

# WestBerkshireCouncil icollege alternative education Management Committee

D5 09.09.09 Part 1 Minutes Full Management Committee (MC) 18<sup>th</sup> July 2019 at 4pm at Independence

<p><b>Present:</b>          Karen Reeve - LA Governor (Chair)          Jacquie Davies – Headteacher Staff Governor          Maureen Sims – Community Governor          Judith Fisher - Community Governor          Siobahn Harvey - Staff Governor          Chrys Healy – Vice Chair, Community Governor          Andy How - Community Governor          Claire White - LA Governor          Elizabeth Ayres- Community Governor          Adam Butler – Staff Governor          Bridget Cooper - Eastwood – Parent Governor</p>	<p><b>Apologies:</b> None</p> <p><b>Absent:</b> None</p> <p><b>Duration of meeting:</b> 4.00 – 6.30pm</p> <p><b>MC members will be referred to as governors</b></p>
<p><b>In attendance:</b>          Jill Hills – Clerk          Donna Fox – WBC Principal Adviser Education and Governance (and icollege SIA)</p>	

1.	Apologies and Welcome	Action
1.1	KR welcomed those present and introduced Donna Fox to Governors. Donna has been appointed as the icollege SIA from September 2019 and was attending the meeting as an observer.	
1.2	There were no apologies. All Governors were present.	
2.	<b>Declarations of Any Other Urgent Business - None</b>	
3.	<b>Declarations of Business interests - None</b>	
4.	<b>Minutes of the Meeting on 7<sup>th</sup> May 2019 and Matters Arising (where not elsewhere on the agenda)</b>	
4.1	The minutes of the MC on 7 <sup>th</sup> May 2019 had been circulated with the agenda. A number of typographical errors were identified. Subject to these amendments the minutes were confirmed as accurate and signed by the Chair.	
4.2	Matters Arising under 4.10, 8.7 and 12.8 will be covered by the SWC Chair under item 7c).	
4.3	(4.8) – <b>Training Costs within the School Development Plan (SDP)</b> . These were reported to the Finance Committee on 2 <sup>nd</sup> July 2019. <b>Action: Clerk to check document has been added to Governor Hub.</b>	<b>Clerk</b>
4.4	(4.9) – <b>Allocation of committee monitoring areas within the SDP</b> . The Chair had not received any feedback on the allocations so it is assumed that Committee Chairs are satisfied with these.	
4.5	(4.10) <b>Policy – Children that go missing From education</b> . At the meeting on 7 <sup>th</sup> 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.	
4.6	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. <b>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.</b>	<b>Headteacher 12.11.19 Clerk 01.11.19</b>
4.7	(4.11) <b>Prevent Training</b> . The Clerk had resent the link for Prevent Training to CH. <b>Post Meeting note: CH completed training on 05.09.19.</b>	
4.8	(4.13) <b>First Aid Policy</b> . <b>Governors were advised</b> that there is a Medical Conditions Policy which was due to be updated in Jan 2019 which covers all the areas needed. In respect of First Aid, all units display posters and Monica Romano (H&S Co-ordinator) has a list of who is First Aid trained at each site. It was	

