

Management Committee 7<sup>th</sup> September 2017 at 4pm at INDEPENDENCE

PART I MINUTES

<b>Present:</b>	Karen Reeve – Chair, Local Authority Member Chrys Healy – Vice Chair, Community Member Jacquie Davies – Headteacher Andy How – Community Member Susanne Fisher – Community Member Judith Fisher – Community Member Penny Tripp – Community Member Maureen Sims – Community Member (from 4.30pm)
<b>Apologies:</b>	Paul Field – Community Member
<b>Absent:</b>	Rayna Horne – Parent Governor
<b>In Attendance:</b>	None
<b>Clerk:</b>	Jill Hills

MEMBERS WILL BE REFERRED TO AS GOVERNORS IN THE MINUTES

	<b>Actions</b>
<b>1. Apologies and Welcome</b>	
1.1 Apologies had been received from Paul Field. Maureen Sims had also sent apologies as she was running late. The Clerk acted as Chair for items 1 to 5.3 on the agenda.	
<b>2. Declarations of Any Urgent Business</b>	<b>Actions</b>
2.1 There were no declarations of any other urgent business.	
<b>3. Declarations of Interests</b>	<b>Actions</b>
3.1 There were no declarations of business interests. The Clerk circulated Declaration of Eligibility Statements, Code of Conduct and Register of Interest forms for Governors to complete and return at the next meeting.  <b>Governors to complete annual forms and return to the Clerk at the next meeting.</b>	<b>All Governors</b>
<b>4. Instrument of Government (IOG)</b>	<b>Actions</b>
4.1 <b>Governors were advised</b> that following approval at the FMC meeting on 13 <sup>th</sup> July 2017, the IOG for icollege was forwarded to West Berkshire Governor Services to arrange for it to be legally sealed. This process has been completed and a copy of the IOG will be emailed to Governors after the meeting.  <b>Clerk to email Governors a copy of the sealed IOG.</b>	<b>Clerk</b>
<b>5. Membership</b>	<b>Actions</b>
<b>Election of Chair</b>	
5.1 The Clerk asked for nominations for Chair. Chrys Healy proposed that Karen Reeve be elected Chair. The Clerk asked if Governors wished for her to leave the meeting so that her appointment could be discussed. <b>Governors declined and unanimously agreed</b> that Karen should be appointed as	

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	Actions
<p>Chair for one year.</p> <p><b>Election of Vice Chair</b></p> <p>5.2 The Clerk asked for nominations for Vice Chair. Karen Reeve proposed that Chrys Healy be elected Vice Chair. The Clerk asked if Governors wished for her to leave the meeting so that her appointment could be discussed. <b>Governors declined and unanimously agreed</b> that Chrys should be appointed as Vice Chair for a further year.</p> <p>5.3 The Headteacher thanked the Vice Chair for her excellent work on the website over the summer break. In addition, the signage at all four units has been changed and is looking good.</p> <p><i>The newly elected Chair took over from the Clerk for the remainder of the meeting.</i></p> <p><b>Election of Karen Reeve as Local Authority Governor</b></p> <p>5.4 The Vice Chair advised that there had been some confusion within Governor Services as to whether Karen Reeve had been appointed as a LA or Community Member. For clarification purposes, these minutes confirm that Karen Reeve was appointed as a LA Governor.</p>	
<p><b>Confirm with Governor Services that Karen Reeve was/is appointed as LA Governor.</b></p>	Clerk
<p><b>Vacancies</b></p>	
<p>5.5 <b>Governors were advised</b> that there are 2 Staff Governor vacancies (as neither of the previous governors had transferred to icollege) and 1 LA Governor. In addition, as the Parent Governor, Rayna Horne, had been unable to attend meetings during 2016/17 due to personal circumstances, the Parent Governor would also be re-advertised with Rayna being invited to reapply if she felt able to.</p> <p>5.6 The Clerk advised that she has reviewed the election guidance provided by WBC which includes example letters, election forms and timescales for each stage of the process. <b>Governors agreed</b> that the Election Guidance should be followed as closely as possible. With this in mind, the Clerk suggested that in order for the successful applicants to be approved at the MC on 30<sup>th</sup> November, the process should begin no later than 13<sup>th</sup> October 2017. The Headteacher advised that she was keen for the process to start as soon as possible. The Clerk advised that the first stage is for the MC needs to elect a Returning Officer which is usually either the Chair, Headteacher or Clerk. <b>Governors unanimously agreed that the Clerk should be appointed as the Returning Officer.</b></p>	
<p><b>Clerk to prepare election documents and timetable for both Staff and Parent Governors as soon as possible.</b></p>	Clerk
<p>5.7 In respect of the LA Governor vacancy, it was agreed that the Chair would liaise with Ian Pearson, Head of Education to see if a suitable candidate could be identified. Governors discussed that based on the current skills mix, someone with finance, health and safety or premises experience would be beneficial.</p>	
<p><b>Chair to contact Ian Pearson, Head of Education regarding the LA Governor vacancy.</b></p>	Chair

