

<p>Present: Maureen Sims – Community Governor (Chair) Jacquie Davies – Headteacher Staff Governor Judith Fisher - Community Governor Siobahn Harvey - Staff Governor Elizabeth Ayres- Community Governor Bridget CooperEastwood – Parent Governor</p>	<p>Apologies: Chrys Healy – Community Governor Adam Butler – Staff Governor</p> <p>Absent: None</p> <p>Duration of meeting: 4.00 – 6.05pm</p> <p>MC members will be referred to as governors</p>
<p>In attendance: Jo Farley – Lead Teacher (The POD) for items 1 and 2. Jill Hills – Clerk</p>	

1.	Tour of The Pod	Action
2.	Therapeutic Thinking Presentation & Discussion	
2.1	Jo Farley (Lead Teacher at The POD) gave a presentation to Governors on Therapeutic Thinking (TT), the latest approach for behaviour management being introduced throughout West Berkshire schools. JF explained that as The POD was a new provision, TT had been introduced from the start. The approach involves everyone within the dynamics of the school, i.e. children, staff and parents. This is on the basis that a typical mainstream class of 30 pupils may have just one whose behaviour is disruptive but this has an effect on all pupils and staff.	
2.2	The approach provides a response to parents on how to improve mental health and wellbeing. Pupil reports focus on what pupils can do and what they will need to do next, rather than on what they are unable to do. The approach develops the culture of being kind i.e. treat others the way you would like to be treated and endeavours to not shame pupils about their behaviours. Good experiences create good feelings. TT removes rewards and sanctions as ways of managing behaviour e.g. no stickers, stars, detention, missing playtimes etc. The approach aims to motivate pupils, making learning enjoyable and involves using different terminology to reflect this. TT aims to develop relationships with pupils whereby they want to please rather than comply because they are frightened of the consequences.	
2.3	TT has safety at its centre, i.e. ensuring pupils behaviour keeps them and others safe. Pupils learn that there are consequences to their actions. For example a protective consequence could be that pupils will be unable to go to the park if they are not willing to wait to cross the road. They would then be shown how to cross the road safely. Governors observed that the approach is similar to “solution focused thinking”.	
2.4	TT involves negotiation and compromise, building relationships through activities and nurturing. It aims to improve spoken language and difficult behaviour by teaching pupils in a way they can learn. Children attending the unit come from different places and often have emotional or social needs. The focus is on reducing their levels of anxiety. The cohort at The POD is likely to be more stable than in other units where pupils attend for shorter time periods.	
2.5	In terms of monitoring progress etc, JF advised that observations need to be undertaken in a different way i.e. not literacy focused.	
2.6	Governors asked about interaction between pupils who are now in The POD but had been located in the main building at Intervention due to the delays in completing the build. JF advised interaction has reduced since The POD has opened and ways to reintroduce this need to be explored. In many ways the older Intervention pupils benefited more from the interaction than POD pupils. The Christmas lunch and halloween events were held together. The planning of future joint activities could be discussed as part of pupil voice.	
2.7	Governors asked about what ongoing support would be provided for the development of TT. JF advised that staff training on the approach has been provided by the Local Authority (LA). Staff will be	

D2 15.01.20 Part 1 Minutes Full Management Committee (MC) 10th December 2019 at 4pm at Intervention

		Actions
	attending training on 20 th December with a follow up session on 3 rd January. Within the LA the Behavioural Intervention Team has now become the Therapeutic Support Team. A bid for funding has been presented to the Heads Forum and Schools Forum for a Therapeutic Co-ordinator, although the salary being proposed may limit the number of applications. It will be challenging to change from an approach of behaviour management which has been taught/practiced for years. The Therapeutic Support Team have already changed all of their referral paperwork and trained their staff to Diploma Level.	
2.8	Governors were advised that Primary schools are becoming involved with TT and this will require Primary Heads to attend three days training. A Secondary Heads engagement day will be held followed by SENDCO involvement. TT is however a philosophy not a fix and needs to become a “way of life”.	
2.9	The Headteacher explained that the approach will provide challenges to the Primary Placement Panel. Icollege will be reintegrating pupils with a TT plan in place, but the school they may be being reintegrated into may not have a developed TT approach in place. The aim is to reduced the number of exclusions. Schools have already asked icollege to develop TT plans for pupils but this is difficult when staff do not know the child well enough to develop an appropriate plan.	
2.10	Governors thanked Jo for her informative presentation and work in setting up The POD.	
3.	Welcome, Apologies and Declarations	
3.1	MS welcomed those present and advised that Karen Reeve (Chair) had resigned due to personal circumstances and as Chrys Healy (Vice Chair) had sent her apologies for this meeting, as Chair Designate, MS would be chairing this meeting.	
3.2	There were no declarations of any other urgent business.	
3.3	There were no declarations of business interests.	
3.4	The Clerk circulated annual declaration forms for eligibility, business interests, Keeping Children Safe in Education (KCSIE) and code of conduct for Governors to update.	
4.	Governance	
4.1	Membership Update The Chair advised that in addition to Karen Reeve, Claire White who had financial expertise had also resigned from the MC, resulting in 2 LA Governor vacancies in addition to the 3 Community Governor vacancies. The Clerk advised that the Volunteer Bureau were holding a recruitment event at the Corn Exchange on 11 th January 2020, from 10am to 3pm. icollege could have a stand there which may enable the identification of individuals interested in becoming a governor. The cost of the stand would be £30. The Headteacher advised that she would speak to Carolyn Smith and Zoe Brown who work at Intervention to see if they may know of anyone who may be interested. Action: Clerk to book stand at Volunteer Bureau Recruitment Event. Action: Headteacher to ask staff if they know of any potential governors.	Clerk 19.12.19 Headteacher 31.01.20
4.2	Change of Chair and Vice Chair MS advised that in light of Karen Reeves resignation it was proposed that she should take on the role of Chair slightly earlier than planned and with immediate effect. Governors had discussed/agreed at the July MC that MS would become Chair from January 2020. Governors unanimously agreed.	
4.3	The Chair advised that as it had previously been agreed that Judith Fisher would take over the role of Vice Chair from Chrys Healy in January 2020. In light of recent changes it was proposed that her term of office should also commence sooner than anticipated and with immediate effect. The Chair clarified that Chrys would remain a Governor until the end of the academic year. Governors unanimously agreed.	
4.4	Governors discussed a number of governor roles and committee membership which need to be addressed in light of the recent resignations.	

