

<p>Present: Maureen Sims – Community Governor (Chair) Jacquie Davies – Headteacher Judith Fisher - Community Governor Chrys Healy – Community Governor Adam Butler – Staff Governor Siobahn Harvey - Staff Governor Bridget CooperEastwood – Parent Governor (from 1.15pm)</p>	<p>Apologies: Bridget CooperEastwood (running late)</p> <p>Duration of meeting: 1.00 – 2.50pm</p> <p>MC members will be referred to as governors</p>
<p>In attendance: Karen Price – School Business Manager (SBM) Jill Hills – Clerk</p>	

1.	Welcome, Apologies and Declarations	Action
1.1	The Chair welcomed those present. Apologies had been received from Bridget CooperEastwood who would be unable to join the meeting until 1.20pm.	
1.2	There were no declarations of any other urgent business.	
1.3	There were no declarations of business interests.	
2.	Governance	
2.1	<p>NGA Covid-19 Governance Guidance Governors had received copies of the NGA Guidance for governing boards and clerks along with Information Bulletins 3-6. The Chair advised that there are numerous sources of guidance being published relating to CV-19, some of which were contradictory in places. Much of the guidance is dependent on local circumstances and decision making. Governors have confidence in the regular updates being provided by the Headteacher and Staff and in their knowledge of students. Governors thanked all Staff for their hard work in ensuring that vulnerable students are being looked after. The focus needs to be on the future and to a “new normal”.</p>	
2.2	<p>Virtual Meeting Policy The Virtual Meeting Policy had been circulated and approved by email in advance of the meeting.</p>	
2.3	<p>Membership Update The Chair advised Governors that Elizabeth Ayres had resigned. Governors acknowledged her contribution to the MC, especially her Health and Safety monitoring visit regarding work placements.</p>	
2.4	<p>The Vice Chair and Clerk had attended the Volunteer Day in January run by the West Berkshire Volunteer Bureau. This had identified two to three individuals who might be interested in becoming a Governor. In particular, two were very strong potential candidates but we are waiting for units to reopen so that they can visit and meet with the Headteacher before progressing their applications any further. One is an NGA member and has been responsible for a cluster of special schools. The second runs her own business and has experience working with organisations who support young people in alternate education or employment.</p>	
2.5	<p>Safeguarding Governor The Chair advised that Elizabeth’s resignation had left the Safeguarding Governor role vacant. Given lockdown, the Chair had stood in temporarily until a MC could be convened. Whilst the Chair was happy to continue for the time being, Governors were invited to indicate if they were interested in taking on the role. There were no other nominations and Governors agreed that the Chair should continue in the Safeguarding Governor role, at least in the interim.</p> <p style="color: red;">Action: Review Safeguarding Governor role in the Autumn Term 2020</p>	<p>Chair & Clerk MC Autumn 2020</p>