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	agreed that a separate First Aid Policy was not needed. <b>Action: JD to update CS8 Medical Conditions Policy and advise 12.11.19 SWC this has been done.</b>	<b>JD 12.11.19</b>
<b>4.9</b>	<b>(4.14) Skills Audit: Action c/f : EA, AB and BCE to complete Skills Audit questionnaire in the Autumn Term.</b>	<b>EA, AB &amp; BCE</b>
<b>4.10</b>	<b>(5.8) Chair to write to HoE re budget position.</b> 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. <b>Action: The Headteacher to review the use of OA and how it correlates to when the service is over subscribed and update governors.</b>	<b>JD 26.11.19</b>
<b>4.11</b>	<b>(5.11) MC papers.</b> The Chair thanked the Clerk for grouping meeting papers into more digestible pdf's.	
<b>4.12</b>	<b>(12.8) Primary Pupil Placement Panel.</b> The Headteacher advised that at the last PPP it had been agreed that membership of the panel will change next academic year to include the Headteacher from the relevant schools which she felt would alleviate some of the reported issues. A meeting was due to be held this week to review arrangements further but had been cancelled.	
<b>4.13</b>	The Headteacher advised that there is a bottleneck of SEN places within West Berkshire and it has not been possible to find places out of area. In some instances it may be that permanent exclusion is being used as a way to force the provision of support for the pupil. Places at the POD will be available from September and two pupils have already been allocated places.	
<b>4.14</b>	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.	
<b>4.15</b>	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. <b>Governors noted</b> 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. <b>Action: JD to update governors of the latest position at 26.11.19 MC</b>	<b>JD 26.11.19</b>
<b>5.</b>	<b>Headteachers Report</b>	
	<b>EIF Feedback</b> – Discussion of the outcome of the pilot EIF Framework was minuted under Part II.	
<b>5.1</b>	<b>Therapeutic Thinking</b> - The Headteacher advised that the Local Authority (LA) is supporting the introduction of this methodology throughout its schools. In other areas of the country which are already applying it the number of fixed term and permanent exclusions had reduced. It is a non behaviourist approach and works well in primary schools but is more complicated for secondary schools to implement. It is a non punishment non reward system. The LA is providing free training and four members of icollege staff have completed this so far. They are trained to be trainers so can roll the approach out throughout the service. The Headteacher wants to adapt the approach for icollege to fit the needs of its pupils and will form part of the INSET training on 20.12.19.	
<b>5.2</b>	<b>Governors discussed</b> 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. <b>Action: Provide Governors with documentation explaining how Therapeutic Thinking works.</b>	<b>Headteacher TLC 08.10.19</b>

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5.3	<b>Governors asked</b> what the impact would be of icollege using the methodology for short term placements where the pupil may be returning to a mainstream school which has not adopted the approach and how to ensure there was no inbuilt contradiction for pupils.	
5.4	<b>Governors were concerned</b> that this could be setting the pupil up to fail. The Headteacher agreed that icollege needs to be mindful of this possibility as it is not known what the mainstream school take up will be. Two secondary schools have already indicated that they will not be going down this route. However, as the LA will not be providing behavioural support to schools who do not adopt the methodology, this should help the take up. It was agreed that icollege needs to be aware of the risks of adopting the methodology and how those risks can be managed. <b>Governors noted</b> that if schools applied the methodology fully then this would hopefully reduce the number of icollege referrals and that this is the way it should be.	
5.5	<b>Governors asked;</b> 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. <b>Action: Headteacher to identify and feedback about the issues discussed and pass on training dates for Judith Fisher.</b>	Headteacher
	<b>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.</b>	Headteacher MC 26.11.19
5.6	The Headteacher advised that the other sections of the report had been presented to and discussed at their respective Committees, either SWC on 14.05.19 or TLC on 2.07.19. Governors had no further questions. <b>Action: To help governors navigate the SDP/reports acronyms to be written in full on first use.</b>	HT/ic staff
6	<b>School Development Plan (SDP)</b>	
6.1	The Headteacher presented the latest copy and advised that this is the final SDP for this academic year and has been updated and rag rated. Any actions outstanding will be carried forward into the 2019/20 SDP along with areas for improvement identified during the pilot inspection. <b>Governors sought clarification</b> that they had received the most up to date version as the header referred to 6.5.18 JD assured the meeting it was the latest version. <b>Action: Add version number with date in front of the title of all documents.</b>	Headteacher
6.2	<b>Governors asked</b> for clarification of the nature of the SDP compared to the SEF and whether the two documents could be combined. The Headteacher explained that the SDP reflects what the service is planning to do and the SEF is the evaluation of how the service thinks it is performing/moving closer to achieving the objective. DF advised that where there is a proactive Headteachers Report this can be used for monitoring purposes instead of a SEF Governors would be happy with this approach as it would reduce paperwork. Evidence of achievement should be recorded in the SDP and it is for Governors to determine if the evidence is sufficient to demonstrate that the objective has been achieved, not the Headteacher.	
6.3	<b>Governors discussed</b> 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. <b>Action: DF to forward template/handout to the Headteacher.</b> <b>Action: To ensure the GDP with the SDP are combined.</b>	DF/KR/HT T2/3 2020
7.	<b>Local Offer</b>	
7.1	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; <ul style="list-style-type: none"> <li>include the POD;</li> <li>removing Home Education (which transfers back to the LA in September);</li> <li>use of terminology around statements/EHCP's.</li> </ul>	
7.2	The TLC Chair had offered to work through the document with the AHT but she had not been in contact.	

