

Part 1 Minutes Full Management Committee (MC) 12th July 2018 at 4pm at Intervention

<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 Maureen Sims – Community Governor Penny Tripp - Community Member Claire White -LA Governor</p> <p>Absent: None</p>	<p>Apologies: Jill Hills Clerk CH clerked meeting</p> <p>Duration of meeting: 4.0 - 5.45pm</p> <p>MC members will be referred to as governors</p>
--	--

1.	<p>Apologies -Jill Hills 1.1 KR advised governors that JH would return to work in September 2018 and governors past on their best wishes to her. 1.2 KR advised governors that Paul Field had reluctantly resigned as a governor as his new role meant he was unable to attend meetings as he was often out of the country. Governors recorded their thanks and appreciation of PF's work as a governor and wished him all the best in his new role.</p>	
2.	<p>Declarations of Any Other Urgent Business -Careers Education -Guidance and Provider Access Statement</p>	
3.	<p>Declarations of Business interests -There were no declarations of business interests</p>	
4.	<p>4.1 Minutes of the full MC held on 26th April 2018 had been circulated with the agenda and were agreed as an accurate record with agreed change: item 6.1: CW 'appointed as an LA Governor from the beginning of May 18.' Matters Arising (where not elsewhere on the agenda) 4.2 (26.4.18 minutes -7.2.1 - SH asked whether judgements in Safeguarding section of SEF were accurate across all the units as she felt that there were currently issues at Inspiration in this area. This was due to the number of students and their complex issues, manifested by their physical behaviour towards staff.) KR asked whether SH still had concerns re safeguarding issues at Inspiration. SH explained that she hadn't wanted to undermine staff with safeguarding role at Inspiration, but she had concerns and was in a predicament re her role as a governor and member of staff. KR advised that any concerns in this area should be taken to the HT. SH felt things had now improved in this area. 4.3 (26.4.18 minutes -7.1.2 -LA Strategic Development AP bid to develop Outreach support to reduce exclusions and encourage behaviours for learning.) Update in paperwork sent out by JD on 10.7.18 SEF -Contextual Data which would be included in item 6.</p>	
5.	<p>Internal Audit - Finance 19/20th June 2018-07-13 -JD advised that both the auditors (one new and the other retiring) were both surprised that the service was being audited at this time. Only issue raised was why JD only countersigned hard copy versions of claim forms, JD explained this had been suggested at last audit. Full report expected in Sept 2018, copy to be sent to CW if not included in auditors email loop and discussed at 16.10.18 FC, governors to receive update at 8.11.18 full MC. Action: Copy Internal audit report to CW and FC when received and update to be reported at 8.11.18 full MC</p>	<p>JD Sept 18</p>
6.	<p>6.1.1 Headteachers Report (HTR) - KR noted that Termly HTR to governors Term 6 had only been sent out by JD on 10.7.18 so governors may not have had a chance to read.</p> <p>JD advised that not too many changes to Headteachers Report to governors T4 (fifth page of SEF - Academic year 2017 -18) that hadn't already been reported to the relevant committees. Areas JD highlighted were:</p> <p>6.1.2 - Pupil numbers - 46 students would be remaining at icollege for the next academic year. During the same period last year there were 20 referrals, this year there were 2. Since last PPP another 8 short term placements had been requested. AH asked what impact there would be on funding, JD explained that had a better idea as had an idea of numbers continuing at icollege and CW explained that a cautious budget had been set. Last academic year budgeted for 66 pupils and we had 79. Governors acknowledged the difficulties of managing the provision especially having enough teaching staff, TA's were slightly easier to manage because of their contracts. Action: It was agreed the Risk Register should be updated to reflect position.</p>	<p>JD 8.11.18</p>

Signed: Karen Reeve

Date: 8.11.18

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

Part 1 Minutes Full Management Committee (MC) 12th July 2018 at 4pm at Intervention