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3.	Part I & Part II Minutes of the MC 10 th December 2019 and Matters Arising (where not elsewhere on the agenda)	Actions
<p data-bbox="164 338 204 371">3.1</p> <p data-bbox="164 524 204 557">3.2</p>	<p data-bbox="252 282 798 315"><i>Bridget Cooper Eastwood joined the meeting at 1.15pm.</i></p> <p data-bbox="252 338 1236 427">The Part I and Part II minutes of the MC on 10th May 2020 had been circulated with the agenda. The minutes were agreed as an accurate record and would be signed by the Chair as soon as lockdown permitted.</p> <p data-bbox="252 461 667 495">Matters Arising/Action Tracking Report</p> <p data-bbox="252 524 1273 613">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:-</p> <p data-bbox="252 647 1281 703">9.12 Safeguarding Case Study (MC 18.07.19) – The clear identification of safeguarding case studies within the AHT report had been completed.</p> <p data-bbox="252 736 1278 920">7.1 Website Development - The Headteacher advised that Anqie Palmer has taken on responsibility for updating the website and is in the process of looking at how information is presented. This has become more important as a result of lockdown and the focus on website and other IT related media for information. Depending on her time and the situation with learners returning to school/lockdown this may not be completed until September 2020. The Headteacher confirmed that the sections relating to Home Education have been removed, now that this function has been transferred back to WBC.</p>	
<p data-bbox="164 1014 204 1048">4.1</p> <p data-bbox="164 1200 204 1234">4.2</p> <p data-bbox="164 1442 204 1476">4.3</p> <p data-bbox="164 1718 204 1751">4.4</p> <p data-bbox="164 1868 204 1901">4.5</p>	<p data-bbox="252 958 347 992">Covid-19</p> <p data-bbox="252 1014 478 1048">Headteachers Report</p> <p data-bbox="252 1048 1281 1167">The Headteacher had produced weekly updates for Governors commencing 26th March 2020 providing information relating to students and staff attending/working etc during lockdown. Governors thanked the Headteacher for her reports which had been very useful and helpful. The reports are in effect a diary record of the schools response to the CV-19 pandemic and good evidence for the future.</p> <p data-bbox="252 1200 1278 1413">The Headteacher had prepared a risk assessment which identified control measures to reduce the risk to an acceptable likelihood and possibility of contamination within icollege. Further risk assessments have been drafted in preparation for the return to work/school scenario. The risk assessments are with Alice Pye WBC Senior H&S Advisor (Schools) for review. Governors asked if she was aware of the icollege structure and the Headteacher confirmed that she was. Individual risk assessments have been prepared for primary units who are due to return on 1st June 2020 and for other learners in readiness for a wider return. The risk assessments have informed how icollege will manage the return.</p> <p data-bbox="252 1442 1281 1688">Year R, 1 and 6 pupils can return from 1st June along with those who are vulnerable or keyworker children who are already attending. For Inspiration this represents seven pupils, however one of the Year 1 pupils will not be attending for the first week. Two bubbles will be created, one in the morning and one in the afternoon. Numbers will therefore be well below the maximum 15 including staff as prescribed by government guidelines. The arrangements have been put together by Charlotte Duly (Lead Teacher – Inspiration) and Siobhan Harvey (Senior Lead Teacher – Inspiration). If pupils are considered too high a risk/vulnerable then they will not come in. The focus will be on learning needs i.e. what situations are likely to trigger a pupil biting or spitting to ensure that as far as possible these responses are avoided.</p> <p data-bbox="252 1718 1273 1839">Government guidelines are that schools should focus on a recovery curriculum, not the old style curriculum. The aim is to bridge the gaps in terms of lost knowledge during lockdown. Given the cohort, it can be difficult to get students into units under normal circumstances. Contact maintained during lockdown has identified that some pupils have become depressed whilst at home.</p> <p data-bbox="252 1868 1254 1989">Safeguarding updates have been included in the Headteachers weekly reports to Governors. Staff are able to access counselling and other support mechanisms. Whilst staff are not currently worried, the prospect of returning to work has increased their anxiety, especially given the unions response and advice given.</p>	

