has assured the Finance Committee that there will be savings in Supply cover and the use of Outdoor Academy.	
5.6	CW referred Governors to Section 14 of the Budget Strategy which identifies the risks to the strategy:- <ul style="list-style-type: none"> • The greatest risk to the iCollege income is top-up funding, particularly now that referring schools are required to pay a greater proportion of the charge. If on average the take up of places is 5 less, this would be £100k less income. • The number of SEND places – currently built in to the funding budget at 10 x band 2 and 10 x band 3 but these numbers may change up or down. Band 4 will need a higher level of support and we have allowed a lump sum of £275 per day, based on 3 learners for 3 days a week. • Likewise if the amount charged to schools is further reduced there may be a higher number of learners referred to the service leading to infrastructure challenges. • If MOOE and EHE learners are identified as needing icollege placements this will also lead to an increase in numbers with a similar impact of needing to employ more staff and additional overheads. • The icollege is commissioned by West Berkshire LA to provide education from day 6 for all PEX learners. If numbers increase above the 'full' number, extra top-up funding from the LA is required. This would attract the full daily rate of £106 per learner, per day. The icollege does not set the pay award levels, these are advised by the DfE and LA. Hence if the	

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	<p>19/20 pay award is higher than the average of the 2% budgeted for we will have a budget pressure. For each additional 1% a £17k budget pressure is incurred.</p> <ul style="list-style-type: none"> The moving out and back again costs and any unknown expenditure incurred whilst in an alternative site for the Integration re-build is unknown hence any new furniture and appliances, communication connectivity, staff travel costs etc has as yet to be costed. Staffing, resources, equipment and operational costs for extension at Intervention is also as yet uncoded as is the level of risk to icollege of increasing the space and overhead costs of the service. Staff absence / supply increases cannot easily be predicted. Whilst short term absences have reduced some long term absences could substantially impact on the service and hence the budget. Poor budget projections and monitoring has led to considerable difficulties in 2017 and 2018. This will have to be addressed in 2019 to ensure the HT and MC can make timely and informed decisions. 																															
5.7	<p>The Chair thanked CW for her work in ensuring a robust budget had been presented to Governors who had been concerned about the budget position. Whilst the position moving forward is better than anticipated, icollege is not "out of the woods" yet as although the forecast surplus at the end of 2019/20 is £81,420, this is not high and could easily be eroded. The forecast for 2020/21 is a drop in surplus to £40,000 and the following year a deficit of -£13,738. Governors need to be mindful of the longer term financial viability of the service and this will be discussed in more detail under Part II. Governors need to ensure due diligence when considering the icollege financial position and that at some points in the year this can be alarming, as funding and pupil numbers will always be volatile given the nature of a PRU.</p>																															
5.8	<p>The Chair of Governors had received two emails from the Local Authority during the 2018/19 academic year expressing their concerns around the icollege budget position. The Head of Education had expressed concerns that the staffing structure is top heavy and the Headteacher has simplified the structure chart to illustrate that it is not as top heavy as it initially appeared. The Chair will email the Head of Education the revised chart along with the Budget Strategy. Governors and the LA can be reasonably confident that the service will remain viable as long as pupil numbers are as predicted and that there are no adverse changes to funding arrangements. As there has been no consistent year on year position it is difficult to predict what may happen next. Action: Chair to write to HoE re current budget position.</p>	Chair asap																														
5.9	<p>Governors asked whether the proportion of icollege expenditure on staffing shown as 70% (page 4 of the Budget Strategy) includes costs for Outdoor Academy. The Headteacher confirmed that it doesn't but that if it was included it would only result in a variance of c.5% with the proportion of expenditure remaining under 80% which is the national average. In part this is due to icollege premises costs being greater than a mainstream school as it operates over four sites.</p>																															
5.10	<p>Governors thanked the Chair of Finance, Headteacher and SBM for the work put into pulling the budget together. Governors unanimously approved the 2019/20 Budget and Three Year strategy as shown below:-</p> <p>Three Year Revenue Budget (based on Pod with no additional senior staff)</p> <table border="1"> <thead> <tr> <th></th> <th>2018/19 £'000 ACTUAL</th> <th>2019/20 £'000</th> <th>2020/21 £'000</th> <th>2021/22 £'000</th> </tr> </thead> <tbody> <tr> <td>Income</td> <td>£2,096,890</td> <td>£2,544,636</td> <td>£2,555,000</td> <td>£2,590,038</td> </tr> <tr> <td>Expenditure</td> <td>£2,296,401</td> <td>£2,517,087</td> <td>£2,596,236</td> <td>£2,643,959</td> </tr> <tr> <td>Net-surplus (deficit)</td> <td>(£199,511)</td> <td>£27,549</td> <td>(£41,237)*</td> <td>(£53,921)</td> </tr> <tr> <td>Add brought forward</td> <td>£253,382</td> <td>£53,871</td> <td>£81,420</td> <td>£40,183</td> </tr> <tr> <td>Total – surplus (deficit)</td> <td>£53,871</td> <td>£81,420</td> <td>£40,183</td> <td>(£13,738)</td> </tr> </tbody> </table>		2018/19 £'000 ACTUAL	2019/20 £'000	2020/21 £'000	2021/22 £'000	Income	£2,096,890	£2,544,636	£2,555,000	£2,590,038	Expenditure	£2,296,401	£2,517,087	£2,596,236	£2,643,959	Net-surplus (deficit)	(£199,511)	£27,549	(£41,237)*	(£53,921)	Add brought forward	£253,382	£53,871	£81,420	£40,183	Total – surplus (deficit)	£53,871	£81,420	£40,183	(£13,738)	
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5.11	<p>AH expressed concern about the volume of paperwork presented to Governors in advance of the meeting. In order to make documents more digestible Action: Papers would be grouped as follows; agenda and minutes, key documents, policies etc. Paperwork is available on the Governors Hub and could be referred to onscreen during meetings.</p>	Clerk																														

