

Management Committee 30th November 2017 at 4pm at INSPIRATION

Part I Minutes

Present:	Karen Reeve – (Chair) Local Authority Governor Chrys Healy – (Vice Chair) Community Member Susanne Fisher – Community Member Paul Field – Community Member (until 5.30pm) Judith Fisher – Community Member Andy How – Community Member Jacquie Davies – Headteacher Maureen Sims – Community Member (from 4.50pm)
Apologies:	Penny Tripp – Community Member
Absent:	
In Attendance:	
Clerk:	Jill Hills

MEMBERS WILL BE REFERRED TO AS GOVERNORS IN THE MINUTES

1. Apologies	Actions
1.1 Apologies were received from Penny Tripp who was unable to attend.	
2. Declarations of Any Urgent Business	Actions
2.1 No items of Any Other Business were raised.	
3. Declarations of Interests	Actions
3.1 There were no declarations of business interests.	
4. Minutes of the Meeting on 7th September 2017	Actions
4.1 The minutes of the Management Committee on 7 th September 2017 had been circulated with the Agenda. The minutes were agreed as an accurate record and signed by the Chair.	
5. Matters Arising (where not elsewhere on the agenda)	Actions
9.6 Child Protection and Safeguarding Policy 5.1 The Headteacher confirmed that a hard copy of the Child Protection and Safeguarding Policy is in place in each of the units. 12.4 Data Protection 5.2 Action carried forward:- Add Data Protection changes in legislation to the MC agenda for the April 2018 meeting.	Clerk
12.6 icollege transition planning; achieving the vision 5.3 The Headteacher advised that she had not had any contact from Kim James (SIP) to arrange a visit during the Autumn Term 2017. Follow up with SIP to arrange a visit as soon as possible. Copy Chair in on correspondence.	
6. Membership and Governor Roles	Actions
Vacancies 6.1 Governors were advised that the MC had the following vacancies:- 2 Staff Governors consisting of 1 Teacher and 1 Support Staff vacancy; 1 Local Authority Governor; and 1 Parent Governor. The closing date for Staff Governor Nominations is 8 th December 2017 and the Parent Governor nomination	

Chairs signature: Chrys Healy Vice Chair

Date:26.4.18

<p>requests would be sent out in January 2018.</p> <p>6.2 The Vice Chair had tried to contact Rayna Horne (the current Parent Governor) but a response had not been received yet.</p> <p>6.3 Governors were advised that discussions had begun with Claire White (WBC Accountant) about her joining the MC as Local Authority Governor when she leaves West Berkshire Councils employment next year.</p> <p>Election of Chairs for PERS and HAP Committees</p> <p>6.4 Following a brief discussion, Governors unanimously agreed to appoint Karen Reeve as Chair for the PERS Committee and Chrys Healy as Chair of HAP Committee.</p> <p>Additional Governor for Health and Safety Committee</p> <p>6.5 Governors were advised that an additional Governor needed to join the H&S Committee so that there are three Governors. Governors unanimously agreed that Karen Reeve should join the H&S Committee.</p> <p>SEN Governor</p> <p>6.6 Following a brief discussion, Governors unanimously agreed to appoint Judith Fisher as SEN Governor. The Chair and SEN Governor will be meeting shortly with Emma Dodridge and Charlotte Duly the Inclusion Managers (CD is also the Lead Teacher, Inspiration) to arrange link visits etc.</p> <p>Governor icollege email</p> <p>6.7 Some problems had been experienced with Governors being unable to access their icollege email accounts. Governors were advised that it is possible to set up a link so that any emails sent to their icollege accounts are redirected to an alternative email address. Advice can be sought from Monica Romano (H&S and IT Co-ordinator)</p> <p>Raise any problems with icollege email accounts with Monica Romano.</p>	<p>All Governors</p>
<p>7 School Development Plan (SDP)</p>	<p>Actions</p>
<p>7.1 Governors were advised that the School Development Plan is a work-in-progress. The main priorities remain the same with the previous ACS and RS SDP's being combined with the Transition Action Plan. Progress has been hampered by the high level of TA staff sickness absences being experienced throughout icollege and the knock on affects of providing cover. Governors acknowledged that the Headteacher could only do what is realistic within the resources available.</p> <p>Governors Development Plan (GDP)</p> <p>7.2 The Chair advised that she has prepared an initial draft GDP which has been shared with the Headteacher. This will be circulated to all Governors and added for discussion/approval at the next MC in April 2018, accompanied by the SDP. A Governors Development Training session is being planned for March 2018 to inform the process.</p>	
	<p>Actions</p>
<p>Circulate draft GDP and dates for Governors Development Training.</p> <p>Add SDP and GDP to the agenda for the MC on 26th April 2018.</p>	<p>Chair</p> <p>Clerk</p>
<p>8 Local Offer</p>	<p>Actions</p>
<p>8.1 The Headteacher advised that the SEN Local Offer has been completed and is an amalgamation of the RS and ACS Local Offers. However, it is not yet published on the icollege website. Governors noted that the Local Offer should be included on the WBC website with a link to icollege. Governors were advised that there are a number of areas on the icollege website that need to be populated. It was agreed that the website content would be checked by the Vice Chair and the safeguarding elements discussed with the Safeguarding Governor (Susanne Fisher) in conjunction with Emma Dodridge.</p> <p>Ensure Local Offer is included on the website.</p> <p>Review website content and liaise with Safeguarding Governor and icollege staff as appropriate.</p>	<p>Headteacher/VC</p>