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		Actions
4.6	<p>In terms of outcomes for pupils, the Exams Officer has been collating indicative exam grades and teacher assessments in readiness for submission when the system opens in eleven days time. A lot of reading has been required in order to collect the data and ensuring that the correct grades have been provided for students. The Headteacher is very confident of the results being submitted. Governors asked if parents or students had asked about their grades. The Headteacher advised that they hadn't, however, icollege is not permitted to tell them even if they did ask. One student had been in touch asking about predicted grades for a 6th Form application and so there has been discussion about what can be said in response to enquiries. Marks/predicted grades can be provided for 6th Form applications etc.</p> <p>Governors thanked the Exams Officer for his efforts in collating assessment data.</p>	
4.7	<p>Forward Planning</p> <p>The Headteacher advised that the volume of guidance from the LA, Unions and Government is proving challenging. There has been a virtual Secondary Heads meeting about pupils returning to school but full guidance is not yet available from the Government. The return for Year 10 and Year 12 pupils is likely to take the form of a review day programme, checking that pupils can access the curriculum and on their wellbeing. More IT equipment may be needed to support this. There is another virtual Secondary Heads meeting on the 5th/6th June. PRU Heads are meeting virtually to discuss their approaches. The Headteacher is also looking at what Special Schools are planning to do, as this is relevant to some learners. Charlotte Duly (LT Inspiration) is keeping in touch with Primary Heads etc.</p>	
4.8	<p>Advice has now been received from WBC Human Resources (HR) about staff expectations and the category they fall into e.g. at home with children, vulnerable, paid/unpaid etc. Advice hinges on other factors i.e. whether as key workers, the schools their children would attend are open. As icollege has a mix of primary and secondary pupils, there is not a straightforward fit for staff within LA/HR guidance. The Headteacher has emailed the advice to all staff asking them to confirm which they think they will fit into when icollege is able to reopen to more pupils.</p>	
4.9	<p>Inspiration is ready to reopen to more pupils from 1st June. Staff have volunteered to work and the Headteacher was comfortable with the way the provision is looking within this unit. The Headteacher praised the Team for their hard work in getting to this position.</p>	
4.10	<p>The Headteacher was not as comfortable with wider Primary opening and was concerned as to how to open Secondary provision just yet. The message from Ian Pearson (Head of Education, WBC) around WBC schools had been positive but did not include Academies. The advice had been that schools should open in accordance with guidelines and if this was not possible, they would need to justify why. The Government is due to undertake a review of the situation on 28th May after which a decision will be made about 1st June opening for Year R, Year 1 and Year 6 pupils. If the CV-19 situation within the country does not meet the predetermined criteria, then schools may not reopen on the 1st.</p>	
4.11	<p>It was a stressful situation for all, especially trying to make the right decisions around staffing and pay etc. The approach has to be fair to all which is not easy and may involve a decision between health and the economy. There was also a need not to be judgemental as to why staff are not in the workplace, but equally, the situation cannot continue indefinitely and there is no date for when this might change.</p>	
4.12	<p>Governors discussed that there may need to be an additional MC to agree whether icollege was ready to reopen further. Governors agreed that the decision to delegate this responsibility to Headteachers and Governors was better than a blanket approach for all schools to reopen. Schools would not be liable for wider implications of reopening, if they have done/ followed the advice given at that time. Governors discussed that there needs to be a cautious/careful approach to try to move forward.</p>	
4.13	<p>Governors asked how many pupils were currently attending icollege during lockdown. The Headteacher advised that at Inspiration there are currently four attending for some of the time, supported by Outdoor Academy (OA). An increase to six pupils on 1st June was not therefore a big increase. For Year 10 and Year 12 pupils, a lot is being done in the background to establish likely numbers returning, both pupils and staffing.</p>	