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6.	Headteachers Report/SEF	
6.1	<p>Building Projects – the POD/Intervention</p> <p>The Headteacher circulated plans for the POD at Intervention which is being funded by the LA as part of their SEN Strategy. (The project is £11,000 over budget currently) Work will commence on 10th June 2019 and on the 15th July, pupils will be off site as the modular parts of the POD will be lifted over the building by crane. The POD is a self sufficient unit with a separate entrance to the main building and is not joined to existing unit. The POD will be ready to accommodate students from the start of the academic year in September 2019. The Headteacher needs to update the fire risk assessment to take account that the contractor will be using the fire evacuation area to store building materials during the project.</p>	
6.2	<p>It is predicted that The POD will cost £211,000 which is less expensive than anticipated due to the modular construction. The POD will come with kitchen etc but white goods and furniture will need to be funded. However, the intention is to use equipment which is already in storage, although a whiteboard and other IT equipment may need to be purchased. Governors discussed the branding of the POD as part of the “i, I” model and noted that it would be part of the Intervention unit, so will be known as the POD@Intervention.</p>	
6.3	<p>The POD will accommodate 6 SEN pupils and will be staffed by one full time teacher, 0.2 teacher and 30 hours of a Teaching Assistant, plus other activities.</p>	
6.4	<p>Integration</p> <p>The Headteacher circulated plans for the build at Integration which will replace the existing portacabins. Plans are for a two storey building and will house twice the existing classroom space. There will be a fenced in parameter providing an outside activity area but when pupils are not using the site, the Parish Council will be able to utilise the area for car parking. The overall cost is £1.9million and will be ready for September 2020. The building is designated as sole use as a PRU.</p>	
6.5	<p>During the construction, pupils will be relocated to Moorside. Governors discussed that there had been negative public comment in recent months on social media about vandalism etc around the community centre at Moorside. Hence the HT to ‘check-in’ with the Local Authority re security of pupils and staff whilst at the building</p>	
6.6	<p>Ofsted Pilot</p> <p>The Headteacher advised that icollege has been selected by Ofsted to be one of the pilot inspections under the new EIF (Education Inspection Framework) being introduced in September 2019. This will take place between the 8th and 11th July and will involve three Inspectors, although they are not expected to be on site for all of the four days. This means that icollege will not be inspected on the current framework between now and the end of the academic year. The pilot inspection will not result in a change of judgement, however, should the Inspectors find areas of concern around safeguarding, this would trigger a full inspection under the current framework. Feedback will be provided on the schools strengths and weaknesses and will provide valuable experience for staff. The Headteacher is in the process of advising Lead Teachers of the dates etc and then all Teachers at all units will be advised. Governors will also no doubt be seen, Chairs of Committees in particular to prepare to provide evidence of positive activity.</p>	
6.7	<p>SIP Visits</p> <p>Maxine Slade (SIP) will be visiting on 21st May 2019. Paul O’Shea, former SIP for icollege will be visiting on 14th May to coach staff on what to say during Ofsted Inspections. The Headteacher confirmed that the cost of this is already incorporated into the 2019/20 budget. Whilst Governors will not be present for this, Donna Fox (WBC) would be able to meet with Governors to discuss likely questions from Ofsted Inspectors.</p>	
6.8	<p>SEF</p> <p>The Headteacher advised that she continues to add evidence to the document as it arises. Governors discussed a number of elements of the SEF including:-</p> <p>Staff involvement in the production of the SEF needs to be incorporated;</p>	