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6. Standing Orders, Committee Structure, Terms of Reference and Membership	Actions
<p><b>Standing Orders</b></p> <p><b>6.1</b> <b>Governors were advised</b> that the Standing Orders circulated with the agenda were the same as the ones reviewed and approved at the FMC on 13<sup>th</sup> July 2017. Governors therefore need to ratify that the icollege Management Committee should adopt the Standing Orders. <b>Approval was proposed by Chrys Healy and seconded by Andy How. Governors unanimously agreed to adopt the Standing Orders.</b></p> <p><b>6.2</b> <b>Governors were advised</b> that there had been a change to legislation (The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017. The amended regulations enabling school governing bodies to remove elected parent and staff governors came into effect on 1 September 2017. As with the removal of co-opted governors, elected parent and staff governors can now be removed by way of a majority decision of the governing body, which needs to be ratified at a second meeting. If an elected governor is removed from office they are also disqualified from serving or continuing to serve as a school governor for five years from the date of their removal. The guidance includes examples of the behaviours that could lead to a governing body considering removal. However, removal should be seen very much as a last resort which should only used in very exceptional circumstances, when all other avenues to address the issues have been exhausted.</p> <p><b>Finance Committee (FC)</b></p> <p><b>6.3</b> <b>Governors were advised</b> that the draft Finance Committee Terms of Reference (TOR's) is based on the FPC TOR's but with reference to responsibilities for Health and Safety, Premises, Personnel and Pay removed as these will now be covered by separate committees. <b>Chrys Healy proposed that the TOR's be approved and this was seconded by Andy How. Governors unanimously agreed to approve the Finance Committee TOR's.</b></p> <p><b>Health and Safety and Premises Committee (HSPC)</b></p> <p><b>6.4</b> Following on from the discussion above, draft HSPC TOR's had been circulated prior to the meeting. <b>Chrys Healy proposed that the TOR's be approved and this was seconded by Andy How. Governors unanimously agreed to approve the Health and Safety and Premises Committee TOR's.</b></p> <p><b>Personnel Committee (PERS)</b></p> <p><b>6.5</b> Draft TOR's for the PERS had also been circulated prior to the meeting. The TOR's cover responsibilities for both personnel and pay. <b>Chrys Healy proposed that the TOR's be approved and this was seconded by Andy How. Governors unanimously agreed to approve the Personnel Committee TOR's.</b></p> <p><b>Headteachers Appraisal Panel (HAP)</b></p> <p><b>6.6</b> <b>Governors were advised</b> that the TOR's for the HAP which were circulated prior to the meeting are based on those in place previously. <b>Chrys Healy proposed that the TOR's be approved and this was seconded by Andy How. Governors unanimously agreed to approve the Headteachers Appraisal Panel TOR's.</b></p>	