Chairs signature: Chrys Healy Vice Chair

Date:26.4.18

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

9 Headteachers Report – Autumn Term 2	Actions
<p>Student Numbers</p> <p>9.1 Governors were advised that icollege is already full as there are 70 students for 69 places. There have been a significant number of Year 11 pupils being referred and there is constant pressure on these places. Denefield and The Downs have made the least referrals, whilst Trinity and Park House have made the most referrals. It is however, difficult to analyse any meaningful information behind the figures.</p> <p>Inspiration</p> <p>9.2 At Inspiration, there are 6 permanent exclusions from Primary Schools including one Year 3 pupil. Five pupils are in the process of applying for Education, Health and Care Plans (EHCP's), the remainder already have EHCP's in place.</p> <p>9.3 The Chair and Headteacher have met with Ian Pearson (Head of Education) and Michelle Sanchez (Principal Education Psychologist) to discuss their strategy on placements. Pressure has been applied on Headteachers to look at providing strategies in their mainstream school rather than excluding Primary pupils. Ian Pearson has agreed to send a letter to all Chairs of Governors and Headteachers explaining the pressure on places being experienced by icollege.</p> <p>Forward copy of letter from Ian Pearson to all Chairs of Governors and Headteachers to icollege</p> <p>Governors.</p> <p>9.4 Ian Pearson has also agreed to look into setting up an Exclusion Reduction Strategy and is in the process of identifying representatives from mainstream schools to participate in the exercise. Exclusions data is with WBC. There will also be a Lead Member – Overview and Scrutiny. It has been agreed with WBC, that the Headteacher would not lead the exercise as icollege is the service provider.</p> <p>9.5 Governors were advised that it is possible that the WBC Primary Behaviour review may also feed into the review of exclusions. BIT (link groups to Headteachers) and the icollege Outreach Team will provide support on how schools can help themselves. The review is looking at links between behaviour and mental health needs and interventions. These are analysed into six levels, with exclusions being triggered should level five is reached.</p> <p><i>Maureen Sims arrives 4.50pm.</i></p> <p>9.6 Ian Pearson has agreed that the Headteacher should toughen up on Primary School Exclusions when agreeing a leaving date for pupils to return to mainstream schools. icollege will offer Outreach packages and help steer schools to “DIY” behaviour management in school.</p>	Chair & Clerk
<p>Independence</p> <p>9.7 The Headteacher advised that attendance at Independence is picking up and is now at 50%.</p> <p>Integration</p> <p>9.8 Governors were advised that there is one student who has been given a place, but their parents have opted for elective home education. Another pupil's parents have refused a place offered and this is being followed up by the Education Welfare Officer.</p> <p>Safeguarding/Social Care</p> <p>9.9 The Child Protection logging system has been revised and there have been 71 safeguarding referrals internally within icollege of which 11 are open cases with social services. The Headteacher is pleased that the system for referring potential concerns is working well. There have been 12 referrals relating to Looked After Children (LAC) which is a slight increase.</p> <p>9.10 There have been two instances of bullying and one incident of PREVENT reported. However, the Headteacher will be looking into how instances are being reported as it appears that webrisk is not being used appropriately. This could be a training issue.</p> <p>9.11 There had been one instance whereby physical intervention was necessary which had resulted in a complaint from a parent. This is being managed via the complaints procedure.</p>	