		Actions
	Finance Committee Membership	
4.5	It was agreed that Judith Fisher would join the FC and that Maureen Sims would take over as Chair. EA queried whether she was also part of the FC. The Clerk advised that at the July MC, Governors had discussed EA taking on the role of Health and Safety Governor from Chrys Healy when she stood down. As the responsibilities of the Health & Safety, Premises and IT committee (H&SPIT) had subsequently been merged with the FC, EA had been reallocated to the FC. FC membership is therefore MS, JF, CH, EA and JD.	
	Safeguarding Governor	
4.6	The Chair advised that she had discussed the possibility of EA taking on the role of Safeguarding Governor. The Chair asked if there were any other governors who wished to take on the role and no nominations were made. Governors agreed that EA be appointed as Safeguarding Governor.	
	Associate Members	
4.7	The Chair advised that at SWC and TLC, Faye Miller and Emma Douglas had been reappointed as Associate Members. Governors were asked to ratify their appointment for a further year. Governors unanimously agreed. Both Associate Members would have voting rights on their respective committees.	
	Action: Clerk to update all Governor records to reflect the above changes.	Clerk 31.12.19
	Revised Standing Orders	
4.8	Governors were advised that Standing Orders had been amended to reflect the disbanding of the H&SPIT and the transfer of their responsibilities to the FC. Governors unanimously approved the Revised Standing Orders.	
	FC Terms of Reference (TOR's)	
4.9	Following on from the discussion above, Governors unanimously approved the Revised FC TOR's which had been updated to include responsibilities previously covered by H&SPIT.	
	Headteachers Appraisal Panel (HAP) TOR's	
4.10	The HAP TOR's had been reviewed by the Personnel Committee on 3 rd December 2019. Governors noted that due to the number of vacancies it was difficult to maintain the quoracy for this committee. It had been proposed that the membership be changed to include two governors and an external adviser (usually the SIP). Governors unanimously approved the revised TOR's.	
5.	Minutes of the Meeting on 18th July 2019 and Matters Arising (where not elsewhere on the agenda)	
5.1	The minutes of the MC on 7 th May 2019 had been circulated with the agenda. The minutes were agreed as an accurate record and signed by the Chair.	
	Matters Arising/Action Tracking Report	
5.2	The Chair referred to the Action Tracking Report which had been updated by the Headteacher to reflect progress made against the actions raised in the previous minutes (See Appendix A). The following were noted:-	
	8.11 Website Governors asked which member of SLT had been allocated responsibility for revising, maintaining and updating the icollege website. The Headteacher advised that this was notionally Angie Palmer (Lead Teacher – Independence), however, there is a wider issue about the maintenance of the website which it was agreed would be discussed as part of Item 6 Headteachers Report.	
5.3	The Chair advised that the website still included references to Home Education which had transferred	