	Actions
<p><b>Teaching and Learning Committee (TLC)</b></p> <p><b>6.7</b> <b>Governors were advised</b> that the draft TOR's which had been circulated prior to the meeting, are based on the teaching and learning elements of the former ACS and RS Committee TOR's. <b>Chrys Healy proposed that the TOR's be approved and this was seconded by Andy How. Governors unanimously agreed to approve the Teaching and Learning Committee TOR's.</b></p> <p><b>Safeguarding and Wellbeing Committee (SWC)</b></p> <p><b>6.8</b> As above, <b>Governors were advised</b> that the draft TOR's which had been circulated prior to the meeting, are based on the safeguarding and wellbeing elements of the former ACS and RS Committee TOR's. It was agreed that Assistant Headteachers can attend these meetings with or on behalf of the Headteacher. <b>Chrys Healy proposed that the TOR's be approved and this was seconded by Andy How. Governors unanimously agreed to approve the Safeguarding and Wellbeing Committee TOR's.</b></p> <p><b>Appeals Committee</b></p> <p><b>6.9</b> <b>Governors were advised</b> that an Appeals Committee could be required to consider a range of situations including staff disciplinary matters, exclusion of pupils and complaints. As such there are no TOR's as the conduct of the meeting is determined by the procedure relevant to the appeal. In the case of staffing matters, appeals may take place with input from the WBC HR department who will advise Governors of the procedure to be followed.</p> <p><b>6.10</b> Membership of this committee will be determined on a case by case basis in order to ensure that there are a sufficient number of Governors who have no or limited prior knowledge about the circumstances leading to the original decision, so that they can consider the matter independently. As these meetings can be required within relatively short timescales the availability of Governors will also be taken into account when selecting the Appeals Committee/Panel.</p>	
<p><b>7. Governor Roles</b></p>	<p><b>Actions</b></p>
<p><b>Chairs of Committees</b></p> <p><b>7.1</b> <b>Governors unanimously agreed</b> the Chairs of Committees as follows:-</p> <p>SWC     Andy How  TLC     Maureen Sims  FC       Karen Reeve  PERS    to be confirmed at the November MC  HAP     to be confirmed at the November MC  Appeals (to be appointed on a case by case basis to ensure independence)</p> <p><b>Include appointment of Chairs for PERS and HAP on the agenda for the November MC.</b></p>	<p><b>Clerk</b></p>

					Actions
<p><b>Committee Membership</b></p> <p>7.2 <b>Governors discussed</b> membership of Committees as per the schedule below which had been circulated prior to the meeting. <b>Governors unanimously agreed the committee membership as follows:-</b></p>					
<p><b>MC – Governors can attend all meetings unless there is a conflict of interest</b></p>	<p><b>TLC - Teaching &amp; Learning Committee</b></p>	<p><b>SWC - Safeguarding &amp; Wellbeing Committee</b></p>	<p><b>FC - Finance Committee</b></p>	<p><b>PERS - Personnel Committee</b></p>	
<p>1. Jacquie Davies (Headteacher) 2. Paul Field (Community Governor) 3. Judith Fisher (Community Governor) 4. Susanne Fisher (Community Governor) 5. Chrys Healy (Community Governor) 6. Andy How (Community Governor) 7. Karen Reeve (LA Governor) 8. Penny Tripp (Community Governor) 9. Maureen Sims (Community Governor)</p> <p>1. Vacancy Parent Governor 2. Vacancy Staff Governor 3. Vacancy Staff Governor 4. Vacancy LA Governor</p>	<p>Jacquie Davies Paul Field Judith Fisher Staff Governor Parent Governor</p> <p>AHT Emma Douglas</p> <p>Jill Hills - Clerk</p>	<p>Jacquie Davies Andy How Susanne Fisher Penny Tripp Staff Governor</p> <p>AHT Faye Miller</p> <p>Jill Hills - Clerk</p>	<p>Jacquie Davies Chrys Healy Karen Reeve</p> <p>Karen Price SBM</p> <p><b>H&amp;SPC - Health &amp; Safety and Premises Committee</b> Jacquie Davies Chrys Healy Karen Price SBM H&amp;S Coord/Lead</p> <p>Jill Hills - Clerk</p>	<p><i>Chairs of other committees and Vice Chair tbc</i></p> <p>Chrys Healy Andy How Karen Reeve Maureen Sims</p> <p>Jacquie Davies</p> <p>Jill Hills - Clerk</p>	
<p>7.2 <b>Governors noted</b> that as vacancies are filled, newly appointed/elected governors will be allocated to committees in accordance with their respective skills. <b>Governors noted</b> that on other documentation, Judith Fisher had been included in the membership for SWG rather than TLC and that this needs to be amended.</p> <p><b>Check that Judith Fisher is allocated to the correct committee on all documents which include committee membership.</b></p> <p><b>Specific Governor Roles</b></p> <p>7.3 <b>Governors discussed</b> which governors should be appointed to specific roles and the following agreed:-</p> <p>Safeguarding and SEND Governor      Susanne Fisher Health and Safety Governor              Chrys Healy</p>					<p><b>Vice Chair &amp; Clerk</b></p>

