

<p>Present: Maureen Sims – Community Governor (Chair) Jacquie Davies – Headteacher Judith Fisher - Community Governor (Vice Chair) Chrys Healy – Community Governor Adam Butler – Staff Governor</p>	<p>Apologies: Bridget CooperEastwood – Parent Governor Siobahn Harvey - Staff Governor Faye Miller – AHT (Safeguarding & Wellbeing)</p> <p>Duration of meeting: 1.00 – 3.20pm</p> <p>MC members will be referred to as governors</p>
<p>In attendance: Emma Douglas – AHT (Teaching and Learning) Jill Hills – Clerk</p>	

1.	Welcome, Apologies and Declarations	Action
1.1	The Chair welcomed those present. Apologies had been received from Bridget CooperEastwood, Siobhan Harvey and Faye Miller who were unable to attend due to work commitments.	
1.2	There were no declarations of any other urgent business.	
1.3	There were no declarations of business interests.	
2.	Minutes of the MC on 21 st May 2020 and Matters Arising (where not elsewhere on the agenda)	Actions
2.1	The minutes of the MC on 21 st May 2020 had been circulated with the agenda. The minutes were agreed as an accurate record and would be signed by the Chair as soon as lockdown permitted.	
Matters Arising/Action Tracking Report		
2.2	The Chair referred to the Action Tracking Report which had been updated to reflect progress made against the actions raised in the previous minutes (See Appendix A). Governors noted that all of the outstanding actions referred to information contained within the TLC and SWC AHT reports or items later on the agenda. The Action Tracker would be updated for the current position as covered by discussion during the meeting.	
3.	TLC AHT Report	
3.1	Governors thanked the AHT for her detailed report and for circulating it earlier than the deadline. This had enabled Governors to ask questions in advance of the meeting and for the AHT to provide answers. These had been circulated along with the papers for this meeting.	
3.2	The AHT explained that further work would be taking place to link careers with education. Nicki Waterfield, Business and Enterprise and all teachers had participated in a discussion over Zoom during lockdown, looking at how this could be moved forward and embedded. A further meeting was taking place this week focusing on areas to improve, career days and how these could be used to link English, Science and Maths to careers to tie in with the Gatsby Benchmarking. Teachers are excited about developing this.	
3.3	In respect of the Year 11 curriculum, there had been a need to ensure that there was balance between aspirational/visiting of organisations focusing on careers elements and the need to complete the curriculum. All visits had taken place after 2.30pm so as not to take time out of the school day. There had been interviews with the Watermill Theatre on the last day of term looking at careers involving drama.	
3.4	Two members of staff had completed virtual training on Rosenshine on how to conduct “deep dives” with Subject Leads and had in turn given a presentation to all teachers via Zoom. The Quality of Education section of the SDP plan was being updated in order to identify Rosenshine threads throughout the curriculum and teaching and learning. The next step is to audit their own departments and identify training etc and to use written lesson observations form to link to Ofsted criteria and Rosenshine	

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		Actions
	elements. TA's are receiving training on questioning techniques. Information is being disseminated down at curriculum level via meetings and later on this afternoon at primary level meetings. The aim is to develop the concept of "velcro to gain more knowledge". Governors congratulated Emma Douglas on her hard work in this area.	
3.5	Governors congratulated staff on their tenacity in persuing fundraising for the music project. Another Bags2School collection is planned for 28 th September. Maestros had been very good during lockdown.	
3.6	Students at Inspiration had taken part in the John Muir environmental award which was free of charge.	
3.7	Governors asked about the Enterprise and Marketing qualification which was a new qualification available to students. The AHT advised that this was a Level 1/2 qualification national award, equivalent to a GCSE. It was similar to Preparation for Working Life and had been introduced to ensure that there are sufficient opportunities for all learning paths. This would form part of the core provision for those students coming out of mainstream schools in Years 10 and Year 11. Students staying on for Y12 could add Photography and Literature. It was important to offer a balanced core and vocational curriculum.	
3.8	Governors asked about the Duke of Edinburgh (DofE) Scheme. The AHT advised that it is optional for students and is not for everyone. Students complete the Expedition Level which is practical assessment focused, not the Community element. Outdoor Academy (OA) deliver this for Y12 and some Y11's. John Wilye is trying to pull together a KS4 programme and is assessing and tracking DofE now, drawing in from other areas for extra credit etc. The route taken is dependent on learners, either vocational/DofE or academic qualifications/time in classroom. Students complete the Silver Award now. The Gold Award was offered before to Y13 students but it is expensive to use OA to deliver this, hence a different strategy has been introduced.	
3.9	The new GCSE's are very knowledge heavy e.g. Maths consists of three papers and the Science GCSE's are tough. It is possible that students complete a scaled down GCSE in Y10 as icollege students have already lost a lot of time.	
3.10	Governors thanked the AHT for the work she did with students. <i>Emma Douglas left the meeting at 2pm.</i>	
4.	SEN Local Offer	
4.1	Governors had received the updated SEN Local Offer with the agenda. Governors discussed that this was a very good and timely update, incorporating The POD and Therapeutic Thinking. Governors unanimously approved the SEN Local Offer for updating to the West Berkshire webpage as soon as possible. Action: Ensure that the updated SEN Local Offer is uploaded to the West Berkshire website.	Headteacher September 2020
5.	CV-19 Risk Assessments	
5.1	Governors discussed the CV-19 Risk Assessments which had been prepared for each of the Units. This represented a major piece of work. Governors asked what the formal process was for ongoing reviews of the risk assessments. The Headteacher advised that there was no regular pattern of review in place as this is triggered by new guidance from the Government or events/practicalities as they arise in Units. For example, at Independence the 2 metre markings on the floors have already been changed to make the space more manageable and the type of hand sanitiser was changed. Whilst classrooms have been rearranged so that Teachers can maintain a 2 metre distance, this is more problematic for TA's moving between students. TA's are therefore following the guidance for Carers, using PPE, or adapting the way they work. Entry and exit at Units is not the same as the arrangements for mainstream schools. Bespoke arrangements have been put in place for each student.	
5.2	Students are being encouraged/supported to wear masks where appropriate. However, they may not be social distancing outside of school or know how to get hold of a mask. Staff are setting examples for	