Chairs signature: Chrys Healy Vice Chair

Date:26.4.18

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

<p>9.12 The icollege Single Central Record (SCR) is now complete following the merging of the ACS and RS SCR's.</p> <p>9.13 The Safeguarding Governor undertook a Link Visit on 17th November during which the S11 Safeguarding Audit was completed. The document is not yet available to circulate to Governors.</p> <p>Circulate the S11 Safeguarding Audit to Governors.</p> <p>9.14 The Child Protection Leaflet for Visitors had been circulated along with the Headteachers report.</p> <p>Leadership and Management</p> <p>9.15 The first meeting of the Staffing Structure Review group met on 26th September 2017. It was agreed that the start of the review would be delayed to allow the service to settle down following transition. From April 2018 is it likely that schools will be required to pay extra for icollege places. Currently the cost is subsidised by the Local Authority. A number of options have been put forward by the Local Authority.</p> <p>Home Education</p> <p>9.16 The Head's Funding Group on 28th November 2017, recommended that a working party be established to look at viable savings options. The review includes consideration of staffing, criteria for students being placed with home education, SENCO and Family Support Worker (FSW) roles/input. The Headteacher expressed concerns that where a pupil has been confirmed by CAMHS (Child and Adolescent Mental Health Service) as not fit for school, there is no process for putting interventions in place to work on mental health issues. A meeting has been arranged to look at how the gaps can be filled. The next Head's Funding Group meeting is on 10th January 2018.</p> <p>icollege "offer"</p> <p>9.17 The Headteacher advised that a clear "offer" for each provision was shared with the mainstream SENCo Group on 28th November 2017.</p> <p>Quality of Teaching and Learning</p> <p>9.18 The Headteacher advised that a calendar of Learning Walks is in place, some of which will take place before the end of the Autumn Term.</p>	<p>Headteacher</p>
<p>Personal Development, Behaviour and Welfare</p> <p>9.19 The Annual Review of Attendance has been completed and had been circulated along with the Headteacher's report.</p> <p>9.20 The Education Welfare Officer has returned from sick leave.</p> <p>9.21 Two Pastoral Managers had attended Leadership Skills Development Training the feedback from which had been very positive.</p> <p>Curriculum</p> <p>9.22 Governors were advised that the curriculum offers for each site are being reviewed. Integration is looking at a more proactive approach, Intervention at incorporating Year 9 Learners into the GCSE programmes and Inspiration are using specialist teachers for Art and Independence at Year 11 learning skills. Volunteers, charities, agencies are being explored to deliver drama, music, needlework and PSE to enhance and broaden the learning opportunities for all learners.</p> <p>9.23 The Vice Chair advised that curriculum information is needed for the website. Contact Lead Teachers for wording for curriculum section of the website.</p> <p>9.24 British Values Week took place week commencing 6th October 2017. This included visits to the House of Parliament, Sheepdrove Farm, prison visits, Reading mosque, Newbury Town Hall and Richard Benyon. Some governors attended tea at Intervention on 20th October.</p> <p>Post 16</p> <p>9.25 Elevate forms have been completed by all P16 learners and have been forwarded to Mark Brown (WBC) for processing.</p>	<p>Vice Chair</p>