		Actions
5.4	back to the LA in September 2019. The Headteacher advised that as far as she was aware sections relating to Home Education had been removed from the website. Actions: Clerk to forward details of sections which still refer to Home Education to the Headteacher so they can be removed. Governors agreed that the Actions Tracker was a useful way of recording/monitoring progress against agreed actions.	Clerk 20.12.19 Headteacher 31.01.20
6.	Headteachers Report	
6.1	The Headteacher advised that there had been some updates to the contextual data at the start of the report. At the time of writing there had been 76 pupils placed with icollege which was a similar number to the previous academic year. However, this has now increased to 81 pupils plus pupils being managed via Outreach. The number of pupils being referred to the service is increasing by the day.	
6.2	As well as the logistical issues with meeting pupil needs, the increase in number of pupils has implications for budgeting/funding. The 2019/20 budget is based on an average of 66 learners being placed with icollege. Last year the actual average was 67 learners, but is likely to be higher this year. As a significant proportion of icolleges income has to be invoiced to either the LA or schools, it is problematic for reporting the income position to the FC and Governors. Governors queried that although the income may not have been received, once a pupil was placed with icollege, the school would know what income they were expecting to receive for budgeting purposes.	
6.3	In respect of Outreach, Governors asked which members of staff were delivering this service. The Headteacher advised that at Primary level Outreach is delivered by Jo Farley (Lead Teacher – The POD). She currently spends too much of her time away from the unit to meet the demand for Outreach. Staff at Integration deal with Outreach support for those Secondary Pupils being reintegrated into mainstream schools. Likewise, Intervention manage the reintegration process for their pupils.	
6.4	The Headteacher advised that in addition to being asked to provide ongoing support to mainstream schools, icollege is also being used as an “emergency service”. The service is under pressure to accommodate pupils who have been excluded or where inreach support has been requested. Likewise it can prove difficult to get schools to reintegrate pupils leading to almost a “bed blocking” scenario. Whilst the Headteacher is not making “bad decisions” about accepting placements etc, she felt that there was potentially a conflict of interest due to the need for the service to generate income, to maintain its viability/solvency.	
6.5	Governors were advised that the Heads Funding Group are looking at alternate methods of funding the service. However, funding a proactive service could be more expensive than funding a service which is reactive i.e. where pupils have been permanently excluded (as the cost is met by the LA rather than the excluding school). The Headteacher had researched local Pupil Referral Unit’s (PRU’s) and how they are funded is different to the approach taken by the LA. 30% of icollege’s funding is static, the remaining 70% being generated via placements, split between the LA and schools. Governors asked what the timeframe was for the review. The Headteacher advised that the Working Party being led by Michelle Sancho is due to report to the next Funding Group meeting in January 2020. Post Meeting Note: The High Needs Block Budget Proposals for 2020/21 are due to be reported to the HFG on 8th January 2020 and to the Schools Forum on 20th January 2020.	
6.6	The Headteacher advised that there has been a direct switch between the number of pupils placed who had been permanently excluded compared to Inreach support and that this corresponded to the change in funding methodology. In 2017/18 there had been 46 Inreach placements and 9 permanent exclusions but in 2018/19 this changed to 14 fixed term and 46 permanently excluded placements. As a result of the funding changes, schools are required to pay less if pupils are permanently excluded. There has also been an increase in the number of placements for pupils with EHCP’s.	
6.7	As reported to the July MC, icollege had incurred a bad debt of £36,000 relating to one school of which £23,000 has now been paid by cheque. The remaining balance of £13,000 is being paid by	

D2 15.01.20 Part 1 Minutes Full Management Committee (MC) 10th December 2019 at 4pm at Intervention

		Actions
	instalments, however, a provision for this had not been set up as it was unclear whether this would be paid by the school. The level of debt had arisen as the school did not accept that they were responsible for meeting the cost of pupils for the duration of the placement. The Headteacher at the school concerned is less familiar with the way the service/funding works as they rarely attend the HFG, SF or Pupil Placement Panel (PPP).	
6.8	The Headteacher advised of a current situation whereby an out of area Looked After Child (LAC) has been placed with icollege, where there is a dispute between West Berkshire and the out of area LA as to who should meet the cost of the placement. This could result in icollege not receiving funding for this placement.	
	Safeguarding	
6.9	Governors asked for clarification regarding the Safeguarding Update section of the Headteachers Report. The Headteacher advised that this details a case study which was discussed at SWC in November 2019. Governors requested that case studies are clearly identified when included in reports. Action: Clearly identify where case studies are included in reports.	Headteacher Ongoing
	Staffing Update	
6.10	The Headteacher advised that icollege has a full compliment of staff with the new Head of Maths starting in January 2020.	
6.11	Governors asked about the use of Outdoor Academy (OA). The Headteacher advised that the use of OA had been reported to the Finance Committee on 22 nd October 2019. In 2017/18 expenditure on OA was £227,000. This dropped to £198,000 in 2018/19 and is likely to be £180,000 this year. Whilst the amount being spent is reducing, icollege is also getting less for what its paying as OA have increased the ratio of staff to pupils which is a reflection of the increasing complex needs of pupils. Pupils had been use to attending OA in Years 9 and 10, but this input has been lost for these pupils in Year 11 as the service was no longer working and needed to be pulled back. OA will now only take two primary pupils at a time. This is problematical as icollege does not have access to offsite facilities i.e. a gym. icollege is looking at more of a PE type provision for older pupils/BTEC qualification but this will incur transport costs. Action: Clerk to forward OA report to FC to Governors.	Clerk 31.12.19
	IT Access	
6.12	The Headteacher referred Governors to the Use of IT within icollege which had been reviewed during 2018/19 with input from WBC. Their report had made recommendations relating to the use of Sharepoint and that data should be cleansed and then transferred and/or deleted from Sharepoint. Remote access would be via RMUnify. However, when WBC had begun the process it became apparent that the number of users requiring remote access could not be accommodated via RMUnify. It has therefore been agreed that protected/secure data will be removed from Sharepoint to the N drive. Remote access will be provided to the N drive via RMUnify to select individual members of staff. The remaining files will stay on Sharepoint.	
	Therapeutic Thinking	
6.13	Governors referred to the "Therapeutic Thinking a Trauma Informed Response" document circulated with the agenda which expanded on the presentation at the start of the meeting. Governors asked for clarification of the terminology "small garden". The Headteacher advised that this refers to a specific bespoke programme within the TT approach.	
	Local Offer	
6.14	The Clerk advised that the incorrect version of the Local Offer had been circulated with the agenda. The current version has now been circulated to Governors and updated on Governors Hub. The Headteacher confirmed that the current version is available on the website. Governors agreed that the process for updating the Local Offer needed to begin earlier in 2019/20 so that it is ready by the	

