

Part 1 Minutes Full Management Committee (MC) 26th April 2018 at 4pm at Independence

Present: Jacquie Davies – Headteacher Staff Governor Judith Fisher - Community Governor Siobahn Harvey - Staff Governor Chrys Healy – Vice Chair, Community Governor Andy How - Community Governor Jill Hills - Clerk	Apologies: Paul Field – Community Governor Susanne Fisher - Community Governor Karen Reeve - LA Governor Maureen Sims – Community Governor Penny Tripp - Community Member
Absent: None	Duration of meeting: 4.15 - 6.15pm
In attendance: Claire White	MC members will be referred to as governors

	CH chaired meeting, as AH hadn't arrived at the start of the meeting it was agreed to make a start and get approval for relevant items when meeting was quorate.	
1.	Apologies - Paul Field, Suzanne Fisher, Karen Reeve, Maureen Sims, Penny Tripp	
2.	Declarations of Any Other Urgent Business - Congratulations to SH for being appointed as a Senior Teacher at Inspiration.	
3.	Declarations of Business interests - There were no declarations of business interests	
4.	Minutes of the FMC held on 30th Nov 2017 had been circulated with the Agenda and were agreed as an accurate record after AH joined the meeting at 4.40pm.	
5.	Matters Arising (where not elsewhere on the agenda) 5.1 (5.2) - Add Data protection changes in legislation to MC agenda for April (not May) meeting 5.2 (8.1) - Local Offer on icollege website 5.3 - SIP visit - Kim James not available this academic year, Sue Cantwell WBC Primary SIP visited Inspiration on 18.4.18, report to go to 5.6.18 TLC.	Action Clerk
6.	Membership and Vacancies 6.1 - SH had been elected as the Teaching Staff Governor, there was still a vacancy for a Support Staff Governor and a Parent Governor. Meeting agreed elections would be held either at the end of this academic year or in Sept 2018, the next academic year. Governors also welcomed Claire White, who would be appointed as an LA Governor from the start of May 18. 6.2 - SH agreed to serve on remaining academic year TLC as well as SWC and CW agreed to sit on the FC committee and H&SPIT committee if needed. 6.3 - Paul Field - PF had advised KR that he would be unable to attend any remaining academic years' MC meetings due to other commitments. He had agreed to visit all the units to discuss the pupil voice and send a report back to governors at the next full MC. KR to discuss position for next academic year. 6.4 - Meeting schedule for rest of the academic year - V12 had been distributed with the 26.4.18 paperwork. Yellow highlighted sections indicated changed dates. JD expressed concern over the number of meetings, it was agreed that possibility of AHTs attending - Emma Douglas - TLC and Faye Miller - SWC be investigated. Draft dates for 2018/19 academic year to go to all sub committees for discussion. Standing Orders, committee Terms of Reference committee membership and committee dates to go to 12.7.18 full MC for approval.	PF/KR 12.7.18 Clerk
7.	SEF, SDP update HTR - Included in paperwork for this meeting. 7.1 - SDP - JD produced in consultation with the SLT. V7 to go on icollege website once JD responded to questions from governors.	JD asap