	<p>6.1.3 -Exclusions -16 in Terms 4 and 5 (Spring Term) and 8 in terms 5 and 6 (Summer Term).</p> <p>6.1.4 -Outcomes for learners -(Second table in Self Evaluation Up date for Governors -Outcomes for learners -Data update, second table) Expected progress = 3 levels over 5 years, accelerated progress = 2 levels over 2 years. JD felt figures were very good and was very pleased with the progress in Art. Students work had been framed and put up at Independence and looked very good. Results noted figures for all students and PPG, SEN and LAC students. SH highlighted progress of Inspiration student who had done very well in their SATS and would be going to Park House in September. They had been at Inspiration for a year and good results showed how working 1:1 with this student had been very effective.</p> <p>6.1.5 -Leadership and Management Premises -Moorside was being proposed, by the LA, as temporary accomodation for Integration from Jan 2019 -JD advised that there was a meeting on 16th July regarding the building contract. Quotes were being gathered for removal and JD also investigating other options. JD to contact KR or AH if governor help needed. Action: JD update governors at next full MC.</p> <p>6.1.6 -Personal Development, Behaviour and Welfare - Counselling had brought in an income of £10.5k per year based on 262 billable sessions over 3 terms.</p> <p>6.1.7 -Curriculum -Duke of Edinburgh bronze and silver expeditions took place in June and resukts were not in yet.</p> <p>6.2 -Home Education/Medical Tuition Service -JD advised that service had very good raw data but as yet it wasn't analysed. JD to establish most effective way to do this and report back.</p> <p>6.3 -JD then read the following from Toy Stories -Adventures from Berkshire (<i>a book of toy stories written by primary school children in West Berkshire organised by Young Writers to promote and encourage creative writing. CH has a copy of the book if any governors want to view get in touch</i>).</p> <p>The Rank and the Watermelon -Tank and Watermelon went to the factory to see their friends called Ashley, Phillip and Freddie. They were very kind people but Tank had a black, dark, scary side to him. He wanted to kill Watermelon and asked Phillip to help him. They met up at the factory toilet. I was dark and smelly. They tried to explode Watermelon but he was too strong. They thought it would be easier to make him their friend. They had a lot of fun together.</p> <p><i>Four other Inspiration pupils also took part it was agreed CH would include them in the minutes: Lilly The Doll -Once, there was a doll in the toyshop called Lilly. She was a nice tan colour with lovely, red rosy cheeks. Lilly wore a lovely floral dress. She alos had a really nice black belt around her waist. One day, a little girl walked past the window and saw the doll come to life. She bought her and took her Lilly home. Ellie the little girl, walked to her mum and said, "I amd bored with my doll," so Lilly ran away. Two days later, they were reunited and Lilly never ran away again. (10 year old)</i></p> <p>Zane In Minecraft Legoland -After everyone goes home, Zane jumps up to life. His Lego robot mouth sings softly alongside his robot dog. Zane decides to build himself a house. He wants to build a very tall house so he has to break some tree wood to help. When it is finished it looks amazing ! Unfortunately, the creeper from Minecraft comes and blows his house up ! Boom ! Bang ! Zane sighs, "Oh man, that took me forever to build !" Zane is so mad he kills creepers with his super fire powers. (8 year old)</p> <p>Beginner To Mini Pro -The T22 Portotype took part in his first battle with four to six tier one tanks. During the second battle, he was wrecked. Magically, he recovered to fight another battle. Eventually, he was the only one left to fight the enemy and he got to teir two, the mystical silver level. T22 Prototype was very proud of himself and told T1 Cunningham of his achievement. At level three he knowkced out all of the tier twos and chose to fight other tanks from any other country. (7 year old)</p> <p>Tom Is Lost In The Cave -Tom was a blue robot. He came alive and found himself lost in a dark cave, "Where am I ?" he muttered. He began sweating and his heart was racing. He tried to escape the cave but couldn't find the exit. It was so dark and gloomey. At last, he found it but saw a huge fire right by it ! The fire made his cogs fall off. Then, he fainted. Sadly Tom never used the exit and he died a peaceful death. (9 year old)</p>	<p>JD 8.11.18</p>
--	--	--------------------------

Signed: Karen Reeve

Date: 8.11.18

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

Part 1 Minutes Full Management Committee (MC) 12th July 2018 at 4pm at Intervention