D2 15.01.20 Part 1 Minutes Full Management Committee (MC) 10th December 2019 at 4pm at Intervention

		Actions
	end of the academic year. Action: Update Local Offer ready for approval at the TLC on 30 th June and the MC on 16 th July 20. Action: Clerk to add to TLC and MC agenda.	Headteacher 18.06.20 Clerk June 2020
6.15	Curriculum Update The Headteacher had circulated an icollege Curriculum Intention document along with the agenda. Curriculum development and delivery had previously been included on the meeting schedule as a topic for presentation at the first TLC of the academic year. It was agreed that this would be discussed in more detail by the Chair and Headteacher at their Keep in Touch meeting.	
7	School Development Plan (SDP)	
7.1	Governors discussed the main priorities for icollege development from the 2018/21 SDP, focusing on Leadership and Management:- Primary Pupil Placement Panel. The Headteacher advised that the Primary PPP is Chaired by Chris Davis (Headteacher at ?). A meeting took place on 28 th November 2019 to discuss the organisation of the PPP as it is currently not operating effectively. A Working Group has been set up to look at how the arrangements can be improved. Secondary School PPP works much better and schools attend having preconsidered which schools pupils can be relocated to. Therapeutic Thinking. This had been discussed earlier in the meeting. Progress with development of IT. This had been discussed earlier in the meeting. In relation to the website, the Headteacher advised that a decision is needed on how to proceed/develop the website i.e. should it be maintained to the statutory minimum only. Governors discussed that at the TLC on 26 th November 2019, this had been discussed and governors had felt that it was important that the website is used to celebrate successes and events such as the presentation evening. It was agreed that this required further discussion. Action: Add discussion of the icollege website to the TLC agenda for 10.03.20 Heads Funding Group. This had been discussed earlier in the meeting.	Headteacher & Clerk 20.02.20
7.2	Behaviour and Attitudes:- The Headteacher advised that SAP's are now included in the appraisal structure. The AHT (Community and Wellbeing) is reviewing pupil attendance as discussed at SWC on 12 th November 2019. There is a need to explain attendance better, especially the high level of authorised absences.	
7.3	Quality of Education:- Further work is taking place on interpreting data in order to identify gaps in knowledge and learning. PPG and SEN pupil progress should be as good as non PPG/SEN pupils. This is necessary in order to explain/identify what icollege needs to do better. Document is needed to track the impact of learning on students mid year and on leaving. Emma Douglas is working on this with the Data Manager.	
7.4	The Chair advised that she will be reviewing and updating the Governors Development Plan (GDP) which will be merged with the SDP into a revised format, with input from Donna Fox (SIP). Action: Prepare combined SDP and GDP.	Chair & Headteacher MC 23.04.20
8.	Link Visits	
8.1	A number of areas had been agreed by the SWC and TLC for governors to focus their visits on. These include:- SWC – (In addition to usual Single Central Record and S175 visits etc) Safeguarding within the curriculum, Pupil Voice, Attendance. TLC – Careers inc vocational, Lesson Observations, Science, Art, Maths & The POD Other – New Governors Induction Visits to Units, Attendance at Events e.g. Open Days, Presentation Evening, British Values etc.	

D2 15.01.20 Part 1 Minutes Full Management Committee (MC) 10th December 2019 at 4pm at Intervention