	Actions
<p><b>Link Governors</b></p> <p><b>7.4</b> <b>Governors discussed</b> that the completion of link visits (other than safeguarding and health and safety) is an area where the previous MC had struggled to ensure that visits take place in a timely manner. Governors discussed how improvements could be made and what the focus of this year's visits should be.</p> <p><b>7.5</b> <b>Governors discussed</b> whether the focus should follow the Ofsted criteria:-</p> <p>Effectiveness of Leadership and Management  Quality of Teaching and Learning and Assessment  Safeguarding, Personnel Development, Behaviour and Welfare</p> <p><i>Post meeting note: The Clerk has confirmed that the above are the current Ofsted headings/criteria as per the latest Inspection Handbook.</i></p> <p><i>Maureen Sims arrives at 4.30pm</i></p> <p><b>7.6</b> <b>Governors agreed</b> that the purpose of their visits is not to act or seen to be acting as “inspectors” and that especially with the nature of the service provided, the focus needs to be softer than purely data. At the time of inspection, it will be important to focus inspectors on the nature and successes of the service and away from pure data, given the comparatively low number of students on roll and the fluctuation in the composition of the cohort, often on a term by term basis. <b>Governors discussed</b> whether in relation to Leadership and Management, these visits should be undertaken by either the Chair or Vice Chair.</p> <p><b>7.7</b> <b>Governors agreed</b> that it is important that staff do not perceive governors as inspectors or be frightened by their presence, but should see them as being supportive as well as supportively challenging of the service. The aim of link visits is to provide a lead and measure of the culture of the organisation but at the same time could gather evidence in support of the inspection process.</p> <p><b>7.8</b> <b>Governors discussed</b> that the Chairs of Committees, but especially safeguarding, need to be confident that they understand the schools strengths and weaknesses when speaking to inspectors. A number of Governors will be attending the Ofsted Preparation Course being run by WBC in November 2017.</p> <p><b>7.9</b> <b>Governors agreed</b> that visits should be allocated to Governors by Committee and then each visit should consider each of the Ofsted criteria as well as a measure of culture and leadership. Governors would report back to their respective committees prior to going to the MC. Governors will gather evidence in support of the Inspection process during visits as well as good practice or areas of challenge. The Vice Chair advised that she is already compiling a file of documentation linking to the Ofsted criteria. In addition, the focus of visits will need to dovetail with the School Development Plan which is in the process of being finalised by the Headteacher with input from staff. This will be presented to the November MC by which time Governors will have also completed the Ofsted Preparation course.</p> <p><b>7.10</b> <b>Governors discussed</b> need to review the Visits Policy and transfer the reporting template into the new house style. In order to allocate Governors, the Clerk will email round seeking volunteers and</p>	

