

WestBerkshireCouncil icollege alternative education ManagementCommittee

Part 1 Minutes Full Management Committee (MC) 8th Nov 2018 at 4pm at Inspiration

<p>Present: Jacquie Davies – Headteacher Staff Governor Judith Fisher - Community Governor Susanne Fisher - Community Governor Siobahn Harvey - Staff Governor Chrys Healy – Vice Chair, Community Governor Andy How - Community Governor Karen Reeve - LA Governor (Chair) Maureen Sims – Community Governor (arrived at 4.15pm) Penny Tripp - Community Member Claire White - LA Governor</p>	<p>Apologies: Jill Hills - Clerk</p> <p>CH clerked the meeting</p>
<p>Absent: None</p>	<p>Duration of meeting: 4.05 - 5.55pm</p>
<p>In attendance:</p>	<p>MC members will be referred to as governors</p>

		Action
	<p>KR advised governors that JH unable to attend as she had unexpectedly been admitted to hospital. Governors sent their best wishes for a swift recovery. KR also advised that every effort would be made to complete the first part of the meeting by 6.30 pm if at all possible to start Finance Training which was following this meeting.</p>	
1.	Apologies - Jill Hills - Clerk	
2.	Declarations of Any Other Urgent Business - None	
3.	Declarations of Business interests - None	
4.	<p>Minutes of the FMC held on 12th July 2018 (Paperwork was distributed on 3.11.18) and matters arising (where not elsewhere on the agenda)</p> <p>4.1 (6.1.2) - Pupil Numbers - Reword items highlighted in yellow - KR/CH. Action: KR/CH to reword and sign off</p> <p>4.2 (8.5.3) - Action 3 - AH and SWC to review Child Protection & Safeguarding Policy is work in progress so draft version is on icollege website until updated version agreed. Action: AH and SWC to review Child Protection & Safeguarding Policy</p> <p>4.3 (9.1.2) - Paperwork distribution in a timely manner (as per dates on MC meeting dates 18/19 document) work in progress.</p> <p>4.4 (11) - Check wether JH has printed out relevant GDPR info and stored hard copy in a file at Independence.</p> <p><i>MS arrived at 4.15pm</i></p> <p>Minutes were agreed as a true record subject to rewording (see 4.1)</p>	<p>KR/CH asap</p> <p>AH 29.1.19 SWC</p> <p>JH asap</p>
5.	<p>Headteachers Report</p> <p>JD highlighted the following</p> <p>5.1 - SIP (School Improvement Partner) Maxine Slade had been appointed initial visit on JD on 9.10.18 before, HT appraisal, and has subsequently visited all the units. Action: Once SIP report of vists received to be passed on to governors.</p> <p>5.2 - Premises updates - Intervention - Progressing well, building a self sufficient wooden structure in the grounds, hopefully could also be rented out once completed. It has been funded by SEND placements and could host Year 11 and Post 16 placements. Budget of 250k currently 15% over budget.</p> <p>Integration - Parish Council unwilling to discuss anymore and icollege representative wasn't allowed to attend latest parish council meeting, sticking point is that icollege want to increase footprint and parish council are unwilling to agree. WBC are leading on advancing this project and JD meeting with them next week and will report back at the next MC.</p>	<p>JD 27.11.18</p> <p>JD 25.4.19</p>