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6.9	<p>On page 1, Areas for Development Governors discussed that local benchmarking has taken place and that national benchmarking is difficult as it is not always possible to ensure that comparisons are on a like for like basis due to the nature of the service provided;</p> <p>Under Section 5, Leadership and Management, 8th bullet point: "High quality leadership training is available for all leaders, ensuring that high standards are maintained and that there is capacity for sustained improvement," Action:Governors asked for the SEF to include what is offered, when and evidence to support this;</p> <p>On page 6, last bullet point remove "compliant with GDPR requirements";</p> <p>The Headteacher confirmed that where icollege students have had good results these are included in the evidence found column. Results for the last 2-3 years are available on the website;</p>	Headteacher
6.10	The Headteacher advised that the SEF will be shared with Paul O'Shea for comment. Governors discussed that the SEF needs to reflect the holistic nature of the service and curriculum intent and how the service meets the needs of students and overcomes barriers to learning.	
6.11	The Headteacher advised that she will be at the Secondary Heads Group meeting next week and will be presenting a short report on what icollege does in relation to pupils who are being excluded from mainstream schools and the information it can provide to schools. The key message is that pupils in PRU's should not be worse off than those in mainstream schools.	
7	School Development Plan (SDP)	
7.1	Governors discussed the SDP which had been circulated with the agenda. Governors noted that the version date needs updating and that it was not easy to identify which were the latest updates as all sections are RAG'ed. The Headteacher clarified that only new information had been RAG'ed.	Headteacher
7.2	The Chair advised that the MC had an overview of the SDP with each Committee responsible for reviewing their specific areas in more detail and checking that suitable progress is being made. The Headteacher confirmed that she updates the RAG rating for each Committee meeting and that Committee responsibility has been identified within the SDP.	
7.3	Governors asked that where dates have passed, that the SDP be updated to show "completed and signed off" to reflect that the action has been completed. Also to split completed/achieved and what is left and new within the document.	
	<i>Karen Price left the meeting at 5pm.</i>	
8	Committee Meetings	
8.1	Finance Committee CW Chair of Finance explained that the focus of recent meetings had been budget setting for 2019/20. Budget monitoring has focused on income and payment of invoices by schools using icollege. £32,000 was outstanding for invoices raised prior to January 2019 and mostly relate to one school. It had been agreed that for older debts the Chair of Governors will write to the Headteacher and Chair of Governors at the schools concerned and request payment as a matter of priority. The meeting on 25 th April had reviewed the situation relating to £17,000 of bad debt which goes back to the previous Reintegration Service for two out of area students.	
8.2	The Schools Financial Value Statement for 2018/19 had been approved and submitted to WBC. The requirements for 2019/20 are changing and will include benchmarking statistics.	
8.3	Teaching and Learning Committee (TLC) JF advised Governors that Emma Dodridge and Charlotte Duly had made presentations to meetings around Primary provision. There remain some gaps in staffing and the provision from Outdoor Academy has been reduced. Alternatives are being sought.	