	<p>6.4 Local Offer -This is due to be updated for 2018/19 academic year. Action: JD to ensure Local Offer 2018/19 goes to 9.10.18 TLC, report to be with the clerk by 28th September. Governors thanked JD for the report.</p> <p>Action: JD promised to number pages and items in SEF and HTR to aid document navigation.</p>	<p>JD 28.9.18</p> <p>JD asap</p>
7.	<p>Risk Register -V4 was Included in paperwork for this meeting, there were no key changes and it was agreed that it would be included in all full MC paperwork.</p>	<p>Clerk</p>
8.	<p>Relevant items from committees Ac Yr 18/19 -Minutes of committee meetings included in paperwork for this meeting.</p> <p>8.1 Finance Committee -KR reminded governors that there had been issues with the quality and consistency of reporting and this committee had 2 extra meetings, triggered by the need for governors to have the relevant information to be able to ratify the budget. The LA had also contacted KR to highlight their concerns. Both JD, and Karen Price, the School Business Manager (SBM) had worked hard and at the 10.7.18 FC the BMR (Budget Monitoring Report) and the Budget Strategy (produced in retrospect) had been most helpful. KP to update, as agreed at the 10.7.18 FC, and send to CH to distribute to governors over the summer. The updated Budget Strategy would also go to 8.11.18 full MC.</p> <p>MC was in a much better position now that CW joined the FC would follow her advice to begin producing the documentation in Terms 1 and 2, acknowledging the difficulty as numbers were difficult to predict, as LA funding allocation was changing for the 18/19 academic year. It was better for icollege to be pro active and have the relevant information to advise the Schools Forum of the possible consequences of their decision making regarding charges. It was agreed that CW would do a training session for governors.</p> <p>Actions: KP to update Budget Strategy and send to CH to send to governors and latest version to go to 8.11.18 full MC</p> <p>CW to do a session on how schools are funded for governors and effective budget management after the 8.11.18 full MC.</p> <p>8.2 H&SPIT - H&S Governor precid report on H&S Needs Assessment 2.5.18 -8.6.18 was included in paperwork for this meeting. CH advised that Wendy Manning, (WBC Senior H&S Adviser) who carried out the Needs Assessment and produced the report, was very pleased with the progress made since the last assessment. There were only 2 areas that were Require Improvement, 13 were Good and 5 Outstanding. WM final comment was: <i>“ There has been a really encouraging amount of progress made since the previous PRU audits 2 years ago. It is really remarkable to see how involved and motivated all the staff at iCollege are to help improve health and safety across all 4 units and that safety is taken seriously. Everyone I spoke to was extremely helpful and keen to illustrate how they were contributing to the overall picture. There are still a few weak areas and points to work on but I have to give enormous amounts of credit to Jacquie, Chrys, Dave and Monica for all their hard work in improving the policies and procedures across the newly formed iCollege. Well done everyone and keep up the hard work. It’s a long journey and the nagging is never popular with staff but you are well on the way to achieving high levels of compliance. I look forward to continuing to work with you in the coming year ahead.”</i></p> <p>CH had meeting with Monica Romano the H&S Co ordinator on the 9th July and discussed a plan of action to address areas that needed improvement and CH would be doing H&S visits in Terms 1 and 2. CH also wanted to record her thanks and appreciation for MR’s excellent work and support.</p> <p>8.3 PERS - KR acknowledged that that high staff absences had an effect on the new service and acknowledged the plans that JD had put in place to address, including</p>	<p>KP end of term CW 8.11.18</p>

Signed: Karen Reeve

Date: 8.11.18

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

Part 1 Minutes Full Management Committee (MC) 12th July 2018 at 4pm at Intervention