Signed: Karen Reeve MC Chair

Date: 7.5.19

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	<p>5.3 - HFG (Heads Funding Group) - JD has bid for and succeeded in getting a financial 'bursary' to support the integration of learners via PPP (Pupil Placement Panel). JD and KR working on producing a paper for the HFG to show the impact of the current funding transfer paper which would have a huge impact on ability of PPP to move children around. JD looking at the impact of cost reduction and Michele Sanchez (WBC Ed Psychologist) looking at balancing budget.</p> <p>5.4 IT - KR and Monica Romano (ic IT co ordinator) had a very useful meeting with St Barts ICT manager and Clerk to Governors, KR will produce and distribute a report for governors.</p> <p>5.5 (SEF) Self Evaluation Form/Headteachers Report extract Academic year 18/19 report EHCP - Out of 11 on roll at Inspiration, 5 have EHCPs (Education Health and Care Plans) and whilst data on the rept looks the same as last report JD advised there had been an increase in SEND children being placed with the service.</p> <p>5.6 OFSTED - JD advised that neighbouring provision Haybrook College, in Slough, had achieved an Outstanding OFSTED in 3 out of 4 categories. JD had access to very clear report which will go to SLT to enable them to respond to questions from icollege perspective which will help inform how to develop the icollege provision. Unclear wether there was a specialist OFSTED team for PRUs but JD felt that it would be a useful exercise for icollege to do.</p> <p>5.7 The SEF report had gone to SWC committee along with Emma Douglas's excellent Teaching and Learning Sept 27th Pupil Outcomes Report (both had been included with paperwork for todays MC). Governors wanted to pass on their congratulations to all the icollege teams and the students. Governors had also been invited to a celebration of the Independence's Class of 2018 on Friday 23rd November.</p> <p>JS asked wether the afternoon sessions mentioned in ED's report had been extra, JD explained they were additional support in Maths, Science and Art by the HoD (Heads of Department) for selected student depending on their progress and decided at termly meetings.</p> <p>5.8 JD was very pleased that the transition period had not impacted on the students, which was down to the strength of the teaching teams and strong leadership in the units.</p> <p>5.9 HTR Term 2 report - Contextual data section - showed 17/18 nubers were 69 students in 18/19 there were 61. JD felt that there would be an influx of Year 11 students in Jan 2019. KR asked how this would be managed, JD explained that she had the data and but not the latest report but would report on pupil numbers to the 29.1.19 SWC and 5.2.19 TLC committees.</p>	<p>KR asap</p> <p>JD 29.1.19 SWC 5.2.19 TLC</p>
6.	<p>Committee Meeting Verbal Reports by Committee Chairs</p> <p>6.1 FC - CW advised governors that current focus was on 2019/20 budget and budget monitoring. Currently working on governors getting robust budget monitoring information. Currently keeping to budgte but only by eating into the carry forward.</p> <p>Still waiting for the final Audit Report, both icollege and governors had responded to the draft and corrected some factual errors. Action: CW to chase LA for audit report.</p> <p>SFVS completed and approved by governors will be sent off to Schools Accountancy.</p> <p>JD has met with the LA SEND team and agreed Band 1 - EHCP - normal curriculum, Band 2 50% extra TA hours, Band 3 - 100% extra TA hours, Band 4 - Bespoke package. Icollege has yet to be advised of the actual amounts, this will also affect how many places icollege can offer and next years budget. Action: JD update governors at 11.12.18 FC</p> <p>6.2 TLC - MS explained that ED's had done a presentation at the 9.10.18 TLC which showed the results and strategies used in mainstream schools. Committee also discussed how icollge supporting a mainstream student for one A level and whether this could be developed as an outreach funding source. JD had discovered there was possible government funding to support students returning to schools and had submitted a project on behalf of the PPP.</p>	<p>CW asap</p> <p>JD 11.12.18 FC</p>