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<p>would then organise a schedule of visits in conjunction with the Headteacher, Assistant Headteachers and individual governors, to be in place before the next meeting</p>	
	<p><b>Actions</b></p>
<p><b>Review Link Visit Policy and reporting template and circulate by email for comment.</b></p> <p><b>Clerk to email Governors seeking volunteers &amp; draft a schedule of visits before the next management committee</b></p> <p><b>Include School Development Plan on the agenda for the November MC.</b></p>	<p><b>Chair &amp; Vice Chair</b></p> <p><b>Clerk</b></p> <p><b>Chair &amp; Clerk</b></p>
<p><b>8. Meeting Schedule 2017/18</b></p>	<p><b>Actions</b></p>
<p><b>8.1 Governors discussed</b> the meeting schedule which had been circulated prior to the meeting. <b>Governors asked</b> if the Governors Working Group would continue to meet and the Vice Chair advised that it would at least for the Autumn Term, to deal with any residual transition matters etc. Governors noted that these had not been included on the meeting schedule but would be arranged on an “as required” basis. <b>Governors unanimously approved the 2017/18 Meetings Schedule.</b></p> <p><b>8.2</b> In terms of the focus of the Headteacher requested that these include the following:-</p> <p>SWG 10<sup>th</sup> October – presentation by Faye Miller, Assistant Headteacher Community and Wellbeing  TLC 17<sup>th</sup> October – presentation by Pietro Framaliccio (Fram) Data Manager, Pupil progress and results/outcomes  H&amp;SP 14<sup>th</sup> November – presentation by Monica Romano, Health &amp; Safety Coordinator</p> <p><b>Governors agreed</b> that these should be added to the meeting focus.</p> <p><b>Clerk to update focus of meetings in accordance with the above.</b></p>	<p><b>Clerk</b></p>
<p><b>9. Policies</b></p>	<p><b>Actions</b></p>
<p><b>Policy Schedule</b></p> <p><b>9.1 Governors were advised</b> that the Chair and Vice Chair had been working over the summer break to produce an updated policy schedule so that any gaps can be addressed and moving forward, policies could be reviewed in a timely manner and transfer existing policies to the icollege format. Responsibility for review of individual policies will be allocated to the most appropriate Committee, the MC or the Headteacher. Statutory policies are being prioritised <del>and are being transferred to the new house style.</del> Where in the past WBC model policies have been adopted automatically, these will be tailored for icollege. Leslie Kerry (TA) who also clerks for a West Berkshire school, has been assisting with this process.</p> <p><b>Update policy schedule to include initial allocation of responsibility for the review and approval of policies.</b></p> <p><b>9.2</b> The Vice Chair is also looking at standardising a numbering system for policies and how to signpost stakeholders where they are located. The numbering and filing order will be discussed with the Data</p>	<p><b>Clerk</b></p>

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<p>Manager to ensure that it is consistent with the main systems in use.</p>	
	<p><b>Actions</b></p>
<p><b>Discuss numbering and filing system for policies with the Data Manager.</b></p> <p><b>9.3</b> In respect of policies which should be published on the schools website, as an interim measure all of the previous policies have been uploaded until they can be updated and reformatted. Where appropriate, policies will be circulated for comment by email prior to being finalised. <b>Governors agreed</b> that a statement should be included on the website to the effect that policies have been added as per those previously published but will be updated as soon as possible.</p> <p><b>Add statement re updating of policies to the website.</b></p> <p><b>9.4</b> <b>Governors were advised</b> that as policies are reviewed they will be circulated by email to governors for comment. If no comments are received within a specified timescale, it will be assumed that the amendments are satisfactory and the policy will be forwarded to the relevant committee for approval.</p> <p><b>9.5</b> <b>Governors discussed</b> that some policies need to be on display within units, for example Child Protection information on who to speak to if there are concerns and the Whistleblowing Policy. The need for information such as this to be readily available was one of the “lessons learnt” from a Serious Case Review.</p> <p><b>Ensure that where appropriate key information on how to report concerns etc is on display in all units.</b></p> <p><b>Child Protection and Safeguarding Policy including Safeguarding Statement</b></p> <p><b>9.6</b> <b>Governors discussed</b> the above policies which had been circulated prior to the meeting. In respect of Section 6, <b>Governors asked</b> where the policies would be kept. <b>Governors were advised</b> that an electronic copy will be held on the icollege intranet/cloud. Currently both the RS and ACS policies are on the system but once approved there will be just the one version. The <b>Safeguarding Governor asked</b> if a hard copy of the Child protection &amp; Safeguarding Policy could also be available in each of the units in the event that the system was unavailable when an incident occurred. <b>Governors agreed</b> that it would be important to ensure that when the policy is updated, the hard copies are also updated to ensure they remain current.</p> <p><b>Child Protection and Safeguarding Policy to be available in hard copy in each unit and ensure they remain current.</b></p> <p><b>9.7</b> <b>The Safeguarding Governor asked</b> if there was a Use of Images Policy and was advised that this is incorporated into the ICT &amp; On Line Safety Policy. The Headteacher confirmed that parents sign a consent form for images to be used when their child first joins the service. The Safeguarding Governor advised that this and other areas where a separate policy is relevant/referred to should be cross referenced in the Child Protection and Safeguarding Policy. She had prepared a list of such areas which was given to the Vice Chair to incorporate into the policy.</p> <p><b>Ensure Child Protection and Safeguarding Policy includes cross referencing to other relevant policies.</b></p>	<p><b>Vice Chair</b></p> <p><b>Vice Chair</b></p> <p><b>Headteacher</b></p> <p><b>Headteacher</b></p> <p><b>Vice Chair</b></p>