	<p>supplying support for possible hidden areas causing stress to some staff. The long term absences were worrying but being well managed and the management of the short term absences had improved, but last minute absences were still a problem.</p> <p>8.4 TLC - MS advised that presentations by Ali Haynes (PSE and Careers Lead) on Gatsby Development Areas (included in Careers Education -Guidance and Provider Access Statement) and Emma Douglas's (AHT Raising Standards) report on Raising Standards - Areas of Development since Sept 2017 had been very informative and had helped governors identify both the progress made and further actions needed.</p> <p>8.5.1 SWC -AH felt that icollege were pretty well covered in this area across all 4 units, grateful thanks to Safeguarding Governor SF, whose extensive knowledge in this area and termly visits to all units had helped inform the SWC. The Link Visit report to the 5.7.18 SWC (included in paperwork for this meeting) was based on how icollege were addressing OfSTED focus areas.</p> <p>Faye Miller (AHT Safeguarding & Wellbeing) was responsible for safeguarding across all units and was doing a very well. AH met regularly with FM to allow her to off load and raise alarms if necessary. There are Designated Safeguarding Officers in all units and FM covered if they were absent and there was a reporting system for incidents. FM was in the process of attaining Anti Bullying accreditation for the service.</p> <p>AH had a very good meeting with Pietro Framallicco (Integration Lead Teacher) and was impressed at how issues were covered, ie; passing on records and entry procedures. SWC also covered areas highlighted in full MC's in more detail. Area for Development were Pupil and Parent voice, AH would meet with JD next academic year to establish most effective way of getting and recording this.</p> <p>8.5.2 - MS asked if current Child Protection & Safeguarding Policy was compliant with the latest statutory KCIE (Keeping Children Safe In Education) guidelines which would come into force in Sept 2018.</p> <p>8.5.3 Designated Safeguarding Leads -CH advised that contact details for all DSL's were on the icollege website.</p> <p>Action 1: SF had advised that Safeguarding Audit be an agenda item for all SWC meetings.</p> <p>Action 2: AH to arrange to meet JD to establish most effective way of getting and recording pupil and parent voice by next SWC.</p> <p>Action 3: AH and SWC to review Child Protection & Safeguarding Policy is compliant with new statutory guidance and get approval at next SWC.</p>	<p>Clerk</p> <p>AH/JD 25.9.18</p> <p>AH Sept 2018</p>
9.	<p>Governance Year End Review -KR had consulted with governors and produced the Governance Review 2017/18 report and provided recommendations based on their responses. Governors agreed following:</p> <p>9.1.1 Meetings:</p> <ul style="list-style-type: none"> • Meetings frequency as stated • Times at 2 or 4pm unless Gobs unable to attend • Agree that associated membership for some SLT members to cover for HT is required • Move venues/alternate venues when possible/convenient to service <p>9.1.2 Paperwork:</p> <ul style="list-style-type: none"> • Papers to clerk for distribution 11 days before meeting, papers out 7 days before meeting. • Minutes to committee Chair within 7 days of meeting. • Use a consistent format, including footer that lists units (icollege templates can be re distributed to all) for reports to governors. • When adapting sense check for clarity and consistency. KR advised that if paperwork was 	

Signed: Karen Reeve

Date: 8.11.18

Part 1 Minutes Full Management Committee (MC) 12th July 2018 at 4pm at Intervention