		Actions
8.2	Governors discussed having a specific Link Visit week/fortnight but it was felt that governors needed to be able to observe how units are functioning on the ground.	
8.3	Governors discussed and agreed that it would be useful for Committee Chairs and Governors with specific responsibilities to meet with their respective Leads on a regular basis (similar to the Chairs Keep in Touch meetings with the Headteacher). For example, MS to meet with Emma Douglas (AHT – Raising Standards), EA to meet with Faye Miller (AHT – Community & Wellbeing) and CH to meet with Monica Romano (Health & Safety and IT Co-ordinator).	
8.4	Governors discussed the protocol for arranging visits and it was agreed that governors would email the Lead Teacher to arrange a convenient time for the visit to take place and to agree the scope of the visit (copying in the Headteacher). The Clerk should also be copied in so that the log of visits can be updated. Following the visit, a report should be forwarded to the Lead Teacher for comment and then to the Headteacher. Once agreed, reports should be forwarded to the Clerk for inclusion on the relevant committee and MC agendas. Visits should be of a sufficient duration to enable governors to get a feel for how a unit operates but needs to reflect that governors are volunteers and need to balance their time. It was also acknowledged that governors need to work on their relationship with staff as they should not feel worried/anxious about a governors visit. Action: All Governors to arrange link visits for the Spring and Summer Terms in accordance with the agreed protocol and focus as detailed above.	All Governors Ongoing
9	Safeguarding	
9.1	Governors noted the contents of the S175 Audit and Curriculum/Staff Welfare Link Visit reports which had been circulated with the agenda. These had been discussed at the SWC on 12 th November 2019. Other aspects of safeguarding had been covered earlier in the meeting.	
10	Committee Meetings Verbal Update by Committee Chairs	
10.1	SWC 12th November 2019- A copy of the draft minutes had been circulated with the agenda. The Chair advised that the November meeting had been very positive and highlighted the following:- <ul style="list-style-type: none"> The portfolio of evidence compiled for the EIF Inspection pilot in July 2019 continued to be maintained ready for any future Ofsted Inspections. The advantage of participating in the pilot is that icollege has a better understanding of what Inspectors are looking for; Siobhan Harvey has been working on rolling out Pupil Voice across all units; The AHT and Safeguarding Governor will be following up inconsistencies in advice from various professional disciplines within the LA as to the required level of safeguarding training for governors; The number of pupils receiving support from the icollege counsellor was discussed along with the reduction in use of the Emotional Health Academy (EHA). The Headteacher advised that the EHA is not delivering value for money at the moment due to their resource issues. Staff have been turning up late etc which is not manageable; The Safeguarding Leaflet for those visiting units had been approved. A copy had been provided to governors at the meeting; Working towards Antbullying accreditation is continuing. 	
10.2	EA asked about the frequency of the Safeguarding Network meetings which the Safeguarding Governor attends. These are usually once per term. Action: MS to discuss Safeguarding Governor role with EA. Clerk to forward Safeguarding Network dates to EA.	MS 31.01.20 Clerk 20.12.19
10.3	TLC 26th November 2019 – Judith Fisher had Chaired this meeting and provided a verbal update on the following:- <ul style="list-style-type: none"> Presentations had been given by Subject Leads on Exam Results and raw scores, including comparisons with other PRU services and national data. Staff were enthusiastic and the presentations were very good and informative; Pupil GCSE awards for Art had been remoderated and icollege's appeal upheld. Governors had commended the confidence of the Lead Teacher to challenge the outcomes by asking for 	

		Actions
	<p>coursework to be remarked. The Headteacher advised that other schools had experienced similar situations in this and previous years. The balance of probability had meant it was likely that the appeal would be upheld and that she had every confidence in the Art HoD. The outcome meant the difference between pupils achieving a grade 4 "C" grade which could make a massive difference to their options for the future;</p> <ul style="list-style-type: none"> • Governors had discussed that Art is a core subject at icollege compared to an option at other PRU's; • Continuing Professional Development (CPD) had been discussed at TLC and Personnel Committee on 3rd December 2019. The Headteacher advised that whilst the cost of teacher training for two members of staff had been met by icollege in the first year, due to an oversight this had not been included in the 2019/20 budget. The staff members were self funding this years training, but the Headteacher confirmed that icollege will be funding the third year and this will be included in the 2020/21 budget; • The HoD for Art will be observing lessons at a Secondary School; and • It had not been possible to maintain production of a newsletter due to demands on staff time. 	
10.4	<p>Governors asked what the process was for teachers to identify training opportunities post qualification, especially in English to inform planning. The Headteacher advised that training is identified by individual research or from attending other training. All HoD's should be aware of network meetings for their respective subjects. Emma Douglas is due to meet with Kathy Hersh at St Barts to see how they approach CPD. The Headteacher added that whilst training is identified by the appraisal process, there are finite resources and therefore desired training needs to be balanced against the development areas identified in the SDP.</p>	
10.5	<p>In relation to Therapeutic Thinking, the Headteacher, Jo Farley, Charlotte Duly, Emma Douglas have already attended training. Faye Miller will be completing the training in January 2020. Governors asked how training is being rolled out throughout the LA. The Headteacher advised that training is gradually working its way out via the LA to schools, SEN, YOT and Childrens Services.</p>	
10.6	<p>FC – 22nd October 2019 - A copy of the draft minutes had been circulated with the agenda. The Chair highlighted that the key concern is the skills gap on this committee following the resignation of Claire White. There were concerns over the committees ability to oversea icollege budgets, following concerns around the accuracy and reliability of budget monitoring reports. A meeting had been scheduled with the LA to discuss support they may be able to provide. In addition, the Chair would be meeting with the Headteacher to discuss funding and the invoicing process. The FC meeting on the 17th December 2019 had been cancelled and would be rescheduled for January 2020.</p>	
10.7	<p>Personnel Committee 3rd December 2019 – Chrys Healy had chaired this meeting but as she had been unable to attend this MC, an update on matters discussed at Pers was deferred until the next MC. Draft minutes would be distributed as soon as they are available. Action: Include Pers 3.12.19 update on the April MC agenda.</p>	Clerk 13.02.20
11.	Schools Financial Values Statement (SFVS)	
11.1	The Chair advised that the completion of the SFVS ties into the problems being experienced by the FC. It was hoped that this would be clearer after the meeting with the LA.	
12.	Risk Register and Policies	
12.1	The Chair advised that the Risk Register needs to be reviewed and updated, including the risk scores. Action: Review and update Risk Register.	Chair & Headteacher MC 23.04.20
12.2	<p>Governors discussed the following policies:-</p> <p>Child Protection & Safeguarding Policy Safeguarding Leaflet and Statement Physical Intervention Policy Parents/Carers Complaints Policy Persistent & Prolific Complaints Handling Staff Code of Conduct</p>	