<p><b>Subject to the above, Governors unanimously approved the Child Protection and Safeguarding policy which would be circulate for final checking once the amendments have been made.</b></p>	
	<p><b>Actions</b></p>
<p><b>Circulate amended Child Protection and Safeguarding for final checking.</b></p> <p><b>9.8</b> Following a brief discussion, <b>Governors unanimously approved the Safeguarding Statement</b> which will be displayed in each unit.</p> <p><b>Health and Safety Update</b></p> <p><b>9.9</b> <b>Governors were advised</b> that following feedback from Wendy Manning (WBC Health &amp; Safety) after her review at The Oaks, the Health and Safety Policy is being reviewed to ensure that it is fit for purpose. <del>As an interim measure, The WBC model policy was being tailored adopted and is currently being reviewed to tailor it to the new service.</del> Dave Mills (Health &amp; Safety Lead) has reviewed and commented on the model policy and fed back a number of areas where changes are needed. Contact information for personnel will be checked by the Headteacher and then the revised policy will be forwarded to Wendy Manning for comment and will then go to the 14.11.17 H&amp;SP committee for approval then come to the November MC meeting for ratification.</p> <p><b>Review Health and Safety Policy to ensure that contact information for personnel are accurate.</b></p> <p><b>Forward revised policy to Wendy Manning (WBC) for review.</b></p> <p><b>Include Health and Safety Policy approval on the agenda for the November MC.</b></p> <p><b>9.10</b> <b>Governors were advised</b> that Monica Romano is supporting Dave Mills at an operational level. She is keen to undertake Health and Safety training via WBC in the first instance.</p> <p><b>Governors Code of Conduct</b></p> <p><b>9.11</b> <b>Governors were advised</b> that there have only been formatting amendments to the Code of Conduct and so was <b>unanimously approved.</b></p> <p><b>Scheme for Paying Governors Allowances</b></p> <p><b>9.12</b> <b>Governors were advised</b> that there have only been formatting amendments to the Scheme for Paying Governors Allowances and so was <b>unanimously approved.</b></p> <p><b>Parents/Carers Complaints Policy and Persistent and Prolific Complaints Handling Procedure</b></p> <p><b>9.13</b> <b>Governors were advised</b> that there had been some formatting amendments to the Prolific Complaints and Handling Procedure and the Scheme for Paying Governors Allowances both were <b>unanimously approved.</b></p>	<p><b>Vice Chair</b></p> <p><b>Headteacher</b></p> <p><b>Vice Chair</b></p> <p><b>Clerk</b></p>
<p><b>10. Transition</b></p>	<p><b>Actions</b></p>
<p><b>Governance Working Group Update</b></p>	