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	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 1 <sup>st</sup> September 2019. <b>Action: Ensure that the 2019/20 Local Offer is available on the LA website by 1<sup>st</sup> 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.</b>	<b>Headteacher &amp; AHT</b>
<b>8</b>	<b>Committee Meetings Verbal Update by Committee Chairs</b>	
<b>8.1</b>	<b>Finance Committee (FC)</b> - The FC Chair advised that the key task for this term has been the monitoring of assumptions within the Budget Strategy, especially income as this is key to achieving a balanced budget. There had been a focus on debt recovery as a number of invoices had remained outstanding for a considerable period of time. The chasing of debts is a time consuming process for the SBM and her Team. The Headteacher highlighted that additional work had been needed this year as the term had ended on 5 <sup>th</sup> April, needing invoices to be raised for the 1 <sup>st</sup> to 5 <sup>th</sup> April. <b>Governors asked</b> 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. <b>Action: Consider raising problems with payment of icollege invoices at SBMs Support Meeting.</b>	<b>HT/SBM FC 22.10.19</b>
<b>8.2</b>	The FC Chair noted that at the FC on 02.07.19, the SBM had been asked to prepare a paper to come to the MC, recommending whether the older outstanding debts should be written off, or if over £2,000, permission sought from the LA to write them off. The Headteacher advised that progress had been made on the main outstanding invoices. Willink have paid £8,000 by internal transfer and Park House had advised that a payment of £37,000 was in hand. At this point no write offs are required hence no proposal was now needed	
<b>8.3</b>	The Chair advised Governors that the FC meeting in October 2019 would be looking at the requirements of the new Schools Financial Values Statement (SFVS) which includes benchmarking data for the first time.	
<b>8.4</b>	<b>Teaching and Learning Committee (TLC)</b> The TLC Chair advised that Anjie Palmer (AP) had given a very full and detailed presentation to the meeting on 2.07.19 focusing of Post 16 provision at Independence. It was clear she had put a tremendous amount of work into the presentation. However, it had been a shame that Governors had not received copies of the slides in advance of the meeting (as requested) resulting in Governors feeling that they could not do the presentation justice and ask informed questions. However, credit should be given to AP for the level of effort put into the presentation. <b>Action: HT to remind all relevant staff of paperwork deadlines as listed on the annual meeting planner to enable Governors to better carry out their responsibilities.</b>	<b>HT asap</b>
<b>8.5</b>	As part of the preparation AP had reviewed the icollege website and had identified a number of areas where additional information could be provided around for example, information on trips and news items to promote the service. The meeting had discussed what else was needed on the website in respect of the Pupil Premium Strategy which is a work in progress.	
<b>8.6</b>	The TLC remain concerned about the number of injuries at Inspiration that had been reported. There had been 13 incidents since the previous meeting in March 2019. The Headteacher provided reassurances to Governors that the situation is being managed with staff using outreach sessions and taking pupils off site e.g. to Four Kingdoms as a way of difusing physical agression before it escalates. The move to Therapeutic Thinking should also help staff manage pupils challenging behaviour.	
<b>8.7</b>	Progress data had been discussed and how it should be interpreted and that it needed to be meaningful. The Headteacher had explained that progress data at Intervention included in her report was showing as zero. Investigation had identified that the way progress was being assessed was too high and this has been addressed moving forward. <b>Governors had discussed</b> the reasons behind progress in Maths plateauing at Independence towards the end of the academic year.	
<b>8.8</b>	Outcomes for P16 have been very high with 22 entries in English, 24 in Maths and 11 Art. The Art work had been moderated with no changes to the Head of Arts assessed grades. Nine of the eleven had been at GCSE grade 4 or above. Governors expressed their appreciation to staff for all the hard work that had been done with pupils to achieve these outcomes.	