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4.14	<p>Personal Protective Equipment (PPE) has been obtained including gloves, aprons, masks, handwash, goggles, tissues and additional bins.</p> <p><i>Siobhan Harvey left the meeting at 1.45pm.</i></p> <p>Equipment will be in place if staff want/need to use it for example if they need to administer first aid, or if a child is displaying symptoms of CV-19. The cost so far has been c.£1,000. icollege is buying these initially and then putting the cost on a return so that funding can be obtained if available. Thermometers etc are being procured.</p> <p><i>Siobhan Harvey rejoined the meeting at 1.47pm.</i></p>	
4.15	<p>The Headteacher signposted Governors to the link included in her update report for 21.05.20 to a free course from Creative Education and recommended accessing this as it gives an insight into the basis for the 'recovery curriculum' : Support a Safe & Successful Return to School using the SWAN framework - course. Emma Douglas (AHT) and the Curriculum Team are using it as a basis for the curriculum for returning learners. Lead Teachers had met last week to discuss returners and the need to provide an environment, especially at The POD which isn't cruel, i.e. pupils returning but not being able to access equipment/resources as previously due to the risks of CV-19. For example, no soft toys, staff not being able to comfort them or being able to be physically close to pupils (2m social distancing). This needs to be well managed and will place a strain on staff too.</p>	
5.	Finance	
	Budget 2020/21	
5.1	<p>The Headteacher thanked the SBM for her hard work in pulling together the 2020/21 Budget and Three-Year forecast. The Finance Committee (FC) had been involved in the preparation of the budget and the assumptions used. The discussions had been forthright and the Headteacher and SBM had worked to prepare the budget based on those discussions. (See minutes for FC meetings on 28.01.20, 11.02.20, 25.02.20 and 30.04.20 which had been circulated with the agenda). Since the last FC there had been minor tweaks and an additional SLA had been agreed to enable icollege to use the Free School Meal (FSM) checker.</p>	
5.2	<p>The Year-end outturn for 2019/20 had been a surplus of £81,000(s) compared to the actual outturn of £106,000(s) surplus. There remains a £14,000 query relating to the Emotional Health Academy (EHA) which had been refunded in error. Although icollege has been advised that this has been corrected the SBM is unable to identify where within the budget the adjustment has been made. If it transpires that the £14,000 still needs to be paid, then this will reduce the surplus to £92,000(s). Given the volatility of the majority of icollege funding, the SBM had done well to get the budget forecast as accurate as it had been.</p>	
5.3	<p>The 2020/21 budget forecasts a small surplus of £49,000(s) followed by a deficit of £77,000(d) for 2023/24. There is a difference between the predicted income of £65,000 increase in 2019/20. These figures do not take into account that icollege will most likely (based on previous years experience) be over number of students part way through the year. In addition, it is not possible to predict the affect of CV-19 on attendance and placements moving forward. The FC will need to monitor and minimise expenditure as icollege may need to make savings during the year. The budget is based on 72 students. Normally there would be a significant number of placements during the Summer Term via the Pupil Placement Panel (PPP). However, due to lockdown, this hasn't happened this year. As pupils are not in school they have not been permanently excluded (PEX) etc. Currently icollege will start the Autumn Term with 36 learners, so will be half full. Given the current circumstances it is impossible to predict what may happen with referrals/placements. Schools may be able to be more flexible i.e. pupils may be able to continue to work from home etc rather than be excluded as would normally have been the case. EHA referrals are down significantly. Alternatively schools may not be able to operate with those pupils back in school, so there may be an influx of students to icollege in September.</p>	
5.4	<p>In addition, these deficit figures were originally planned to be removed due to the increase in numbers at Integration following completion of the new build in September 2020. However this has been delayed and won't be ready for September 2020. The project has not started as of April 2020 and is likely to take a year, so any additional income may not be realised until September 2021.</p>	