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8.4	There has been an increase in staff injuries mainly due to the nature of the cohort. Outreach is working well with Primary schools and social and emotional reviews are taking place every six weeks. The SEF and Progress Tracking was shared and Link Visits undertaken by JF with Emma Dodridge and Suzanne Giaefer-Enger focusing on English provision. A follow up visit has also been completed. Maths and SEN will be the focus of next terms visits.	
8.5	Safeguarding and Wellbeing Committee (SWC) The Chair of SWC advised that sadly Suzanne Fisher, Safeguarding Governor, is standing down. She has been brilliant and her contribution to the MC will be greatly missed.	
8.6	The Committees work has focused on the precing of the Child Protection and Safeguarding Policy which is a major task.	
8.7	Parent and Student Voice is being developed and following a brainstorming exercise a list of what icollege has in place and how it can be improved has been produced. As a result, Governors are now better informed and a number of areas have been identified that they can look at during link visits. A school council/pupil voice noticeboard has been set up at Inspiration whereby pupils take turns to make suggestions for the week. Governors discussed that the impact/differences this is making at the unit needs to be reflected in SWC minutes.	SWC Chair and Clerk
8.8	Parents are met every day a when they drop off/collect their children and the are able to speak to a member of staff at Inspiration as per a mainstream school.	
8.9	Health and Safety, Premises and IT (H&SPIT) The H&SPIT Chair advised that:- <ul style="list-style-type: none"> • Critical Incident Plans have been reviewed and maps are now included; • KR/IT Project Group has produced a report on the IT arrangements within icollege which will be discussed at the next meeting on 25th June including the way forward. (<i>post meeting note: now rescheduled for 11th June</i>); • Under the Driving At Work Policy, checks have been performed to ensure that all staff have driving licences and vehicles are MOT'd and insured for Business Use; • Responsibility for ensuring that policies are reviewed and updated in a timely manner has now been handed back to the Headteacher and staff. Statutory Policies will be approved at the MC with Sub Committees reviewing and approving non-statutory policies. 	
8.10	Personnel Committee (PERs) There has been one meeting since the November MC at which the outcome of the staff questionnaire were shared and have been summarised and fedback to all staff by the Headteacher.	
8.11	Governors were advised that the Clerk is drafting a meeting schedule for 2019/20 which includes the changes requested by SWC. The aim has been to ensure that committees meet at a time which enables them to report to an MC, but that there have been less MC meetings this year as requested by the Headteacher. Action: Clerk to distribute draft to all committee chairs for discussion and approval, final version to go to 17.7.19 full MC for approval.	Clerk Committee Chairs
9.	Ofsted Framework Update	
9.1	Following on from 6.5 above, Governors were advised that the new Framework will be published at the end of May 2019. The new headings have already been incorporated into the SEF by the Headteacher. The main change is the focus on curriculum intent with Inspectors being keen to evidence that teachers know their students and why they are following a bespoke programme/pathway. Inspectors may ask what the three main safeguarding concerns are for our learners and these will need to have been identified and discussed at TLC and SWC. From the Headteachers perspective the key concern is around exploitation.	Chairs of TLC & SWC

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Final Part 1 Minutes Full Management Committee (MC) 7th May 2019 at 4pm at Intervention