D2 15.01.20 Part 1 Minutes Full Management Committee (MC) 10th December 2019 at 4pm at Intervention

		Actions
	Teachers Pay Policy Support Staff Policy	
12.3	Governors agreed that the Parents/Carers Complaints Policy should be changed to just the Complaints Policy. The Headteacher advised that from March 2019 the DfE had introduced a new requirement that Complaints Policies should include complaints against governors.	
12.4	Governors noted that the Persistent and Prolific Complaints Policy is an LA document and that the Code of Conduct for Staff had been updated to include reference to Social Media.	
12.5	The Headteacher had provided a summary of updates/amendments to a number of LA policies including:- Safer Recruitment, Equality, Freedom of Information (FOI) Allocations of Abuse, Responding to Bullying and Harassment, Appraisal, Capability, Disciplinary, Grievance, Managing Disciplinary Situations – Advice for Heads and icollege Work Time Guidance. Governors found the summary useful and agreed that this approach should be adopted for future updates.	
12.6	Governors approved the amendments to the policies listed in 12.2 and 12.5 above.	
13	Any Other Urgent Business - None	
14	Information Items - None	
15	Focus of Next Meeting:- 23rd April 2020 Careers Presentation Ratify 20/21 Budget SFVS Approval SDP Committee meeting minutes/reports Link Visits Governance Review Action: Clerk to circulate meeting schedule for remainder of the year.	Clerk 20.12.19
15.1	Governors expressed their thanks to Karen Reeve and Claire White for their contribution to icollege and the MC during their time as governors.	

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

Final minutes approved at the MC on 21st May 2020 and signed by the Chair

INSPIRATIONKS1& 2
Foxglove Way . Thatcham
Berks . RG18 4DH
01635 877114

INTEGRATIONKS3&4
22 Highview . Calcot
Reading . Berks . RG31 4XD
01189 416636

INTERVENTIONY9&10
88 Newtown Road . Newbury
Berks . RG14 7BT
01635 49397

INDEPENDENCEY11&KS5
Richmond House . Bath Road
Newbury . Berks . RG14 1QY
01635 48872

Management Committee (MC) - Actions Follow up 2019/20 Appendix A

Cmtte Date	Agreed Action	Responsibility	Current Status	Further Action Required
18.07.19	4.3 (4.8) – Training Costs within the School Development Plan (SDP). These were reported to the Finance Committee on 2 nd July 2019. Action: Clerk to check document has been added to Governor Hub.	Clerk	Completed	
	4.5 (4.10) Policy – Children that go missing From education. At the meeting on 7 th May 2019, the Headteacher advised that she needed 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. The Clerk had checked this after the meeting and confirmed that the minutes for SWC 29.01.19 did not make reference to this and so the action was carried forward. The Headteacher sought further clarification whether this referred to icollege policies which refer to children that go missing from education. The Chair confirmed that it does, governors had been keen to ensure that icollege policies are compliant with national guidance in this area and so the action was carried forward to the SWC on 12.11.19. Action: JD to check which icollege policies cover responsibility for children that go missing in education and report back to SWC on 12.11.19. Clerk to add to the agenda.	Headteacher 12.11.19 Clerk 01.11.19	Completed by AHTWB&C for SWC 12.11.19	
	4.8 (4.13) First Aid Policy. Governors were advised that there is a Medical Conditions Policy which was due to be updated in Jan 2019 which covers all the areas needed. It was agreed that a separate First Aid Policy was not needed. Action: JD to update CS8 Medical Conditions Policy and advise 12.11.19 SWC this has been done.	JD 12.11.19	Completed AHTWB&C by for SWC 12.11.19	
	4.9 (4.14) Skills Audit: Action c/f : EA, AB and BCE to complete Skills Audit questionnaire in the Autumn Term.	EA, AB & BCE	Skills Analysis forms emailed.	
	4.10 (5.8) Chair to write to HoE re budget position. The Chair advised that she had written to Ian Pearson (HoE) advising him that the icollege budget position was ok for 2019/20 financial year but subsequent years were forecasting deficits. He had asked icollege to consider reviewing its use of Outdoor Academy (OA) and benchmark the number of UPS Teachers with similar provision as he expressed the possibility that the staffing structure might be top heavy. This had been discussed at the Finance Committee on 2.7.19 and the SBM had been asked to complete a benchmarking exercise and report back to the Finance Committee on 22.10.19. Action: The Headteacher to review the use of OA and how it correlates to when the service is over subscribed and update governors.	JD 26.11.19	Benchmarking and OA completed and discussed at Finance committee 22.10.19	
	14.14 Pupil Numbers at Inspiration. The Chair referred to the concerns raised by the SWC at previous MC's that Inspiration is oversubscribed and that the PPP is not appearing to be effective in facilitating pupils moving back into mainstream school. The Chair asked if the Headteacher was satisfied that the situation at Inspiration is manageable. The Headteacher advised that the unit is always going to be busy but that the situation is managed in the best way they can. The Chair asked the Headteacher if she was comfortable that pupils are being adequately safeguarded at the unit. The Headteacher responded that the Senior and Lead Teacher at Inspiration manage pupil numbers through clever timetabling and offsite alternative provision and hence there were no safeguarding concerns. Under the restructuring the number of available places were reduced but the number of pupils being referred to the service has remained the same. A case study could be brought to the MC if it was felt this was needed. Governors noted they would be advised by the Headteacher's judgement on whether there was an issue or not and if there was she would report to the relevant committee. Action: JD to update governors of the latest position at 26.11.19 MC	JD 26.11.19	Head's report 10.12.19	