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<p><b>10.1</b> <b>Governors were advised</b> that there have not been any additional meetings since the last update to the FMC in July 2017. As discussed in 8.1 the GWG will continue to meet on an “as required” basis and that a meeting will be needed during October 2017.</p>																																					
	<b>Actions</b>																																				
<p><b>Arrange GWG meeting for October 2017.</b></p> <p><b>Initial Pupil Numbers</b></p> <p><b>10.2</b> The Headteacher advised Governors of the Admission Numbers as at 7<sup>th</sup> September as per the table below:-</p> <table border="1" data-bbox="177 714 1129 1061"> <thead> <tr> <th>Provision</th> <th>On roll</th> <th>Pending in</th> <th>Pending out</th> </tr> </thead> <tbody> <tr> <td>Inspiration</td> <td>8</td> <td></td> <td></td> </tr> <tr> <td>Integration</td> <td>7 (10)</td> <td>1 LAC</td> <td>2 x Special School 1x Parental Refusal</td> </tr> <tr> <td>Intervention</td> <td>12</td> <td></td> <td>1x Virtual</td> </tr> <tr> <td>Independence</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Year 11</td> <td>20</td> <td>PPP 14.09.17</td> <td></td> </tr> <tr> <td>Post 16</td> <td>10</td> <td>6</td> <td></td> </tr> <tr> <td>Outreach</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Home Education</td> <td>18</td> <td>2</td> <td></td> </tr> </tbody> </table> <p>LAC = Looked After Child, PPP = Pupil Placement Panel.</p> <p><i>Post Meeting Note: In addition to the above there are 4 Secondary, 4 Primary and 9 Counsellor (plus 2 with Independence)</i></p> <p><b>10.3</b> <b>Governors asked</b> if KS5 pupils were returning from last academic year. The Headteacher confirmed that some are, but others are new students.</p> <p><b>10.4</b> <b>Governors asked</b> how the numbers above compared to capacity. The Headteacher advised that the capacity is 66 students. This was discussed further under Part II.</p> <p><b>Home Education</b></p> <p><b>10.5</b> <b>Governors were advised</b> that the Headteacher had been tasked by the JSR (Joint Strategic Review ) committee to review the Home Education Service . The review is to be completed by the end of December 2017.</p>	Provision	On roll	Pending in	Pending out	Inspiration	8			Integration	7 (10)	1 LAC	2 x Special School 1x Parental Refusal	Intervention	12		1x Virtual	Independence				Year 11	20	PPP 14.09.17		Post 16	10	6		Outreach				Home Education	18	2		<b>Chair &amp; Vice Chair</b>
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Outreach																																					
Home Education	18	2																																			
<p><b>11. Minutes of the meeting on Full Management Committee 13<sup>th</sup> July 2017</b></p>	<b>Actions</b>																																				
<p><b>11.1</b> The minutes of the Full MC meeting on 13<sup>th</sup> July 2017 had been circulated with the Agenda. The minutes were agreed as an accurate record and signed by the Chair.</p>																																					
<p><b>12. Matters Arising</b> (where not elsewhere on the agenda)</p>	<b>Actions</b>																																				

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<p><b>12.1</b> <b>Governors noted</b> that many of the actions had already been covered during the meeting.</p>	
	<b>Actions</b>
<p><b>5.5 Safeguarding and Child Protection Training for Governors.</b></p> <p><b>12.2</b> The Clerk confirmed that a number of Governors have completed the training and forwarded copies of the completion certificates to her. Some problems had been experienced with password access to the online training.</p> <p><b>Maureen Sims to forward log on information to Governors.</b></p> <p><b>Those Governors who have not yet completed the on-line training to do so as soon as possible and forward certificates to the Clerk.</b></p> <p><b>5.6 Keeping Children Safe in Education (KCSIE)</b></p> <p><b>12.3</b> The Clerk confirmed that there was one KCSIE Statement outstanding (Paul Field). The Clerk would follow this up with him at the next meeting.</p> <p><b>Clerk to ensure Paul Field completes the KCSIE statement.</b></p> <p><b>5.7 Data Protection</b></p> <p><b>12.4</b> The timing of the implementation of the changes to the Data Protection Act are now clearer and so this will now be added to the MC agenda for May 2018</p> <p><b>Add Data Protection changes in legislation to the MC agenda for the May 2018 meeting.</b></p> <p><b>7.12 &amp; 7.14 icollege transition planning; achieving the vision</b></p> <p><b>12.5</b> <b>The Headteacher confirmed that</b> the Leadership and Management section of the “Achieving the Vision” document has been amended to include the reconstitution of the Management Committee.</p> <p><b>12.6</b> <b>Governors were advised</b> that the Headteacher will be contacting Kim James (SIP) to arrange a further visit during the Autumn Term.</p> <p><b>Arrange SIP to arrange a visit during the Autumn Term 2017.</b></p> <p><b>Staff Wellbeing</b></p> <p><b>8.3 Staff Wellbeing Outcomes.</b></p> <p><b>12.7</b> The RS Headteacher had provided Governors with a summary of the outcomes from the Staff Wellbeing Group. These will be reported in the Autumn Term.</p> <p><b>Action Carried Forward:- Include RS Staff Wellbeing Outcomes on the agenda for the November 2017 MC.</b></p>	<p><b>Maureen Sims</b></p> <p><b>All Governors</b></p> <p><b>Clerk/Paul Field</b></p> <p><b>Clerk</b></p> <p><b>Headteacher</b></p> <p><b>Clerk</b></p>