10	Safeguarding – S11/(LSCB self audit) Report Update	
10.1	The Safeguarding Governor advised that following the initial audit the action plan has been reviewed including evidence to support that good progress is being made. The next stage is to review the remaining actions and assess the next areas to be addressed/improved. <i>The Headteacher left the meeting between 5.20 and 5.25pm.</i>	
11	Policies	
11.1	Whistleblowing Policy This policy had been updated to reflect changes in contact details etc. Policy was unanimously approved.	
11.2	Exclusion Policy Governors noted that this policy will need to be updated to reflect the new Safeguarding Governor once appointed. Subject to this the policy was unanimously approved.	
11.3	Behaviour Management Policy The Chair expressed concerns that there had been a delay in actioning the revisions requested at the 8 th November 2018 MC. These should have been discussed at the 29 th January 2019 SWC so that it could come back to this MC for ratification. The version circulated was incomplete and the Chair was concerned that there had been a six to nine month delay in updating this statutory policy. Areas which need to be addressed are:- <ul style="list-style-type: none"> Information relating to the use of the Green Room as identified in the Safeguarding Governors last visit has not been incorporated; The policy still refers to a lock being on the Green Room door and Siobhan Harvey advised that there are a few items that still need to be incorporated; Physical intervention i.e. sanctioned use of Team Teach has not been included. The Policy needs to include the type of behaviour management in use; Green Room guidance needs to be added; and Names of individuals need to be removed. 	
11.4	In light of this the MC rejected the proposed draft policy and referred it back to SWC. Governors were advised that as the next SWC is on 14 th May 2019, although the amendments could be made this would not be possible in time for the papers to go out in advance to SWC. The Chair of SWC confirmed that he was happy in this instance for the Behaviour Management Policy to be tabled at the meeting. Action: Siobhan Harvey will work with the Assistant Headteacher (Community and Wellbeing) to ensure the policy is updated ready for 14th May SWC.	AHT/SH 14.5.19
12	Governance	
12.1	Membership Update The Chair advised that unfortunately Elizabeth Ayres had been unable to attend this meeting and asked that her appointment as Community Governor be ratified. Governors unanimously agreed and welcomed Elizabeth.	
12.2	The Chair advised that she and the Vice Chair had met with another potential Community Governor but unfortunately their employer was not willing to agree to them taking on additional voluntary work at this time due to their other commitments and concern that they would be overstretching themselves.	
12.3	Governors were advised that Bridget Cooper Eastwood had responded to our advertisement for Community Governors. BCE had been formerly employed by the Alternative Curriculum Service and had also been a Staff Governor. It is now proposed that she be appointed as a Parent Governor. icollege has held recruitment exercises in 2017/18 and 2018/19 for a Parent Governor but no nominations were received. Staff have also been asked to identify any potential candidates a number of times. In the absence of these attempts to recruit and Under Schedule 1 of The Education (Pupil Referral Units) (Management Committees etc.) (England) Regulations 2007, the number of parent members required must be made up by parent members appointed by the committee if one or more vacancies for parent members arises and the number of parents standing for election is less than the number of vacancies.	