INSPIRATIONKS1& 2
Foxglove Way . Thatcham
Berks . RG18 4DH
01635 877114

INTEGRATIONKS3&4
22 Highview . Calcot
Reading . Berks . RG31 4XD
01189 416636

INTERVENTIONY9&10
88 Newtown Road . Newbury
Berks . RG14 7BT
01635 49397

INDEPENDENCEY11&KS5
Richmond House . Bath Road
Newbury . Berks . RG14 1QY
01635 48872

Cmtte Date	Agreed Action	Responsibility	Current Status	Further Action Required
	<p>5.2 Therapeutic Thinking. Governors discussed that they need to know more about how the approach works including changes in terminology. A document explaining the approach to Governors would be helpful to enable a more informed discussion as this is a significant change in the schools strategy although the Chair & other Governors noted this sounded like an excellent approach. Action: Provide Governors with documentation explaining how Therapeutic Thinking works.</p> <p>5.5 Governors asked; JD to identify how they could support the adoption of the Therapeutic Thinking scheme and whether this could be through governors link visits; what the impact would be on icollege policies and procedures and what the resource implications would be. The SDP would need to reflect the change in approach and the transition process will need to be managed. A presentation to Governors was discussed. Governors attendance at LA training was discussed and Judith Fisher volunteered to attend. Action: Headteacher to identify and feedback about the issues discussed and pass on training dates for Judith Fisher.</p> <p>Action: Headteacher to bring evidence based case for the adoption of Therapeutic Thinking to the MC on 26.11.19, including any costed resource implications.</p>	<p>Headteacher TLC 08.10.19</p> <p>Headteacher</p> <p>Headteacher MC 25.11.19</p>	<p>JF agreed to attend training 20.12.19. Head's report and presentation by Pod Lead Teacher 10.12.19</p>	
	<p>5.6 Use of acronyms. Action: To help governors navigate the SDP/reports acronyms to be written in full on first use.</p>	HT/ic staff		
	<p>6.1. Version Control. Action: Add version number with date in front of the title of all documents.</p>	Headteacher	Version date added.	
	<p>6.3 SDP/GDP. Governors discussed the need to combine the Governors Development Plan (GDP) with the SDP. DF advised that whilst overall ownership of the SDP rests with Governors, the document needs to be owned by everyone and be inclusive. Action: DF to forward template/handout to the Headteacher. Action: To ensure the GDP with the SDP are combined.</p>	DF/KR/HT T2/3 2020	Meeting needs to be set up with MS, JD and DF	
	<p>7.1 Local Offer. The TLC Chair advised that she had been disappointed that Governors had not received the 2019/20 Local Offer at its meeting on 02.07.19. She had reviewed the 2018/19 version and identified that there a several areas which require significant updating eg;</p> <ul style="list-style-type: none"> • include the POD; • removing Home Education (which transfers back to the LA in September); • use of terminology around statements/EHCP's. <p>The TLC Chair had offered to work through the document with the AHT but she had not been in contact. DF advised that the Local Offer can be updated via the live link at any time but the 2019/20 Local Offer should be on the LA website by 1st September 2019. Action: Ensure that the 2019/20 Local Offer is available on the LA website by 1st September 2019 and to be discussed at 8.10.19 TLC and 12.11.19 SWC before coming to the 26.11.19 MC for approval on 26.11.19.</p>	Headteacher/ AHT	<p>Completed and agenda item TLC 26.11.19. Checked 28.11.19</p>	
	<p>8.1 Outstanding Debts. Governors asked if the SBM attended the LA SBMs Support Meetings and whether the position regarding the outstanding debts could be added to the agenda for those meetings as a way of highlighting the problem. Action: Consider raising problems with payment of icollege invoices at SBMs Support Meeting.</p>	HT/SBM FC 22.10.19	<p>Long outstanding debts from 1 school – installments set up! (not provisioned) 2 other shorter term debt being investigated (provisioned).</p>	Finance Committee monitoring.