	<p>not received on time there is a possibility that governors may have to defer discussion on the issue. Action: KR to discuss with JH on her return to work.</p> <p>9.1.3 Length of meetings:</p> <ul style="list-style-type: none"> • Meeting to run for 90mins max • Governors to ensure they pre-read meeting papers to enable a focus on discussion of issues • Staff to be advised that they don't need to present their reports in full – just key points they particularly want to emphasise. • Distributing paperwork in a timely manner will enable governors to ask staff questions about their reports. <p>9.1.4 Emails:</p> <ul style="list-style-type: none"> • Check icollege email address as that's email address governors should be using. • Respond to emails within 4 days. <p>9.1.5 Link Visits</p> <ul style="list-style-type: none"> • Each committee to agree focus at the beginning of the academic year and governors advised who to contact. • Each governor organise visits directly with staff and be responsible for; advising clerk of dates, producing and agreeing report and sending to clerk. Action: LV reports to go to AHT's, copying JD in. Governors to include respond by date, if no response within that time to assume agreed and pass on to clerk for inclusion in relevant set of paperwork. <p>9.1.6 The Key - Check everyone accessing if they wish to. Some governors had experienced problems in the past these were now resolved so governors still unable to access should try again.</p> <p>9.3.1 Governors Skills Audit/Self Assessment June 2018 -This had been produced using information from governors training records she was able to access and after consultation with governors. Governors to advise KR if there were any additions or corrections. Action: All governors check that their records on Governor Training Record as at June 2018 correct, if not advise KR by Sept 2018.</p> <p>9.3.2 Additional governor training Safeguarding - Options include: KWANGO (Safeguarding Adults e-learning courses) offer; what NSPCC offer; The Key offer a package that is £89 on top off current cost; use trained DSL to do training; governors with expertise in Safeguarding to do training, Safeguarding sessions at intervention. Action: SWC to investigate possibilities and report back 8.11.18 full MC</p>	<p>KR asap</p> <p>All governors</p> <p>All governors Sept 2018</p> <p>SWC 8.11.18</p>
10.	<p>10.2 Standing Orders 2018/19 Academic Year - Approved</p> <p>10.3 Terms of Reference and committee membership 2018/19 Academic Year - Approved Membership approved:</p> <p>Finance Committee (FC) -CW (Chair), CH, KR, JD, Advisor Karen Price (SBM)</p> <p>Health & Safety, Premises & IT Committee (H&SPIT) -CH (Chair and H&S Governor), KR, JD, Advisor Monica Romano (H&S Co odinator)</p> <p>Personnel Committee (Pers) -KR (Chair), AH, CH, MS, CW, JD</p> <p>Teaching & Learning Committee (TLC) -MS (Chair), JF (SEND Governor), JD, Associate Member ED</p> <p>Safeguarding & Wellbeing Committee (SWC) -AH (Chair), SF (Safeguarding Governor), PT (Careers Governor), JD, SH, Associate Member FM</p> <p>10.4 Meeting dates for all 2018/19 Academic Year MC meetings discussed and approved subject to agreed changes. Action: CH to update meeting dates and distribute dates by the end of term.</p>	<p>CH 20.7.18</p>

Signed: Karen Reeve

Date: 8.11.18

Part 1 Minutes Full Management Committee (MC) 12th July 2018 at 4pm at Intervention

	<p>10.5 Scheme for paying Governors Allowances 2018/19 Academic Year - Approved</p> <p>10.6 Governor vacancies: 1 Community Governor, 1 Support Staff Governor, 1 Parent Governor Action: JD to check if FM had possible Parent Governor to approach for next Academic Year.</p>	JD Sept 2018
11.	<p>GDPR update -KR advised that working with MR they had done a huge amount of work to ensure icollege was compliant and produced the icollege General Data Protection Regulation (GDPR) Action and Planning Overview as at June 2018 which was discussed at 26.6.18 H&SPIT. Governors had all been emailed advising them of the new requirements. Once JH back hard copies will be printed out and kept at Independence. Action: JH to get relevant GDPR info printed out and keep in a file at Independence.</p>	JD Sept 2018
12.	<p>Policies 12.1 - V22 Policy Register was distributed with paperwork for this meeting. CH advised that there were 7 policies left to be approved. All approved policies were available to view and download on Share Point and statutory policies were also on the icollege website. CH to divide the policies between committees for review and approval, not all policies had to come to the full MC for ratification.</p> <p>12.2 Grievance Procedure was ratified</p> <p>12.3 Financial Management & Procedures Policy was ratified</p> <p>12.4 Careers Education -Guidance and provider Access Statement was approved.</p>	
13.	H&S and Safeguarding matters -covered in item 8	
14.	AOB - Governors expressed their thanks to CH, KR and Emily Stephenson for covering the clerking, all signed thank you print for PF and governors wanted to pass on a 'Huge Thank You' to JD for managing an incredibly hard year so brilliantly.	
15.	Focus of next meeting 8th November 2018; Update governors declaration of business interests, sign code of conduct, Local Offer, Ratify 2019/20 budget, Headteachers Report, Committee meeting reports, Finance training for governors.	

Meeting closed at 5.45

Signed: esigned Karen Reeve

Name: Karen Reeve

Position: Chair of Management Committee

Date: 8.11.18

Signed: Karen Reeve

Date: 8.11.18

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