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5.5	<p>Following a brief discussion, Maureen Sims proposed and Judith Fisher seconded that Governors approve the the 2020/21 Budget and Three Year strategy. Governors unanimously approved the budget as shown below:-</p> <p>Three Year Revenue Budget</p> <table border="1"> <thead> <tr> <th></th> <th>2019/20 £'000 ACTUAL</th> <th>2020/21 £'000</th> <th>2022/23 £'000</th> <th>2023/24 £'000</th> </tr> </thead> <tbody> <tr> <td>Expenditure</td> <td>£2,508,261</td> <td>£2,537,761*</td> <td>£2,571,673</td> <td>£2,607,588</td> </tr> <tr> <td>Net-surplus (deficit)</td> <td>£2,455,746</td> <td>£2,595,113</td> <td>£2,698,258</td> <td>£2,783,284</td> </tr> <tr> <td>Add brought forward</td> <td>£52,515</td> <td>(£57,352)</td> <td>(£126,585)</td> <td>(£175,696)</td> </tr> <tr> <td>Total – surplus (deficit)</td> <td>£53,871</td> <td>£106,385</td> <td>£49,034</td> <td>(£77,552)</td> </tr> </tbody> </table> <p>*Of which 79% relates to staffing, this increases to 85% if OA is included.</p>		2019/20 £'000 ACTUAL	2020/21 £'000	2022/23 £'000	2023/24 £'000	Expenditure	£2,508,261	£2,537,761*	£2,571,673	£2,607,588	Net-surplus (deficit)	£2,455,746	£2,595,113	£2,698,258	£2,783,284	Add brought forward	£52,515	(£57,352)	(£126,585)	(£175,696)	Total – surplus (deficit)	£53,871	£106,385	£49,034	(£77,552)	
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5.6	<p>Capital</p> <p>There was no capital expenditure planned during 2020/21 other than improvements to the Intervention Car Park and outdoor space for The Pod and Intervention. This could equate to c£30,000 for both projects. It may be that the car park will just be resurfaced for now to make it safe in light of restrictions which may be placed on any works due to CV-19. In terms of the outdoor space, there may need to be an element of flexibility within the primary provision, as the role of the unit may need to change to accommodate different ages of learners.</p>																										
5.7	<p>SFVS 2019/20 – This has been submitted to WBC. No feedback has been received.</p>																										
6.	<p>Policies</p>																										
6.1	<p>Governors had approved by email since lockdown a Remote Learning Policy and an Annex to the Child Protection and Safeguarding Policy to reflect the implications of CV-19. In respect of the Child Protection Policy, changes had been made to the safeguarding reporting systems. These procedures remain robust and Designated Safeguarding Leads (DSL's) are in place. Risks have increased due to the increased use of online platforms during lockdown. In addition, due to the nature of the cohort, icollege students could be in a more unsafe environment during lockdown and students could be more vulnerable than when they are attending icollege. Governors Ratified both policies.</p>																										
7.	<p>Documents for Information</p>																										
7.1	<p>SWC AHT Report – February 2020</p> <p>Governors discussed the SWC AHT report which had been circulated in time for the scheduled SWC on 25th February 2020, which had been postponed. Governors discussed that the links the AHT is forming with external organisations is very positive, but were concerned about the time pressures this may cause on their other roles. The Headteacher advised that the AHT is coping very well at the moment. She manages her workload by working four long days a week with one day off. Governors asked if additional support was needed and the Headteacher confirmed that this was not necessary at this time.</p>																										
7.2	<p>FGM and Prevent Training - Governors discussed that the requirement for completion of FGM and Prevent training annually has always be the basis of debate.</p>																										
7.3	<p>Child Protection/Safeguarding Log data for the Autumn Term - Governors discussed the action recorded as being to reduce bullying and Intervention and Independence and asked if there was a specific problem at these sites and how many incidents had been recorded. Governors discussed that it was important to understand the differences between units and this was something that was evident from the EIF pilot in which icollege had participated. The Headteacher advised that incidents are recorded on CREST and a report can be generated from the system. Incidents at Intervention and Independence tend to be around the use of social media and homophobic comments. The level of</p>																										

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		Actions
	incidents fluctuate with student turnover. Action: AHT to provide analysis of incidents of bullying at Intervention and Independence.	AHT S&W Joint SWC/TLC 30.06.20
7.4	Attendance - Governors asked why the number of authorised absences is high and what the reasons for the absences are. Action: AHT to report on reasons behind high level of authorised absences.	AHT S&W Joint SWC/TLC 30.06.20
7.5	Fixed Term Exclusions - Governors asked about the number of incidents at Intervention and Independence which accounted for 28 of the 36 exclusions. Governors asked if this was due to a particular incident or students. The Headteacher advised that at Independence there was one learner who is disruptive and this accounted for 14 of the 28 half day exclusions. As a result the learner now has a package of education delivered at home. Action: Include note in reports explaining peaks in exclusions such as these.	AHT S&W Joint SWC/TLC 30.06.20
7.6	Staff Wellbeing – Answers to some of the questions appeared to be missing from the table. i.e. 1-4, 14-16 and 20-22. Governors queried why they had been omitted and whether there was detail from the questionnaire that was missing. Action: Follow up on missing questions from Staff Wellbeing survey.	Headteacher Joint SWC/TLC 30.06.20
7.7	TLC AHT Report – March 2020 Governors discussed the TLC AHT report which had been circulated in time for the scheduled TLC on 10 th March 2020, which had been postponed.	
7.8	Show my Homework pilot – This tool to support students with homework at home was being piloted to June 2020. In light of lockdown, Governors asked what would be the implications for the pilot. The Headteacher advised that the software was in place prior to lockdown and is now being used under lockdown. For some students it has worked really well. icollege needed to learn from this experience and keep the package to support students post lockdown.	
7.9	Interleaving – Governors sought clarification of what was meant by interleaving. The Headteacher explained that the terminology is used to distinguish between learners who are at icollege for a long time and those who drop in and out i.e. not consistent attendance, so need two types of curriculum.	
7.10	Berkshire Maestros Partnership – The Headteacher advised that the SBM is looking into this with Suzanne Guaeever-Enger to see if funding is available to take the project forward. The SBM is looking into match funding via the Good Exchange who search for funding on the schools behalf, as the original funding was withdrawn. The project will only go ahead if the schools are able to reopen and funding is available. Up to £5,000 may be needed with the aim of providing two sessions a week at all units. Maestros will provide teaching staff. It is likely that this will only be able to start from September 2020 or January 2021 due to CV-19. Governors asked how the provision would be organised e.g. 1:1 sessions or group sessions with staff and students. The Headteacher advised that Maestro's would bring instruments including violins, guitars, trumpets and drums. However, in light of CV-19 no blowing instruments would be used and other instruments would be cleaned in between session. A risk assessment would be needed before the provision could proceed.	
7.11	DfE Character of Education Guidance – Governors noted the contents of the guidance a copy of which had been circulated with the agenda.	
7.12	Governor Visits Governors discussed a number of Monitoring Visits which had been undertaken during the academic year. In particular: - <ul style="list-style-type: none"> the visit to the POD had been very interesting and the Remembrance Service had been very moving; JF had attended Therapeutic Thinking Training with staff in December 2019. The Headteacher advised that some staff are struggling with the concept. The approach will be 	