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8.9	The Local Offer and Safeguarding precis had been discussed as per other agenda items.	
8.10	<p><b>Health and Safety, Premises &amp; IT (H&amp;SPIT)</b> - The Chair had met with Monica Romano (H&amp;S Co-ordinator) and worked through the checklist based on WBC's model and Wendy Manning's (WBC H&amp;S) report and highlighted the following:-</p> <ul style="list-style-type: none"> <li>• Lifts should not be used as storage even if they are not being used;</li> <li>• MR has completed H&amp;S training and has provided training to staff across the Units. Positive feedback had been received;</li> <li>• Communication on H&amp;S matters across the Units has improved;</li> <li>• A H&amp;S and IT bulletin had been proposed as a reminder to staff e.g. working at heights;</li> <li>• All except one unit had completed 3 fire drills. These can be difficult to do unannounced due to the need to maintain a balance between health and safety requirements and the impact unannounced drills can have on pupils;</li> <li>• Training records are currently being maintained by the SBM, icollege to investigate whether further support can be provided in this area;</li> <li>• H&amp;S Policy is being reviewed. First draft is with MR;</li> <li>• Staff Handbook needs to be reviewed;</li> <li>• CREST is working well and the service may be involved in trial the new system being introduced by WBC;</li> <li>• Sharepoint is being used consistently;</li> <li>• Need to consider succession planning for H&amp;S Governor.</li> </ul>	
8.11	<p><b>Website</b> – JD suggested that a number of areas of the icollege website need to be reviewed/updated around EIF areas and to make it look more appealing and accessible re the 'site plan'. <b>Governors noted</b> they would welcome this activity from staff plus the need to be reminded that documents forwarded for uploading need to be in a suitable/useable format ie sending images as JPG or PDF rather than embedded in a document. There is still a need to identify an individual to manage and update the website as this should not be a Governor. <b>Action: Allocate member of SLT to be responsible for revising, maintaining and updating the website.</b></p> <p><b>Action: Clerk to ensure Governors information is up to date.</b></p>	<p><b>Headteacher 30.09.19</b></p> <p><b>Clerk 30.09.19</b></p>
9	<b>Safeguarding</b>	
9.1	<p><b>Keeping Children Safe in Education (KCSIE) 2019 changes</b> - Governors had received a summary of the main changes to the KCSIE 2019 (from The Key) which come into effect on 1<sup>st</sup> September 2019. The SWC Chair advised that one of the main changes is the emphasis on how safeguarding issues outside of school can impact on pupils. Given the nature of the cohort, the Chair of SWC felt icollege are already very aware of this. There has been recent guidance issued in respect of the use of restraint and this will need to be incorporated into relevant icollege policies, this would be a task for SWC in future.</p>	
9.2	<p><b>Child Protection and Safeguarding Policy</b> - The LA will be issuing an updated model policy in August 2019 (to reflect the changes in 9.1) which will need to be adopted by icollege. DF advised that Child Protection and Safeguarding Policy will need to have been updated and on the icollege website for 1<sup>st</sup> September 2019. The SWC Chair had met with the AHT (FM) to review the policy. The Clerk advised that following discussion at SWC on 14.05.19, she had received confirmation that the contact information included in the policy had been checked but had not been provided with an updated policy to circulate for the MC. In light of the deadline and the summer holiday <b>Governors agreed</b> that changes to the policy could be consulted on by email so that a revised policy could be available on the website by 1<sup>st</sup> September. <b>Action: Headteacher to follow up with AHT whether Child Protection and Safeguarding Policy has been updated to reflect changes to KCSIE 2019. Circulate updated policy to Governors to review by email.</b></p> <p><b>Action: SWC to review Child Protection and Safeguarding Policy, DfE Guidance on reducing the use of restraint in special schools and Physical Intervention Policy at its meeting on 12.11.19</b></p>	<p><b>HT/AHT (FM) 01.09.19</b></p> <p><b>HT/ AHT (FM) SWC 12.11.19</b></p>
9.3	<p><b>Safeguarding Essentials for All Staff and Governors (previously known as Safeguarding Precis)</b> - The SWC Chair explained that the document had been prepared in response to his view that the LA Model Policy being long and repetitive. He had drafted a one page precis in discussion with FM and this</p>	