Chair's signature: K Reeve Date: 30.11.17

<p><b>8.5 RS Photocopiers</b></p> <p><b>12.8</b> <b>Governors asked</b> for an update on the RS photocopiers and whether they had been relocated or returned to the company and any costs incurred. The Headteacher advised that the SBM it has not been possible to resolve the situation yet. The matter is being reviewed by the School Business Manager (SBM) but that currently this was not a priority. Advise is being sought from Clare White (WBC Accountancy). <b>Governors asked</b> if the SBM required additional admin support during the Autumn Term. The Headteacher advised that there are two Admin Support working with the SBM and wherever possible tasks are being delegated to them. Governors were keen to provide additional support if required.</p>	
	<b>Actions</b>
<p><b>8.6 Diversion of post from Riverside</b></p> <p><b>12.9</b> The Headteacher advised that currently post from Riverside is being diverted to Moorside instead of The Porch.</p> <p><b>9.2 Achievement for All (AfA)</b></p> <p><b>12.10</b> At the July FMC, <b>Governors were advised</b> that the last visit will be on 21<sup>st</sup> September 2017. The Headteacher has been advised that the service has passed and received a commendation for its offsite activities. However, a certificate confirming the successful completion of the process has not been received and the Headteacher is reluctant to continue with the process next academic year until this is provided. In addition, she is seeking confirmation of who will be providing ongoing support from AfA (Achievement for All). It has been proposed that the focus during 2017/18 academic year would be Primary and P16 elements of icollege. <b>Action carried forward.</b></p> <p><b>Headteacher to update Teaching and Learning Committee on AfA in the Autumn Term.</b></p> <p><b>9.7 GWG to monitor pupil numbers returning to icollege from Newbury College.</b></p> <p><b>12.11</b> The Headteacher will soon be meeting with Newbury College, should there be any ongoing issues the Chair would write a follow up letter</p>	<b>Headteacher</b>
<p><b>13. Any Other Urgent Business</b></p>	<b>Actions</b>
<p><b>13.1</b> The Headteacher advised that there was documentation relating to Investment in Careers which required the Chairs signature.</p> <p><b>13.2</b> <b>Governors thanked</b> Chrys Healy for her hard work and commitment during the previous academic year where although appointed as Vice Chair, she had in effect acted as Chair during the JSR and transition period.</p>	

14. Focus of Next Meeting	Actions
<p>14.1 The next MC will be held on 30<sup>th</sup> November 2017 at 4pm at Inspiration. The meeting will focus on:-</p> <ul style="list-style-type: none"> <li>Headteachers report inc Pupil Outcomes (if available)</li> <li>High Level Summary P7 and update re icollege budget</li> <li>Staff and Parent Governor Elections/Appointments</li> <li>Local Offer</li> <li>icollege Strategic Plan</li> <li>Ofsted Framework Update and preparation</li> <li>Policy Ratification:- Health and Safety, Pay Policy</li> <li>Home Education Review update</li> <li>Pers Committee and HAP Chair appointment</li> <li>Staff and Parent Governor appointments.</li> <li>Staff Wellbeing Outcomes (RS)</li> </ul>	

There being no other business the meeting closed at 5.40pm.

Chair's signature: K Reeve      Date: 30.11.17