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		Actions
	<p>helpful post lockdown as the recovery curriculum will be therapeutic focused. The LA have appointed a Lead Lucy ? who was the Head of Denefield School and will provide support for Secondary Schools. It will be difficult for the approach to be developed within Primary Schools where Therapeutic Thinking is going strong as it can't be implemented when social distancing is in place;</p> <ul style="list-style-type: none"> SEND – A follow up visit was due to take place but this has been postponed due to CV-19; Health and Safety – Risk Assessments around CV-19 are good and the Health & Safety Co-ordinator continues to do weekly checks e.g. water; Careers – During lockdown, Ali Haynes is keeping in touch with learners and Advisors are still meeting with students. 	
7.13	<p>Minutes from Committees Governors had received copies of the following committee minutes SWC 12th November 2019, TLC 26th November 2019 and Pers 3rd December 2019.</p>	
7.14	<p>SWC Minutes 3.5 – The LA haven't as yet clarified what the requirements are for Governors Safeguarding Training. This would need to be followed up. Action: Safeguarding Governor to follow up with LA to obtain clarification on the requirements for Governors to undertake Safeguarding training.</p>	Safeguarding Governor Autumn Term 2020
7.15	<p>7.1 There was an action for the Headteacher to advise the Clerk of her safeguarding training so this could be added to the Governors Training Log. Action: Clerk to check if this has been added.</p>	Clerk MC 16.07.20
7.16	<p>TLC Minutes This had been a very full meeting including a good presentation on how student progress is being tracked. Many of the actions identified in the minutes had been dealt with at other meetings.</p>	
8	Any Other Urgent Business	
8.1	<p>Governors formally acknowledged the fantastic work being done to ensure vulnerable students are being looked after during lockdown and the flexibility of staff who are not necessarily doing what they would normally be doing.</p>	
8.2	<p>The Headteacher advised that a statement had been received from the Head of Education regarding the reopening of schools to more students from 1st June 2020, however, further clarification was needed.</p>	
9	Focus of Next Meeting	
9.1	<p>The next MC is scheduled for 16.07.20. The focus would be agreed nearer the time to take into account the implications of CV-19.</p> <p>Post Meeting Note: It was subsequently agreed that the Pers on 16.06.20 would go ahead as scheduled focusing on staff wellbeing during lockdown and returning of pupils. SWC on 23.06.20 and TLC on 30.06.20 would be postponed and the business from these meetings combined with the MC on 16.07.20. FC would meet as scheduled on 07.07.20.</p>	
9.2	<p>The Chair advised that she is reviewing the structure of meetings going forward into the Autumn and the possibility that, from September 2020 individual committees will be combined into one MC with different focus' for each meeting i.e. Teaching and Learning or Safeguarding and Wellbeing. There would however, still be a Finance Committee as it was not practical to have the detailed discussions often needed at these meetings within the confines of the MC. Timing of meetings will also be reviewed.</p> <p>Governors discussed that it was important that by combining meetings into MC's, the detail discussion of areas which would have taken place within committees is not lost. Governors agreed that it is important to retain presentations from staff as these are very informative and increase Governors understanding of different aspects of icollege provision. Action: Clerk to draft 2020/21 meeting schedule and circulate for comment.</p>	Clerk MC 16.07.20

There being no further business, the meeting closed at 2.50pm.