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	<p>TLC also discussed student destinations and how careers guidance was proving to be effective especially when available in Terms 5 and 6 (Summer Term). Future icollege focus was going to be on Primary provision. SF asked about NEETs (Not in Education or Employment or Training) JD advised there were 8% NEET students (3 out of 43) (Appendix 3 diagram included in contextual data paperwork)</p> <p>6.3 SWC</p> <p>6.3.1 - AH wanted to spell out governors responsibility regarding safeguarding. All governors needed to feel responsibility for child protection and safeguarding. He felt that to ensure our safeguarding is the best possible is our collective responsibility. SWC needed a clear Child Protection & Safeguarding Policy, (<i>this policy went to 3.7.18 SWC for 18/19 review</i>). There had been a lot of discussion about the policy which showed governors, led by SF and JD, had looked at carefully and AH felt confident to accept latest version.</p> <p>FM is now the Designated Safeguarding Lead (DSL) and we needed to ensure that everyone was aware of this and fact that pupils with safeguarding issues should be reported to FM, staff with safeguarding issues should go to the headteacher and the headteacher should go to the Chair of governors, everyone should be aware of this should they be asked by an inspector. Safeguarding Audit is completed annually, by the Safeguarding Governor, and is due to be done by SF liaising with FM and JD. Action: Safeguarding will be an item on all SWC agendas.</p> <p>6.3.2 Section 11 audit was no longer on Survey Monkey, from Dec 17th we will be using NSPCC Section 11 audit. SWC will be picking up actions required at 29.1.19 meeting. Safeguarding data is looked at and discussed at SWC but all governors need to have read section 2 of KCSIE (Keeping Children Safe In Education). Action: JH to check if all governors have done.</p> <p>6.3.3 MS couldn't see volume of safeguarding cases dealt with and trajectory information in SWC minutes and felt it would be useful for governors to have a commentary to illustrate both progress and trends. Governors agreed that this would be useful and AH wanted proof that data was being interrogated and trends reported in SWC minutes. MS advised that OFSTED asked for information on referrals and picked up on discrepancies in reporting. Action: SWC to discuss and record safeguarding issues, outcomes and trends.</p>	<p>JH/AH</p> <p>JH</p> <p>AH/JH</p>
7.	<p>School Development Plan (SDP)</p> <p>JD explained that this was now a 2 year plan 2018 - 2021. LTs and inclusion Managers had produced action plans for their own units/area, noted by KR during visits to the units, which had also fed into the SDP, this alongside SLT's input was enabling more ownership of the SDP. It was noted that more work needed to be done to; cost, prioritise and evidence actions.</p> <p>Governors asked following questions:</p> <p>7.1 Were SDP costs were in the draft 2019/20 budget and business case for training costs should go to the 11.12.18 FC</p> <p>7.2 SDP Vision - How had delivery of vision been reviewed - JD explained this was work in progress, staff had been discussing having a strap line, JD to look at possibility of generating via the pupil/parent voice work AH was doing.</p> <p>7.3 Governors agreed that committee Chairs to review the SDP and ask questions pertinent to their committee remit at their meetings.</p> <p>Action: Correct date on page 2 of the SDP, produce business case for training costs for 11.12.18 FC</p> <p>Action: AH working with JD to look at including pupil/parent voice in SDP</p> <p>Action: Each committee Chair to determine which target they will focus on and advise KR by the end of November</p>	<p>JD^{11.12.18}</p> <p>AH/JD^{29.1.18} SWC</p> <p>All Chairs end Nov</p>
8.	<p>Local Offer - Guidance states that Local Offer, updated annually, and available on the icollege website and SEND statements were required. CH confirmed that link to 2017/18 Local Offer, via WBC page, was on the icollege website, Emma Dodridge was working on updates. AH asked if there was a single document covering mental health issues.</p>	<p>FM/JD^{29.1.18}</p>