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	had been reviewed and approved at the SWC on 14.05.19. Subsequent changes had been proposed by the Chair and Vice Chair and these had been incorporated into the version circulated for the MC. Updates included; the title to make it clearer who the document was aimed at; update KCSIE references from KCSIE 2018 to KCSIE 2019; include the new multi agency arrangements being introduced by the LA in September 2019.	
9.4	AH confirmed that all of the comments received had been incorporated. Governors made a number of observations about the document including; references to the DDSL rather than the DSL with whom the statutory duty rests; whether referring to Local Council Social Care was the best signpost; who document was aimed at? <b>Governors agreed</b> that in its current form, the document was not ready to be approved. Rather than being safeguarding essentials the document was really signposting readers to other documents/websites. It was suggested that electronic links need to be embedded into the document. It also could show where the document is to be stored along with the key documents it refers to.	
9.5	<b>Governors asked</b> the Headteacher and Staff Governors if they thought the document would be useful. The Headteacher advised that she thought a summary could be beneficial, but that the precis document did not adequately meet requirements. Staff Governors thought that a signposting document would be beneficial for staff rather than others. <b>Action: Headteacher to discuss Safeguarding precis with the AHT (FM) and report back to the SWC on 12.11.19 on how they wished to take this forward.</b>	HT/FM 12.11.19
9.6	<b>Governors discussed</b> whether the document should list essential safeguarding training courses for governors. The Chair advised that safeguarding training requirements and the frequency for refresher training had been raised prior to the pilot inspection and had been queried again by the SBM this week. The Clerk, FM and the SBM had been given conflicting advice on what training was required and this is the process of being resolved. <b>Governors discussed</b> that the safeguarding quiz is used annually to check the knowledge of procedures and requirement with both staff and Governors.	
9.7	<b>DBS Policy for Governors</b> - The Chair advised that preparation for the pilot inspection had identified confusion over the completion of DBS checks for Governors and when and whether or not they need to be renewed. Despite assurances, given at the time the the two services were merged, that checks had been completed and records were up to date it had now transpired this was not the case. <b>Action: SBM to ensure all Governor DBS checks have been completed and advise HT to report back to governors by first MC meeting of the new academic year that they have been completed.</b>	KP/JD 8.10.19
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. <b>Governors approved the proposal. Action: Clerk to update Governor Recruitment Policy to reflect that DBS's will be reperfomed when a Governor starts a new term of office. Clerk to advise SBM.</b>	Clerk asap
9.9	<b>Three main safeguarding concerns for our learners</b> - 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. <b>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.</b>  <b>Link Visit Report format to redistributed to governors and be used for Link Visits.</b>	SWC Chair/ HT/FM 12.11.19 Clerk 30.09.19
9.10	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). <b>Governors discussed</b> that these were not the same as those recorded in the SWC minutes for 14.05.19 which refer to Child Sexual Exploitation, Criminal Exploitation and Peer on Peer violence (incl on-line). The Headteacher therefore clarified that the three main risks are any type of exploitation, substance misuse and peer on peer pressure. <b>Governors asked</b> what action is being taken to mitigate these risks and the impact of those actions. The Headteacher advised that these are addressed by the icollege safeguarding procedures and resources and she felt that these should be highlighted In the Risk Register. <b>Action: HT to update the risk register</b>	HT to update Risk Register