Final minutes approved at MC 21.05.20. To be signed by Chair once CV-19 restrictions permit.

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 21.05.20

Cmtte Date	Agreed Action	Responsibility	Current Status	Further Action Required
18.07.20	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			
10.12.19	Benchmarking and OA completed and discussed at Finance committee 22.10.19. 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	OA report circulate to Governors and added to Gov Hub FC 22.10.19 folder.	OA expenditure continues to be reviewed by the Finance Committee
18.07.19	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. DF/KR/HT T2/3 2020			
10.12.19	Meeting needs to be set up with MS, JD and DF. 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	This is ongoing.	
18.07.19	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.	Headteacher/AHT Wellbeing & Community		
10.12.19	Not yet... continued work on SDP required to incorporate GDP as well.			
18.07.19	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. HT/FM 12.11.19.			

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10.12.19	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	Completed	
18.07.19	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. Action: Clerk to follow up adverts with the Volunteer Bureau and local businesses. Clerk 01.09.19		Advert with Volunteer Bureau has been extended. No interest as yet.	
10.12.19	Advert placed with Volunteer Bureau. Local Businesses targeted by email. No interest so far. Volunteer Bureau holding a recruitment event on 11 th January 2020. Governors agreed icollege should have a stand there to see if new governors could be recruited. Action: Clerk to book stand at Volunteer Bureau Recruitment Event. Action: Headteacher to asked staff if they know of any potential governors.	Clerk 19.12.19 Headteacher 31.01.20	Clerk and Vice Chair attended Volunteer day. Two very good potential Governors identified. Appointment delayed by CV-19 lockdown and need to reschedule MC's.	Attend January 2021 Volunteer Day.
18.07.19	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. Clerk 01.09.19			
10.12.19	Completed. Further update required following on from this MC. Action: Clerk to circulate meeting schedule for remainder of the year.	Clerk 20.12.19	Completed.	
10.12.19	6.14 Local Offer. Governors agreed that the process for updating the Local Offer needed to begin earlier in 2019/20 so that it is ready by the end of the academic year. Action: Update Local Offer ready for approval at the TLC on 30.06.20 and the MC on 16.07.20. Action: Clerk to add to TLC and MC agenda.	Headteacher 18.06.20 Clerk June 2020	Decision needed on whether June TLC will be held depending on CV-19 situation. Local Offer will need to be approved at July MC	Action: Local Offer to be updated ready for approval at July MC. Headteacher/AHT's 03.07.20
10.12.19	4.7 Associate Members. 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	Completed.	

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10.12.19	5.3 Website/Home Ed. The Chair advised that the website still included references to Home Education which had transferred 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.	Clerk 20.12.19 Headteacher 31.01.20	Completed	
10.12.19	7.1 Website Development. 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	Headteacher & Clerk 20.02.20	TLC 10.03.20 was postponed. Will need to be added to June TLC (if meeting goes ahead) or carried forward to Autumn 2020.	Carried forward to Autumn 2020
21.05.20	Anqie Palmer has taken on responsibility for updating the website and is in the process of looking at how information is presented. This has become more important as a result of lockdown and the focus on website and other IT related media for information. Depending on her time and the situation with learners returning to school/lockdown this may not be completed until September 2020.			
10.12.19	8.1 - 8.4 Link Visits. 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. 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	A number of link visits have taken place and these are included on the MC agenda 21.05.20. Further visits postponed due to CV-19 and lockdown.	Action: Revisit focus of Link Visits at MC Autumn Term 2020 Chair & Headteacher MC 16.07.20
10.12.19	10.2 Safeguarding Governor Role. 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		Action: Review Safeguarding Governor Role in the Autumn Term 2020
21.05.20	EA had settled well into Safeguarding Governor role and a number of visits and Safeguarding Network meetings attended. However EA resigned Spring Term 2020. Role currently being covered by MS. MC confirmed MS appointment as Safeguarding Governor on an interim basis. Safeguarding Network for rest of year postponed due to CV-19 lockdown.			