Signed: Karen Reeve

Date: 18.07.19

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		Actions
	<p>The committee may only appoint as a parent member:-</p> <p>(a) a parent of a registered pupil at the unit;</p> <p>(b) a parent of a former registered pupil at the unit;</p> <p>(c) a parent of a pupil registered at another unit, or at a maintained school in the area of the authority;</p> <p>(d) a parent of a child of compulsory school age; or</p> <p>(e) any parent.</p> <p>On this basis, it is proposed that BCE be elected as a Parent Governor under d/e above. Governors unanimously agreed and welcomed BCE to the Committee.</p>	
12.4	<p>The Chair advised that Penny Tripp had resigned due to a change in personal circumstances and that this would also be Suzanne Fishers last meeting. Governors thanked both Penny and Suzanne for their hard work and contribution to icollege and the MC. Suzanne said that she was happy to do a handover with whoever would be taking on the Safeguarding Governor role and recorded how sad she was to be stepping down and how much she had enjoyed and valued her time as a Governor.</p>	
12.5	<p>Monitoring/Link Visits</p> <p>A number of monitoring/link visit reports had been circulated along with the agenda including safeguarding, pupil voice and use of IT and Governance clerking arrangements. A comment made in one re Safeguarding Visits is addressed below.</p>	
12.6	<p>IT & Governance</p> <p>These visits had been undertaken by the Chair who had identified that some staff had not understood the purpose of the IT project at the start and there had been some difficulty gaining access to two of the teams. Staff knowledge of GDPR had been good, however Lead Teachers did not understand their responsibilities in respect of IT around ensuring that it is used properly. The visits to St Bart's had been helpful to see how IT and Governance and Clerking is arranged elsewhere especially where there is a bigger organisation/structure. For example, for sub committees the Chairs have a premeeting with the Clerk to discuss the agenda etc. Findings from the Governance/Clerking visit will be incorporated into a Governance review to be undertaken later in the year.</p> <p>Action: When scheduling Committee meeting dates, discuss with the Chair and Lead Teachers if there is anything else which needs to be added to the agenda.</p>	Clerk
12.7	<p>Safeguarding Visits</p> <p>AH expressed concern, in his Link Visit report, about the oversubscription/overcrowding of pupils at Inspiration and the pressures this is placing on staff at the Unit. Enabling primary pupils to return to school is challenging and that the Pupil Placement Panel (PPP) at Primary level does not appear to be effective in facilitating this. SEN support available to schools appears to be insufficient to enable them to manage pupils within the mainstream setting. The Lead Teacher at Inspiration is heavily involved in preparing paperwork for EHCP applications as schools do not appear to have the skills needed to do this. AH felt that icollege should be taking evidence back to the LA about challenging schools and collating evidence so this can be followed up and dealt with, so schools could be held to account.</p>	
12.8	<p>Governors discussed that unless the pupil was permanently excluded, icollege can work with the school and that their previous school should be sending information through for the EHCP. Whilst the PPP reports to the LA, the LA doesn't appear to enforce schools to take pupils. The Chair advised that she can only go back to the LA to follow this through if evidence or a case study/example can be collated to support this view. The SWC needs to raise its concerns with the Chair of Governors based on clear evidence. The Headteacher has not reported overcrowding concerns at the Unit. The Headteacher advised that Inspiration being over number is managed by being creative, however whether the places at the unit should be SEN or mainstream is an issue but she is not concerned that this creates a safeguarding issue at Inspiration.</p> <p>Action: AH to discuss/clarify with Headteacher if there is evidence to support overcrowding and failure of the PPP to adequately manage Primary placements and if this needs to be reported or if the situation is being adequately managed.</p>	AH/HT asap

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		Actions
12.9	<p>Governor Training The Governor Training Log was circulated at the meeting. Governors were asked to inform the Clerk if there were any errors or omissions. The list of elearning courses available via the National Governors Association (NGA) was also circulated, the Chair noted a range of positive courses that Govs may find of interest Clerk to resend link to NGA courses.</p> <p>Chair and Vice Chair The Chair of Governors advised that she would be standing down as an icollege Governor at the end of the calendar year. Action: Governors were asked to think about who would be willing to take on the role from December 2019 so that there could be succession planning. The Vice Chair advised that she would also be standing down by the end of the 2019/20 academic year and so a Vice Chair will also be needed too. Both Karen and Chrys would be very happy to talk to anyone about the roles if they were interested.</p>	All Governors Clerk
13	Any Other Urgent Business - None	
14	Information Items	
14.1	<p>Governors noted the following information items:- Update to the DfE Governance Handbook to consolidate changes in legislation; Clerks Forum Report; Science H&S Policy to be approved at H&SPIT.</p>	
15	<p>Focus of Next Meeting:- 18th July 2019 Approve 19/20 Meeting Dates/Standing Orders and Committee Terms of Reference/Committee Membership - Governance Review Updated SEF/SDP/HTR Budget Monitoring Report Committee meeting minutes/reports Safeguarding EIF Ofsted Pilot Inspection Feedback.</p>	

There being no further business, the meeting closed at 6.05pm.

Signed: Karen Reeve

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