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	Action: FM and JD to work on a single document that covers mental health issues to go to next SWC.	SWC
9.	<p>Safeguarding 9.1 S11 Safeguarding Audit - see 6.3.1/2</p> <p>9.2 Safeguarding Governor Visits 9.2.1 SF will be doing audit on her next visit (possible date for SF and FM to meet is 20.11.18) and will produce an action plan which will be discussed, monitored and updated at SWC.</p> <p>9.2.2 Safeguarding Governor Network held on 16.10.18 and attended, highlighted; code of conduct for staff; the need to clarify which policies covered who was responsible for children that go missing in education, and GDPR does not limit information sharing regarding safeguarding of pupils. JD advised that icollege had no remit for who was responsible for HE children that go missing in education .</p> <p>Governors asked if there was more than one emergency number for each student, JD advised this was the case where possible. JD also advised that visitor checks were being carried out in each unit.</p> <p>Action: JD to investigate which policies covered who was responsible for children that go missing in education and report back to 29.1.19 SWC</p> <p>9.3 Child Protection & Safeguarding Policy (CPSP) - Governors discussed the policy and noted AH's concern regarding accessibility to the information as it was such a long policy, areas discussed included; concern over previous LAC children, a very vulnerable group, confirmed that contact details had been updated, standardisation of terminology regarding DSO/DSL (Designated Safeguarding Officer/Designated Safeguarding Lead) DSL the term to be used in literature. Governors approved latest draft. Action: Approved policy to go on the icollege website and Share Point.</p> <p>Action: JD to ensure all relevant documentation uses DSL rather than DSO.</p> <p>Action: AH and FM to produce precise version of policy.</p> <p>9.4 Governor Training - KR advised that all governors had done the CP training and CH and CW needed to do PREVENT training. JF advised she had done and was able to download certificate and let JH have a copy. SF advised she had the relevant link if governors needed it. Action: All governors to do Safeguarding quiz that had been distributed. CH and CW to do online PREVENT training.</p>	<p>JD 29.1.19 SWC</p> <p>CH asap</p> <p>JD ongoing</p> <p>AH/FM^{29.1.19}</p> <p>All gov's CH/CW^{29.1.19}</p>
10.	<p>Risk Register (RR) Academic year 2018/19 - Update High risk areas remained the same as last report; pressure on places, recruitment, key person insurance, staff sickness absence (less of an issue than it was but remained high risk), capital works new build programme and ICT security. JD advised that 1:1 return to work interviews for single day absences had proved to be effective in reducing this type of absence.</p> <p>Governors agreed that finance issues should be added to risk register in light of recent changes in senior Schools Accountancy advisers who did not have education experience, however day to day team still in post.</p> <p>Action: JD to report to 27.11.18 PERS on effect of sickness absence.</p> <p>Action: KR to add to add finance issues to Risk Register and FC to discuss whether to note concerns.</p> <p>AH asked whether RR should go to each committee as well as the full MC to enable it to be discussed in more detail. KR advised that it was discussed at Chairs Briefing group held with the clerk and Vice Chair, suggested all chairs familiarise themselves with the document and feed in their concerns at the full MC.</p> <p>Action: All governors to familiarise themselves with the RR and highlight concerns at full MC.</p>	<p>JD 27.11.18 Pers</p> <p>FC 11.12.18</p> <p>All gov's</p>
11.	<p>Policies 11.1 Pay Policy - This had been fully discussed at FC who aimed to balance rewarding staff and meeting budget pressures, FC approved using WBC recommendations. Governors ratified the policy.</p>	