Chairs signature: Chrys Healy Vice Chair

Date:26.4.18

INSPIRATION KS1&2
Foxglove Way . Thatcham
Berks . RG18 4DH
01635 877114

INTEGRATION KS3&4
22 Highview . Calcot
Reading . Berks . RG31 4XD
01189 416636

INTERVENTION Y9&10
88 Newtown Road . Newbury
Berks . RG14 7BT
01635 49397

INDEPENDENCE Y11&KS5
Richmond House . Bath Road
Newbury . Berks . RG14 1QY
01635 48872

<p>Destination Data</p> <p>9.26 The Headteacher advised that Destinations for KS4 students is looking very positive. As of November 2017, only 4 out of 30 students are Not in Education or Training (NEET). Of those students at Integration, all are EET.</p> <p>Arrange for Destinations data to be added to the website.</p> <p>Staffing</p> <p>9.26 Governors were advised that between the 5th September and 8th November 2017, there had been 156 days of staff absence due to illness. This included 43 days attributable to long term sick leave, 2 instances of 15 days or more, absences of between one and three weeks and 39 random single sick days. As a result there has been a significant impact on work load pressures at all levels. It has been necessary to arrange supply cover every day, however, they do not always arrive. There are also some TA and Teacher vacancies which icollege have not yet been able to fill.</p> <p>9.27 Governors asked if there was any indication that some of the absences may be stress related. The Headteacher advised that return to work interviews are held for every absence and this would identify any stress factors.</p> <p>9.28 Temporary structural changes have been introduced at Independence to help alleviate this for Pastoral Managers and Lead Teachers. Emma Douglas has been working on moving staff around to alleviate pressure. Additional hours have been provided by staff who are not on full time contracts. The impact has been that units have not been able to get into the rhythm of working as a team, so absences have not been as easy to manage. It is anticipated that the situation will improve as staff begin to settle into their new roles and unit routines. Governors discussed whether staff who have a good level of attendance could be rewarded in some way.</p>	<p>Vice Chair</p>					
<p>9.29 Governors were advised that the Caretaker is working 24 hours a week over 4 days. This arrangement has been working very well.</p> <p><i>Paul Field leaves at 5.30pm.</i></p> <p>High Level Summary P7</p> <p>9.30 Governors were advised that the SBM was having difficulty preparing a high level budget summary for P7 as she is still waiting for the final icollege budgets to be provided by WBC Accountancy. The Headteacher advised that there are no areas of concern. Although PPG expenditure is at 74% against a expected 58%, this is due to expenditure being front loaded at the start of the year and this is therefore normal.</p> <p style="text-align: center;">ACS Headteacher Budget Monitoring Report to Finance Committee Prepared 13.11.17 (P7)</p> <table border="1" style="width: 100%;"> <tr> <td> <p>Finance Summary: 98400 Budget - £1,680,010 Expenditure - £574,820 34% (Expected position 58%)</p> </td> </tr> <tr> <td> <p>Capital Funds Summary: 98476 Budget - £17,797 Expenditure - £815 4.5% (expected position 58%)</p> </td> </tr> <tr> <td> <p>*PPG Summary: 98408 Budget - £23,320 Expenditure - £17,970 – £765.28** = £17,204.72 74% (expected position 58%)</p> </td> </tr> <tr> <td> <p>Icollege Main School Budget: 98422 – monitoring from 1.9.17 Budget – Expenditure – £352,281 -% (expected position 58%)</p> </td> </tr> <tr> <td> <p>Sports Premium: 98413 – monitoring from 1.9.17 Budget - £1,167 Expenditure – -% (expected position 58%)</p> </td> </tr> </table>	<p>Finance Summary: 98400 Budget - £1,680,010 Expenditure - £574,820 34% (Expected position 58%)</p>	<p>Capital Funds Summary: 98476 Budget - £17,797 Expenditure - £815 4.5% (expected position 58%)</p>	<p>*PPG Summary: 98408 Budget - £23,320 Expenditure - £17,970 – £765.28** = £17,204.72 74% (expected position 58%)</p>	<p>Icollege Main School Budget: 98422 – monitoring from 1.9.17 Budget – Expenditure – £352,281 -% (expected position 58%)</p>	<p>Sports Premium: 98413 – monitoring from 1.9.17 Budget - £1,167 Expenditure – -% (expected position 58%)</p>	
<p>Finance Summary: 98400 Budget - £1,680,010 Expenditure - £574,820 34% (Expected position 58%)</p>						
<p>Capital Funds Summary: 98476 Budget - £17,797 Expenditure - £815 4.5% (expected position 58%)</p>						
<p>*PPG Summary: 98408 Budget - £23,320 Expenditure - £17,970 – £765.28** = £17,204.72 74% (expected position 58%)</p>						
<p>Icollege Main School Budget: 98422 – monitoring from 1.9.17 Budget – Expenditure – £352,281 -% (expected position 58%)</p>						
<p>Sports Premium: 98413 – monitoring from 1.9.17 Budget - £1,167 Expenditure – -% (expected position 58%)</p>						