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	by Term 1.	
9.11	Referring to the SWC minutes for 14.05.19, <b>Governors asked</b> what the position is with regard to the Case Study which was minuted as being prepared for this MC. SWC 14.05.19 extract from minutes "Governors had requested at the last meeting that an anonymised case study be presented at each meeting. The AHT advised that she is in the process of putting a case study together from different professionals perspective and this would be available for the July MC. Case studies would be presented once or twice a year. Action: Include safeguarding case study on MC agenda for 18 <sup>th</sup> July."	
9.12	AH advised that a Case Study had been prepared and the Headteacher confirmed this. The Clerk advised that she had not been provided with a Case Study to circulate for the meeting. <b>Governors expressed concern</b> that based on the minutes the Case Study had already been delayed for two SWC meetings. <b>Action: Safeguarding Case Study to be presented to SWC on 12.11.19 and then to MC on 26.11.19.</b>	HT/FM 12.11.19
	With reference to the SWC minutes 14.05.19, <b>Governors noted</b> that Pupil Voice needs to be incorporated into the SDP including what icollege does well and what it is aiming to do. <b>Action: Ensure SWC input to Pupil Voice is reflected in the SDP.</b>	HT/FM
10.	<b>Health and Safety Update</b> – covered in 8.10 above.	
11.	<b>Risk Register</b>	
11.1	The Chair advised that the Risk Register had been updated to reflect comments received in response to the draft. No additional comments were raised. <b>Governors noted</b> that the three main safeguarding concerns for learners needs to be added as discussed in 9.9 and 9.10. <b>Action: Headteacher to add three main safeguarding concerns, mitigating actions to Risk Register.</b>	Headteacher 30.09.19
12.	<b>Governance</b>	
12.1	<p>a. <b>Governance Annual Review</b> - The Chair had circulated the Annual Review in advance of the meeting for comments. No further comments were made and so the document was agreed and would be uploaded onto the website. DF advised that this is another marker for an Outstanding judgement.</p> <p>b. <b>Governance Development Plan (GDP)</b> - The Chair advised that the June 2019 version circulated with the agenda incorporated comments received from Governors. The Plan will need to be updated once EA, BCE and AB have completed the skills audit questionnaire in the Autumn Term 2019. As discussed in 6.3 above, the GDP will be incorporated into the SDP.</p> <p>c. <b>Monitoring/Link Visits</b> - 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. <b>Action: Committee Chairs to agree focus of Link Visits and ensure that the scheduling of visits is proactively managed.</b></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. <b>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</b></p> <p>e. <b>Membership Update, e. Succession Planning – Chair and Vice Chair &amp; 14.1 Election of Chair and Vice Chair</b> - The Chair advised that these items would be taken together. The Chair advised that AH had indicated that he wished to stand down as SWC Chair due to personal commitments. AH clarified that he had said he would stand down if there was someone able to take on the role. The Chair referred to the MC minutes for 7<sup>th</sup> May 2019 and clarified that she and the Vice Chair would be standing down from these roles at the end of December 2019 but would remain members of the Management Committee and would be happy to shadow their replacements during the Autumn Term until 1<sup>st</sup> January 2020.</p>	Com Chairs Aut Term 2019  Clerk 24.07.19
12.2	Nominations had been received for MS to take on the role of Chair and JF for Vice Chair. The Chair	