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	<p>11.2 Child Protection and Safeguarding Policy - Approved at 23.9.18 SWC. Governors ratified policy see item 9.3.</p> <p>11.3 Medical Conditions Policy - Approved at 23.9.18 SWC. Governors ratified policy</p> <p>11.4 First Aid Policy - Governors asked wether icollege needed a First Aid Policy, CH advised that there was guidance on First Aid in each unit including information on first aid leads, but would check on H&S visits which will start next week.</p> <p>Action: Check wether First Aid policy needed alongside first aid guidance in all units.</p>	CH ^{20.11.18} H&SPIT
12.	<p>Skills Audit</p> <p>KR had sent the skills audit form to all governors on 10.10.18 and had received some completed forms. Governors advised that there was also a useful Governors Healthcheck questionnaire, available on Governor Hub. CH had sent out links to all governors to enable them to use Governor Hub and governors agreed to complete Governors Healthcheck questionnaire as a collective at the next full MC on 25th April as part of the Governance Review.</p> <p>Action: All governors asked to complete and return their skills audit to KR by the end of November 2018</p>	All gobs 30.11.18
13.	<p>Internal Audit Report</p> <p>This was carried out on 19/20th June by Mark Hill and Paul James from WBC. Overall audit opinion was Satisfactory. Governors asked if icollege had learnt anything from the, JD advised that Satisfactory = OK and when compared with other schools only one achieved Outstanding. Auditors also advised that considering transition icollege was managing well.</p> <p>Action: Chase WBC auditors for final report for 11.12.18 FC</p>	JD/KP 11.12.18 FC
14.	<p>SFVS</p> <p>CW had worked on this building on last years version and advised that format would be changing next year which would include more benchmarking information. Governors expressed their thanks to CW for doing.</p>	
15.	<p>Home Education update</p> <p>To be discussed under Part 2</p>	
16.	<p>Governor Monitoring/Link Visits (LV)</p> <p>KR updated governors on a recent visit to St Barts with their ICT Co ordinator and clerk to governors. Interesting methodolgy regarding visits included; committees providing LV focii, St barts used their committee Chairs to drive this area; establishing focus, ensuring reports produced and passed on to clerk for distribution to other governors. MS advised that this had happened at TLC, AH advised that this hadn't been possible at SWC due to time constraints.</p> <p>Governors agreed that all chairs make a start at managing this area at their next committee meetings. It was suggested when governors were sending LV reports out for consultation and agreement that they include a date by which a response is made, if this doesn't happen it will be assumed that report is approved.</p> <p>Action: LV to be on all committee agendas. Committee chairs manage LVs focus, production and distribution of LV reports.</p> <p>Action: Update annual Schedule of Link Visits</p>	JH/Comm chairs JH asap
17.	<p>Management Committee Vacancies</p> <p>KR passed on guidance that states if Parent Governor cannot be found, former Parents of pupils could be approached, then someone who is a parent of a student in education and finally a former parent. KR had alos contacted Ian Pearson re Community Governor, if possible a HT or DHT with primary school experience.</p> <p>Action: JH to produce and send out information for elections for Parent and Support Staff Governors.</p> <p>KR advised that PT had resigned as a governors due to time pressures and upcoming travel commitments.</p>	JH asap

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	Governors formerly thanked PT for her work with the icollege and wished her all the best for the future and happy travels.	
	Part 1 of meeting ended and both PT and SH left at 5.55pm	
18.	Finance Training – to inform discussion and approval of Budget Strategy CW led training from 6.15 - 7.55pm	
19.	<p>Budget Strategy Financial Year 18/19 Produced by Karen Price (KP) SBM (School Business Manager) and JD. CW advised that supporting KP by offering advice and training to further improve level of knowledge. Also expressed concern that KP listed as a DSL as she had enough work to manage at the moment. CW agreed that it was important to list assumptions as in end of item 3 Staffing and item 5 Other Assumptions. Appendix 5 listed all the SLA's mentioned in item 4 Contracts and Servcie level Agreements. Governors acknowleged that item 6 Benchmarking was difficult and item 9 Risks can be updated when document was reviewed and that the information in this document would also be useful for Schools Forum. Governors agreed that pro actively producing a report for Schools Forum to explain the current funding situation would be a good idea.</p> <p>Action: Governors agreed that KP removed from Safeguarding DSL information.</p> <p>Action: Produce a report for Schools Forum</p> <p>CW thanked for very comprehensive and useful presentation and governors thanked for attending both meeting and training.</p>	<p>JD asap</p> <p>JD /FC</p>
20.	Any Other Urgent Business - None	
21.	<p>Focus of Next Meeting:- 25th April 2019 Ratify 2019/20 budget SEF/SDP update - verbal Committee meeting verbal reports Governance Review - Governors Healthcheck questionnaire</p>	
	Meeting closed at 8.15pm	

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