Chairs signature: Chrys Healy Vice Chair

Date: 26.4.18

INSPIRATION KS1&2
Foxglove Way . Thatcham
Berks . RG18 4DH
01635 877114

INTEGRATION KS3&4
22 Highview . Calcot
Reading . Berks . RG31 4XD
01189 416636

INTERVENTION Y9&10
88 Newtown Road . Newbury
Berks . RG14 7BT
01635 49397

INDEPENDENCE Y11&KS5
Richmond House . Bath Road
Newbury . Berks . RG14 1QY
01635 48872

<p>Home Education: 98437 – monitoring from 1.9.17 Budget – Expenditure – £33,248 -% (expected position 58%)</p> <p>*Use of PPG for additional offsite activities is part of the PPG spend, the PPG budget is being paid directly into icollege MSB (98422) so from Sept 17 PPG spend will be reported as part of MSB.</p> <p>**£765.28 – split staffing coded to 98422 on FMS – accountancy transferring spend on Agresso.</p>	
<p>10 Governors Working Group - update</p>	<p>Actions</p>
<p>10.1 Governors discussed whether the group still needed to meet on a regular basis as its purpose had been to manage the Transition process. It was agreed that this would be discussed in more detail at the Personnel Committee on 5th December 2017.</p>	
<p>11 Link Visits</p>	<p>Actions</p>
<p>11.1 Governors discussed the arrangements for completing link visits during the 2017/18 academic year. It was agreed that the Clerk would co-ordinate dates for visits between the lead teachers and link governors. Once the date has been booked, Governors will agree the scope of the visit directly with the lead teacher for each unit. Reports will be sent directly to lead teachers to agree and then forwarded to the Clerk to log and include on the relevant MC and/or Committee agendas. A template report will be circulated. Governors with specific responsibilities for Safeguarding, SEN etc will focus on their lead subject across all units.</p> <p>11.2 Governors discussed the potential areas link visits should focus on including pupil progress and leadership and whether visits should be structured according to the focus of the Ofsted criteria e.g. Leadership and Management, Quality of Teaching, Learning and Assessment. Governors agreed that visits should include governors obtaining a sense of the school culture through observation and discussions with pupils. Visits could also be structured in a similar way to a learning walk around each unit or sitting in on a team meeting, INSET or attendance at Open days. Governors agreed that a range of visits is needed across all units.</p> <p>11.3 Governors noted the British Values Link Visit report which had been circulated with the agenda.</p> <p>Clerk to co-ordinate link visits with Lead Teachers and Governors.</p> <p>Circulate link visit template report.</p>	<p>Clerk</p> <p>Clerk/Vice Chair</p>
<p>12 Policies</p>	<p>Actions</p>
<p>12.1 The Vice Chair advised that so far 78 icollege policies had been produced in the new format, with 22 left to complete. Ensuring statutory policies are in place had been prioritised. In some cases, policies just needed to be transferred from the WBC model policy into the icollege format and tailoring them to meet the needs of the school. Others have needed a more detailed review. Where appropriate policies have been shared with members of staff with specific responsibility for the area covered by the policies prior to being cleared with the Headteacher. Governors were advised that once approved, policies will be available to both staff and Governor via Sharepoint. Guidance on how to access policies will follow.</p> <p>12.3 Once all policies have been updated, responsibility for maintaining each policy will be allocated to a staff member and the Committee responsible for its review and/or approval identified. A timeframe for review will also be agreed in accordance with legislative requirements and/or best practice.</p> <p>12.4 A number of policies had been circulated to Governors to review prior to the meeting. These include:- Vision Statement Freedom of Information Policy Persistent/Prolific Complaints Policy Health and Safety Policy Visitors and Contractors Policy Arson Prevention Policy Pay Policy</p>	