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	clarified there had been no other nominations and no interest expressed at the meeting. Hence a general acceptance of the nominations was made and MS and JF thanked. JD queried if there needed to be a recorded vote. DF advised that as the nominations were uncontested a vote wasn't needed.	
12.3	The Chair advised that in respect of the SWC Chair and Safeguarding Governor, both she and AH had put themselves forward. In light of this the Chair handed over the chairing of this section of the meeting to the Vice Chair. AH and KR then left the meeting at 5.55pm to enable a vote.	
12.4	The Vice Chair explained that in addition to appointing a SWC Chair and Safeguarding Governor, it had been suggested that the H&SPIT Committee be merged with either the SWC or FC. This may impact on who Chairs which committee. This would also reduce the number of meetings, to help the Headteacher. The Headteacher advised that she had a slight preference for H&SPIT to merge with SWC.	
12.5	The Headteacher questioned how this would be taken forward as it would usually be for the Chair and Vice Chair to look at the scope of the Committees. The Vice Chair agreed that this is something that the new Chair and Vice Chair could take on board during the Autumn Term 2019. The Headteacher commented that there were too many meetings which lasted for too long. <b>Governors noted</b> that the AHT's had been made Associate Members so that the Headteacher didn't need to attend all meetings.	
12.6	The Headteacher explained that this had not worked in practice as she was finding that actions for her were being agreed at SWC and TLC without her knowledge. In terms of the length of meetings, the Vice Chair explained that timings had been added to the agenda in an effort to keep meetings to 90 minutes or a maximum of 2 hours and committee chairs were encouraged to try and stick to these timescales and that on checking the majority of meetings were well within these timescales.	
12.7	AB advised that as a new Governor he did not know either KR or AH well enough to vote for either. It was suggested that they should both give a short presentation on what skills they had relevant to the roles etc. KR and AH were invited to re-join the meeting and say a few words about their background. KR and AH re-joined the meeting at 6.10pm.	
12.8	AH explained that prior to joining the MC he had been a Headteacher in a Primary school in the area and was responsible for drawing up safeguarding procedures for Berkshire County Council, he had also run safeguarding and multi-agency training. He felt that he and KR have different skills and styles which are complementary to each other. He admired KR's experience, his skills are more in forming relationships with staff at all levels. He has termly meetings with the AHT (FM) as Chair of SWC and then on a temporary basis as Safeguarding Governor this term in light of SF's resignation. He has a good working relationship with the AHT and would like to continue as Safeguarding Governor but would continue as chair of the SWC if required.	
12.9	KR explained that during her career she has specialised in child protection and safeguarding and working with vulnerable children and families. She began her career as a nursery nurse and then moved into Social Work, working in London, West Berkshire, Reading and Swindon. Her last role had been as Director of Children Services for Swindon Borough Council. She has been part of national bodies for safeguarding and LSCB's and has an astute political awareness of children services, which is useful given the icollege role within WBC. Her aim is to maintain the good work by SF and build on this by supporting what's already so positive. Her current role as MC Chair has not allowed her enough time to further build relationships with staff in the safeguarding area, which was something she was looking forward too.  KR and AH left the meeting at 6.15pm.	
12.10	The Vice Chair asked Governors to vote for KR and AH as Safeguarding Governor. There were 6 votes in favour of KR and 1 vote for AH, 2 Governors abstained from both votes. KR and AH re-joined the meeting at 6.20pm and were advised that <b>KR had been elected as Safeguarding Governor</b> .	
12.11	KR took back the chairing of the meeting and advised that currently, the role of Safeguarding Governor and Chair of SWC had been undertaken by different Governors, and the MC needed to decide whether this should continue or if the two roles should be combined. AH advised that he did not wish to continue to stand as SWC Chair. <b>In light of this, as there were no other nominations, KR was confirmed</b>	