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<p>7.1.2 - LA Strategic Development - (item 11 page 5 of SDP) £500k in costs column is possible funding available from the LA for developing SEN provision. JD was also involved in putting together a SIF bid, over 2 years, with Michelle Sanchez (WBC Principal Education Psychologist) for in house support in mainstream schools to reduce exclusions. There was also an AP bid to develop Outreach support to reduce exclusions and encourage behaviours for learning. Will hear if bids successful in June 2018.</p> <p>7.1.3 - OfSTED - Recent guidance on timings of OfSTED inspections advised that schools rated as 'Good' could have a short inspection every 3/4 years or a Section 5 inspection for new providers.</p> <p>Governors have set up an OfSTED Working Group (OWG) which met on 28.3.18 and is due to meet again on 8.5.18. Members are KR, CH, SF, MS and JD, this group has been tasked with gathering evidence in preparation for an inspection.</p> <p>7.2 - SEF - JD advised governors that SEF format used OfSTED headings and criteria and icollege was aiming to be rated 'Good' in all areas. JD will meet with SLT on 9.5.18 to ensure this is supported by evidence.</p> <p>Creating opportunities for all (Cofa) KR and CH met with JD and Emma Douglas on 18.4.18 to discuss DfE document. (Link Visit Report included in paperwork, PDF2 pages 43 - 45)</p> <p>AH arrived at 4.40pm</p> <p>7.2.1 - SH asked whether judgements in Safeguarding section of SEF were accurate across all the units as she felt that there were currently issues at Inspiration in this area. This was due to the number of students and their complex issues, manifested by their physical behaviour towards staff.</p> <p>JD explained that SLT were aware of these issues and were putting systems in place to address the situation; Sue Cantwell's report would go to TLC to look at management and processes currently in place and produce a plan to address, H&S concerns had gone to H&SPIT committee. Additional support for primary phase listed on last page of Termly Headteachers Report to Governors Term 4 (PDF2 page 27 - 28).</p> <p>CH advised SH to email her concerns to JD and copy KR and CH in.</p> <p>Contextual update section</p> <p>7.2.2 - Pupil numbers - JD explained that whilst icollege capacity was 66, there were actually 71 students on roll. HE numbers had remained about the same but there had been an increase in Outreach which was positive as schools were seeking support. This was mainly for secondary schools as unclear whether the primaries were aware of Outreach support available.</p> <p>Governors agreed to look at producing an A6 card highlighting what was on offer similar to card produced during restructuring process, this would also be an opportunity to use student work.</p> <p>7.2.3 - PPG - Whilst 41 in the Autumn Term (Terms 1 and 2) and 19 in the Spring Term (Terms 3 and 4) this may be due to SIMS input only being completed in 2 units due to admin issues. KP responsible for termly check and this had not been completed in the Spring Term, JD advised it should be up to date for next MC. JD advised January census was OK.</p> <p>7.2.4 - RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) - Webrisk is in the process of being replaced by CREST.</p> <p>7.2.5 - SEND/EHCP - There were 19 in the Spring Term (Terms 3 and 4) - 9 Primary, 1 Secondary, 4 - Post 16 and 5 - HE's.</p> <p>7.2.6 - Fire Drills - had been carried out in all units in December and April. Governors agreed that these should be carried out without warning. Monica Romano H&S Co ordinator monitoring fire drills, working on updating all Critical Incidence Plans and ensuring all unit admin offices have relevant files. H&S Needs assessment due on 1st and 2nd May.</p>	<p>SH</p> <p>CH 12.7.18</p> <p>KP/JD 12.7.18</p>
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	<p>Leadership and Management section</p> <p>7.2.7 - FM chairing actual Primary PPP (Pupil Placement Panel) meeting rather than virtual one. This would help inform primary headteachers of Fair Access Protocol. Secondary PPP chaired by JD working well.</p> <p>Primary PAR (Pupil At Risk) register, managed by LA Ed Psych team, is now virtual.</p> <p>Staff Information section</p> <p>7.2.8 - Vacancies/absences - AH asked about staff absences. JD advised possibly lost a whole year's teaching time due to covering for vacancies and absences. There were also issues around paid absences. Some absences were not work related others were around lack of resilience. Have sought HR support, Line Managers carrying out return to work interviews and encouraged staff to talk to Line Managers. KP checking they're being carried out. Whilst the situation is improving the need to cover for absences has put a lot of stress on the rest of staff.</p> <p>Supply insurance in 2017/18 financial year was for key staff only, proposed budget for next financial year will not include cover as too expensive. Next academic year's staff structure and absences will be discussed at 12.6.18 PERS.</p>	
8.	<p>Risk Register (PDF2 pages 29 - 35)</p> <p>8.1 - JD advised that the management team were aware of the risks and are keeping under regular review and that KR and JD had combined into a single document for ease of use. High risk areas were in; Recruitment, Key Person Insurance, Staff sickness absence, Capital works new build programme and ICT Security.</p> <p>8.2 - Capital works new build programme - Planning for new building at Integration may start Jan 2019, with work starting in July 2019. JD to meet with Avril Allenbury (WBC Service Manager - Early Years, Vulnerable Learners and Families) about possibility of sharing plot with another service.</p> <p>8.3 - ICT Security - Monica Romano has been appointed as Data Manager, IT included in H&SPIT committee remit. KR and MR to meet LA ICT team in May 2018.</p> <p>8.4 - Key Person Insurance - Needs to be reviewed.</p> <p>Governors felt document was a very useful precis.</p>	KR
9.	<p>Governors Development Plan (GDP) - (PDF2 pages 36 - 39)</p> <p>Governors agreed that 12.3.18 OfSTED training had been good. Links to SDP included; appointment of Penny Tripp as Careers Governor and setting up of OWG. Governors agreed that OWG should update and evaluate GDP and governors to pass on any comments to CH. KR has also asked for Chairs feedback to be sent to CH within the next 2 weeks please</p>	OWG 8.5.18
10.	<p>Budget - (PDF4 FC minutes) icollege Budget Plan Proforma 2018-19 for SCHOOLS, icollege Budget Plan Proforma 2018-19 for SCHOOLS v1.xls)</p> <p>10.1 - Paperwork - JD Highlighted challenges of joining 2 services, tight deadlines due to an early Easter and staff capacity which had resulted in extra FC's and the delay in the production of the budget paperwork.</p> <p>CH explained that this had made it impossible for the FC governors to interrogate the information effectively. There had been problems in producing documents in a consistent format and whilst governors sympathised with the pressures on KP, CH advised the process must change next year to enable governors to sign budget off. FC acknowledged the pressures during the transition and had offered KP support. JD explained that there was also an issue with admin support in the other units that also needed to be addressed. Apart from extra FC's CH had also met JD and KP for 2 hours on Monday 23rd April to go through proposed budget.</p> <p>Usually the Budget Monitoring Report would just go to FC and the full MC would receive the documents that needed signing off. 12.6.18 FC would discuss issue and agree a way forward.</p> <p>10.2 - Income - JD advised that schools pay 80% of top up, schools - 24 places, LA 42 places (including Post 16 PERMs and out of area students). Budget was based on the assumption that icollege would be full</p>	12.6.18 FC