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	learners and are encouraging them to act responsibly outside of school. Governors asked if staff are wearing masks. SLT and Lead Teachers had expressed concern around non-verbal messages to pupils and that wearing masks in Units were hot.	
5.3	Governors asked how leaders were ensuring that staff had read the risk assessments. The risk assessments are discussed at staff meetings as they vary slightly at each site. Stairs are particularly problematical in respect of social distancing, so it is very much a combination of reading and remembering. Over the Summer, risk assessments will be recirculated and a read receipt requested.	
5.4	It is uncertain what September/October will bring and further guidance about reopening in September is expected on 11 th August 2020. icollege is planning based on current guidance, but this may be completely different by the start of the Autumn Term. There could be localised lockdowns and therefore a move to blended learning is necessary with students switching to on-line learning. Governors asked how icollege would respond should this be the case. Governors were advised that the response is not set up as yet. Laptops for Y10 students, provided by the Government, have now been received but it is problematical to deploy there use offsite as to many icollege students they will be seen as "currency". There needs to be training for learners as to how to access on-line resources. Teachers are in the process of establishing which students have access to IT with a camera at home so that the priority for laptops can be determined. The AHT is setting up Teams training, so the ability to access on-line learning is not ready yet but planning has started. Six more laptops have been purchased for staff use. Monica Romano (IT Co-ordinator) is undertaking an "audit" to establish which members of staff need the laptops for on-line learning. Two Teachers are shielding and so they will be providing on-line lessons in school for September.	
5.5	The disadvantages of using on-line learning is how to motivate learners. Typically lessons involve ten minutes of learning followed by a task. This is more challenging for icollege learners who are disadvantaged in all sorts of ways as a result of CV-19 and lockdown.	
5.6	Governors asked if icollege would be using Gsuite which was being offered by the Government to all schools free of charge as a platform for on-line learning. The Headteacher advised that icollege is following this up, however, it may still be necessary to produce hard copy lessons etc and deliver and collect these from some students.	
6.	SWC AHT Report	
6.1	The SWC report had also been circulated to Governors in advance of the meeting so that questions could be raised and answered. These had been circulated with the papers for this meeting.	
6.2	Governors noted that the Child Protection and Safeguarding Policy had been updated on the website and thanked the AHT for ensuring this had happened.	
6.3	In respect of the Attendance Policy referred to on page 2 of the report, Governors had been unable to locate a copy on Sharepoint and asked whether it was included as part of another policy. The AHT advised that there is not a dedicated Attendance Policy but the information is contained within the School Day Policy and is covered in the Behaviour Policy. Governors agreed that this was acceptable as schools did not need to publish an Attendance Policy on the website, as long as it was covered by other documents/policies. Governors asked if there was an Admissions Policy and were advised that there isn't. Action: Look at what is already in place for both Attendance and Admissions and revisit the need for a dedicated policy in the Autumn Term.	AHT/ Headteacher Autumn Term 2
6.4	In respect of Therapeutic Thinking, Governors queried the review date of July 2021 which seemed late for an interim checkpoint. The AHT advised that this should read July 2020. All Lead Teachers and Lucy Hilliard (WBC Lead) had completed the review by the deadline of 15 th July 2020. Feedback had been provided by written questionnaire and the outcome of the analysis would be provided to the Autumn MC. There had been varied responses across the service. The POD and Inspiration had scored their evaluations as high, whilst lower numbers had been evident from Integration as the impact/adding value from the introduction of the approach, had been lower as it was something the Unit had been doing	