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10.12.19	10.7 Personnel Committee 03.12.19. 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.	Clerk 13.02.20	Completed	
21.05.20	Pers Committee minutes circulated with papers for MC on 21.05.20			
10.12.19	12.1 Risk Register. 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	Overtaken by the need to produce CV-19 Risk Assessments – See section 4 of minutes.	
21.05.20	7.3 Child Protection/ Safeguarding Log Data. Governors discussed the action recorded as being to reduce bullying and Intervention and Independence and asked if there was a specific problem at these sites and how many incidents had been recorded. Governors discussed that it was important to understand the differences between units and this was something that was evident from the EIF pilot in which icollege had participated. The Headteacher advised that incidents are recorded on CREST and a report can be generated from the system. Incidents at Intervention and Independence tend to be around the use of social media and homophobic comments. The level of incidents fluctuate with student turnover. Action: AHT to provide analysis of incidents of bullying at Intervention and Independence.	AHT S&W Joint SWC/TLC 30.06.20 (changed to MC 16.07.20)		
21.05.20	7.4 Attendance. Attendance - Governors asked why the number of authorised absences is high and what the reasons for the absences are. Action: AHT to report on reasons behind high level of authorised absences.	AHT S&W Joint SWC/TLC 30.06.20 (changed to MC 16.07.20)		
21.05.20	7.5 Fixed Term Exclusions. Fixed Term Exclusions - Governors asked about the number of incidents at Intervention and Independence which accounted for 28 of the 36 exclusions. Governors asked if this was due to a particular incident or students. The Headteacher advised that at Independence there was one learner who is disruptive and this accounted for 14 of the 28 half day exclusions. As a result the learner now has a package of education delivered at home. Action: Include note in reports explaining peaks in exclusions such as these.	AHT S&W Joint SWC/TLC 30.06.20 (changed to MC 16.07.20)		
21.05.20	7.6 Staff Wellbeing. Staff Wellbeing – Answers to some of the questions appeared to be missing from the table. i.e. 1-4, 14-16 and 20-22. Governors queried why they had been omitted and whether there was detail from the questionnaire that was missing. Action: Follow up on missing questions from Staff Wellbeing survey.	AHT S&W Joint SWC/TLC 30.06.20 (changed to MC 16.07.20)		
21.05.20	7.14 Safeguarding Training for Governors. The LA haven't as yet clarified what the requirements are for Governors Safeguarding Training. This would need to be followed up. Action: Safeguarding Governor to follow up with LA to obtain clarification on the requirements for Governors to undertake Safeguarding training.	Safeguarding Governor Autumn Term 2020		

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21.05.20	<p>7.15 Safeguarding Record for Headteacher. There was an action for the Headteacher to advise the Clerk of her safeguarding training so this could be added to the Governors Training Log. Action: Clerk to check if this has been added.</p>	<p>Clerk MC 16.07.20</p>		
21.05.20	<p>9.2 Meeting Schedule 2020/21. The Chair advised that she is reviewing the structure of meetings going forward into the Autumn and the possibility that, from September 2020 individual committees will be combined into one MC with different focus' for each meeting i.e. Teaching and Learning or Safeguarding and Wellbeing. There would however, still be a Finance Committee as it was not practical to have the detailed discussions often needed at these meetings within the confines of the MC. Timing of meetings will also be reviewed. Governors discussed that it was important that by combining meetings into MC's, the detail discussion of areas which would have taken place within committees is not lost. Governors agreed that it is important to retain presentations from staff as these are very informative and increase Governors understanding of different aspects of icollege provision. Action: Clerk to draft 2020/21 meeting schedule and circulate for comment.</p>	<p>Clerk MC 16.07.20</p>		

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