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	<p>with funding for 66 places. This would be the case for the beginning of the 18/19 financial year as icolleg had 71 students. Numbers could plummet in September 2018 as costs to schools were going up.</p> <p>Invoices - Carry forward could depend on when school pay invoices.</p> <p>Staffing budget - There was flexibility for TA hours but not Teachers hours.</p> <p>10.3 - CW advised following: Whilst it was difficult to set budget as comparisons to last year were difficult as service had changed but suggested information from ACS and RS could be used if looked at as unit spend and this information had been provided by LA accountancy in the Autumn Term (Terms 1 and 2).</p> <p>The projected carry forward of £7.5k was worrying, information re a possible deficit budget should go to Schools Forum in Jan 2019 so the initial draft budget should be prepared by December 2018. Governors agreed that first FC should be scheduled for mid October.</p> <p>The budget has also not gone to LA accountancy, as in the past, for checking before going to governors.</p> <p>Governors agreed to approve budget subject to final check by LA accountancy and feedback to the Chair of the FC.</p> <p>10.4 Benchmarking data - JD handed out report that compared expenditure and OfSTED outcomes with other Alternative Provisions, with whom she meets regularly. JD explained that not all figures from the same year and highlighted differences.</p>	<p>Clerk/FC</p> <p>JD</p>
11.	<p>Safeguarding 11.1 - Safeguarding Audit - (PDF3 pages 1 - 16) Next visit due on 22.5.18, Child Protection & Safeguarding and Whistleblowing Policies on icollege website and Share Point. Whistleblowing posters also up in all units and Child Protection leaflet for workers produced. Faye working on guidance on bullying.</p> <p>11.2 - AH had a very good visit with PF at Integration on 26.4.18. AH felt there was a strong understanding of students and their needs, the building layout was effective the understanding of all issues re safeguarding students was well understood by all Integration staff.</p> <p>AH agreed the minutes were an accurate record.</p> <p>SH and CW left meeting at 6pm</p>	
12.	<p>Health & Safety (H&S) 12.1 - CH advised H&S training for governors attended on 24.4.18 was very useful and would be meeting Wendy Manning (LA Senior H&S Adviser for Schools) on the first day of the Needs Assessment on 1.5.18.</p> <p>12.2 - Terms of Reference for H&SPIT to include IT remit had been approved by H&SPIT ratification to be brought forward to 12.7.18 full MC.</p> <p>12.3 - GDPR - New guidelines had been sent to all staff and governors</p>	Clerk
13.	<p>Link Visits Schedule updated and included in paperwork (PDF2 page 40). Link Visit reports in PDF2 and PDF3. Governors agreed that LV's very useful and they had been made to feel very welcome.</p> <p>AH left meeting at 6.10pm</p>	
14.	<p>Governors agreed to carry forward Policies item - report on policy review and approval of Safer Recruitment Policy to next meeting.</p>	

There being no other business the meeting closed at 6.15pm

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