Chairs signature: Chrys Healy Vice Chair

Date:26.4.18

<p>12.5 In respect of the:-</p> <p>Vision Statement, Governors agreed that the opening bullet point should read “By 2018 we will be able to say that: We offer excellent alternative educational provision in which each of our learners:</p> <p>Arson Prevention Policy, there were some minor points which require clarification from the Health and Safety Co-ordinator.</p> <p>Pay Policy, some minor points of clarification were needed.</p> <p>Subject to the above points, Governors unanimously approved all of the documents listed in 12.4 above.</p>	
<p>13 Home Education Review – update - This had been discussed under the Headteachers Report (para 9.6).</p>	Actions
<p>14 Minutes and Matters Arising from Other Committees</p>	Actions
<p>14.1 Governors had received along with the agenda minutes from other committees for information including:- RSFPC 27th June 2017; ACS FPC 15th June 2017; RS Committee 11th July 2017; ACS Committee 9th May and 15th June 2017; and</p> <p>icollege, Safeguarding and Welfare Committee (SWC) 10th October 2017.</p> <p>14.2 Moving forward, the Chair proposed that each of the Committee Chairs should provide the MC with an overview of the areas discussed during their respective meetings.</p> <p>Include on MC agendas Committee Chairs overview.</p>	Clerk
<p>15 Ofsted Framework update and preparation</p>	Actions
<p>15.1 The Chair advised that this would be the focus of the Governors Development Training being organised for March 2018.</p>	
<p>16 Safeguarding and Health & Safety</p>	Actions
<p>16.1 Safeguarding had been discussed under the Headteachers report (paras 9.9 to 9.14).</p> <p>16.2 In respect of Health and Safety, the Health and Safety Governor (Vice Chair) advised that she is in the process of reviewing the Critical Incident Plan with the Health and Safety Co-ordinator. This involves reviewing the existing ACS plan to ensure it remains fit for purpose and incorporating Inspiration into the plan as this would previously have been covered by the RS Plan.</p>	
<p>17 Any Other Urgent Business</p>	Actions
<p>17.1 There were no items of any other business.</p>	
<p>18 Focus of Next Meeting</p>	Actions
<p>18.1 The next meeting of the MC will be on 26th April 2018 at 4pm at Integration. The meeting will focus on:- HLS Finance 2017/18 Budget Outturn Approval of the 2018/19 Budget Headteachers Report</p>	

There being no other business the meeting closed at 6.05pm

Chairs signature: Chrys Healy Vice Chair

Date:26.4.18

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