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	<b>SWC Chair.</b>	
	<b>Governors discussed</b> 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. <b>Governors agreed. Action: Clerk to merge H&amp;S elements of the H&amp;SPIT Terms of Reference with those of the SWC and the Premises and IT elements with those for the FC.</b>	<b>Clerk 30.09.19</b>
12.12	<b>Governors discussed</b> that those Governors currently on H&SPIT would need to be reallocated. This only affected EA and with her consent it was agreed that EA would join SWC.	
12.13	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. <b>Action: Clerk to follow up adverts with the Volunteer Bureau and local businesses.</b>	<b>Clerk 01.09.19</b>
12.14	As no other nominations had been received for TLC and FC, the Chair asked MS and CW if they were happy to remain as Chairs of these committees for a further year. They confirmed that they were. <b>MS confirmed as TLC Chair and CW confirmed as FC Chair.</b> In respect of the Personnel Committee Chair, this is usually the Chair of Governors so this would continue to be KR until MS takes on the role on 1 <sup>st</sup> January 2020. <b>KR confirmed as Chair of PERS pending MS taking on the Chair role.</b>	
13.	<b>Policies</b>	
13.1	<b>ic CS4 Behaviour Management Policy</b> - The Chair advised that the policy had been reviewed by the SWC at its meeting on 14.05.19. <b>Governors asked</b> if the guidance for use of the Green Room had been incorporated into the Policy as an appendix requested at the MC on 7 <sup>th</sup> May 2019 as it had not been included in the copy circulated for this meeting. The Headteacher confirmed that it does. <b>Governors therefore approved the Behaviour Management Policy.</b>	
14.	<b>Statutory Tasks: Elect Officers, Standing Orders, TOR's, Committee Membership and Meeting Dates</b>	
14.1	<b>Standing Orders</b> - The Chair advised that the Standing Orders had been reviewed and no changes had been made other than to dates. <b>Governors approved the 2019/20 Standing Orders.</b>	
14.2	<b>Committee Terms of Reference (TOR's)</b> - The Chair advised that the TOR's for TLC, SWC, FC and PERS had been reviewed by their respective Committee Chairs and/or at their respective meetings. <b>Governors approved the TOR's for TLC, SWC, FC and PERS subject to the merger of H&amp;SPIT with FC and SWC.</b>	
14.3	<b>2019/20 Meeting Schedule</b> - 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. <b>Governors approved the 2019/20 Meeting Schedule. Action: Clerk to update Meeting Schedule and circulate.</b>	<b>Clerk 01.09.19</b>
14.4	<b>14.4 Scheme for Paying Governor Allowances</b> - The Chair advised that the Scheme is reviewed annually. Whilst a scheme for paying certain Governor allowances is required very few claim anything. The Chair clarified that Staff Governors would claim their expenses e.g. mileage to attend meetings through the staff expense claim procedure. <b>Governors approved the Scheme for Paying Governor Allowances.</b>  <i>Andy How left the meeting at 6.25pm.</i>	
15.	<b>Any Other Urgent Business</b>	
15.1	The Headteacher advised that there had been a delay to the construction of the POD. The module was due to be delivered on 15 <sup>th</sup> July but did not arrive. The main contractor did not attend the last Contractors Meeting and a revised delivery date has not yet been received.	

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15.2	There has also been a delay to the rebuild at Integration. Work will not start until February 2020 and so will not be finished until November 2020.	
16.	<b>Focus of Next Meeting:- 26<sup>th</sup> November 2019</b> Curriculum Presentation HTR inc Pupil Outcomes & Therapeutic Thinking SDP/Governance Development Plan/ SEF Revised Document Risk Register Governor training and skills Committee meeting reports FC – SFVS/Audit Action Plan Local Offer Pay Policy Child Protection and Safeguarding Policy and Safeguarding Case Study	

There being no further business, the meeting closed at 6.30pm.

Final minutes approved at MC 10.12.20 and signed by Chair

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