Cmtte Date	Agreed Action	Responsibility	Current Status	Further Action Required
	<p>9.8 In terms of the frequency of renewal: DBS checks do not have an expiry date and in the event that a conviction took place, icollege should be notified of this by the checking agency. Having checked the guidance on requirements on both The Key and the NGA the Chair proposed that DBS checks for Governors are renewed when they start a new term of office, unless there is cause for concern in the interim. Governors approved the proposal. Action: Clerk to update Governor Recruitment Policy to reflect that DBS's will be reperformed when a Governor starts a new term of office. Clerk to advise SBM.</p>	Clerk asap	SBM advised by email.	
	<p>9.9 Safeguarding Link Visit Report - The SWC Chair advised that this had been discussed at SWC on 14.05.19 and subsequently with the Headteacher and AHT during his visit on 02.07.19. The outcome of those discussions had been circulated to Governors in his link visit report prior to the pilot inspection and are in the Risk Register. The Clerk clarified that as the report had not been agreed with the Headteacher/Staff Lead it had only been circulated to those Governors involved in the pilot, as per the agreed protocol. Action: Link Visit report to be agreed with the Headteacher and FM so that it can be circulated and reported to the SWC on 12.11.19 and then back to the MC on 26.11.19. Link Visit Report format to redistributed to governors and be used for Link Visits.</p>	SWC Chair/ HT/FM 12.11.19 Clerk 30.09.19	Completed by AHTWB&C for SWC 12.11.19	
	<p>9.10 & 11.1 Three main safeguarding concerns for learners. AH advised that the three risks are:- substance misuse, criminal or sexual exploitation, peer on peer abuse aggravated by social media (which can be violent)... HT advised that these are addressed by the icollege safeguarding procedures and resources and she felt that these should be highlighted In the Risk Register. Action: HT to update the risk register</p>	Headteacher 30.09.19	Completed by Head for SWC 12.11.19	
	<p>9.12 Safeguarding Case Study. AH advised that a Case Study had been prepared and the HT confirmed this. The Clerk advised that she had not been provided with a Case Study to circulate for the meeting. Governors expressed concern that based on the minutes the Case Study had already been delayed for two SWC meetings. Action: Safeguarding Case Study to be presented to SWC on 12.11.19 and then to MC on 26.11.19.</p>	HT/FM 12.11.19	Completed by AHTWB&C for SWC 12.11.19. The Safeguarding section of the Headteachers report included the case study. Governors requested that case studies are clearly identified when included in reports.	Action: Clearly identify where safeguarding case studies are included in reports. Headteacher Ongoing
	<p>9.13 Pupil Voice. With reference to the SWC minutes 14.05.19, Governors noted that Pupil Voice needs to be incorporated into the SDP including what icollege does well and what it is aiming to do. Action: Ensure SWC input to Pupil Voice is reflected in the SDP.</p>	HT/FM	Not yet... continued work on SDP required to incorporate GDP as well.	
	<p>12.1 Monitoring/Link Visits - The Chair thanked Governors for the visits which had been undertaken this year but advised that there were several gaps due to a number of Governors having family/personal difficulties during the year. It is important that Committee Chairs are proactive in ensuring that an appropriate level of monitoring visits are completed during the 2019/20 academic year. The Clerk confirmed that agreeing the focus of Link Visits is included on the meeting focus for the first meeting of each Committee in the Autumn Term 2019. Action: Committee Chairs to agree focus of Link Visits and ensure that the scheduling of visits is proactively managed.</p> <p>d. EA asked if there is a protocol for arranging visits, CH reminded governors that this guidance was at the bottom of the Link Visit report template. Action: Clerk to forward Link Visits report template to EA and EA to feedback in due course if she felt there was further information or additions that would be helpfully added</p>	Com Chairs Aut Term 2019 Clerk 24.07.19	Focus discussed at SWC 12.11.19 and TLC 25.11.19 Protocol and template emailed.	

Cmtte Date	Agreed Action	Responsibility	Current Status	Further Action Required
	<p>12.11 H&SPIT TORs. Governors discussed further the merging of the H&SPIT with either the SWC or FC. It was suggested that the H&S elements could transfer to the SWC whilst premises and IT responsibilities are combined with the FC.</p> <p>Governors agreed. Action: Clerk to merge H&S elements of the H&SPIT Terms of Reference with those of the SWC and the Premises and IT elements with those for the FC.</p>	Clerk 30.09.19	Completed	
18.07.19	<p>12.13 MC Membership. The Chair advised that icollege would be re-advertising for a Community Governor and that ideally this should be someone with Finance, HR or H&S experience. The Clerk was looking into placing and advert with the Volunteer Bureau and has suggested targeting local businesses. The Facebook advert would be rerun at the same time.</p> <p>Action: Clerk to follow up adverts with the Volunteer Bureau and local businesses.</p>	Clerk 01.09.19	<p>Advert placed with Volunteer Bureau. Local Businesses targeted by email. No interest so far. Volunteer Bureau holding a recruitment event on 11th January 2020. Governors agreed icollege should have a stand there to see if new governors could be recruited.</p>	<p>Action: Clerk to book stand at Volunteer Bureau Recruitment Event. Clerk 19.12.19</p> <p>Action: Headteacher to asked staff if they know of any potential governors. Headteacher 31.01.20</p>
	<p>14.3 2019/20 Meeting Schedule - The Chair advised that the proposed schedule had incorporated comments received from Governors, staff and approval at Committees. The H&SPIT dates would be removed as per the decision above to combine their role with SWC and FC. Governors approved the 2019/20 Meeting Schedule. Action: Clerk to update Meeting Schedule and circulate</p>	Clerk 01.09.19	Completed. Further update required following on from this MC.	<p>Action: Clerk to circulate meeting schedule for remainder of the year. Clerk 20.12.19</p>