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	<p>already. Work was needed in respect of the responses and looking at the way and what questions had been asked. In respect of Adverse Childhood Experiences (ACE's), there needs to be a greater level of staff understanding. Training has been provided during lockdown but the outcome has not been analysed yet. Action: Provide feedback on the outcome of the Therapeutic Thinking interim review and ACE's training.</p> <p>6.2 Changes to Keeping Children Safe in Education (KCSIE)</p> <p>6.5 Changes to KCSIE legislation being introduced from September 2020 had been discussed by the Safeguarding Governor and the AHT. There was a clear understanding of what changes had been made regarding mental health, managing allegations and on-line safety. Additional resources had also been added. Safeguarding training had been shared by the Headteacher which would be completed by the Safeguarding Governor.</p> <p>6.6 One of the main changes related to managing and following up allegations applies to Supply Teachers. This applies to staff being employed via an Agency. Governors discussed that it was incredulous that these had not been covered under KCSIE before.</p> <p>6.7 Governors discussed the transferable risk from members of staff private lives into their professional life and the risk of "guilt by association".</p> <p>6.3 Safeguarding Governor visit and Safeguarding Network Update</p> <p>6.8 The Safeguarding Governor had completed a very positive virtual meeting with the AHT and had identified the areas to be developed further moving forward. The Section 175 Audit is due to be completed in the Autumn Term along with a review of the actions arising from last years audit. Action: Feedback outcome of S175 Safeguarding Audit and actions from last year.</p> <p>6.9 The Safeguarding Governor had attended the virtual Safeguarding Network meeting on 8th July 2020. The meeting had focused on the different challenges facing schools during lockdown. Other areas covered include:-</p> <p>LA Safeguarding Policies – Schools adopt these but they are very lengthy. Ways of reducing the length are being explored, led by Enbourne School;</p> <p>Governors Toolkit – WBC have had a toolkit covering the safeguarding role but it isn't used. The Berkshire West Safeguarding Children Partnership is looking at how the toolkit can be adapted.</p>	<p>AHT Autumn Term</p> <p>AHT MC Autumn Term 2</p>
7.	Headteachers Report – CV-19 weekly updates	
7.1	Governors thanked the Headteacher for the weekly update reports produced throughout CV-19 which had been exceptionally useful and valuable to Governors. They provided a good record of how icollege had responded to the challenges brought about by the pandemic. It was agreed that the reports should not be published on the schools website. The Headteacher advised that she was not planning to produce further weekly updates in September unless required by circumstances at that time. Governors acknowledged the huge volume of documents and information which the Headteacher and staff had needed to keep up to date with.	
8.	Health and Safety	
8.1	Due to CV-19 restrictions the Health & Safety Governor had not been able to complete any additional monitoring visits but had kept in touch with the H&S Co-ordinator throughout. She had input to the CV-19 Risk assessments, COSCH and PPE requirements. The H&S Co-ordinator was continuing to complete ongoing H&S checks alongside IT support.	
8.2	Monica Romano had been working on getting the new laptops ready for both students and staff and had experienced problems obtaining the administrators code from WBC. She would be undertaking an audit	

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8.3	<p>of IT equipment over the summer along with Inventory checks. MR had been very proactive during CV-19 and the H&S Governor had passed on the Management Committees thanks to her. The H&S Governor gave personal thanks to MR for her help and the Headteacher for being flexible with her work pattern etc during the pandemic.</p> <p>Governors asked about the fire doors in Units as these are being left open to increase ventilation during the pandemic and how this is being managed. Governors were advised that there is a need to balance security and fire risks with the risks associated with CV-19. Government guidance is expected regarding measures to be put in place during the Winter, when doors will not be able to be left open.</p>	
9.	Governance	
9.1	9.1 Annual Review - The Chair advised that this is in progress.	
9.2	9.2 Personnel Committee 16th June 2020 – The meeting had focused on staff wellbeing during CV-19, staff vacancies and planning for September, appraisals and the move to SIMs to monitor progress. Governors acknowledged the volume of training staff had completed during lockdown.	
9.3	Finance Committee 7th July 2020 – Governors noted that the review of the funding structure for icollege had been delayed due to CV-19. A Pupil Placement Panel (PPP) had been held and five additional secondary learners placed with icollege. The Headteacher had gone back to the LA to discuss funding for these and whether responsibility rested with the schools or the LA. Negotiations were taking place with Michelle Sancho but icollege should not have to beg for funding for pupils placed with them. There was anecdotal evidence to suggest that whether places were to be funded by schools or the LA were not being equitably applied. Where responsibility for funding rests is subject to ongoing discussion. Governors concerns over funding, especially where a student is placed from out of area will be revisited in September. The Chair and Headteacher had attended a meeting with the LA to discuss finance and a further meeting was planned for November 2020. Action:- Continue to monitor and report on progress in regard to the funding review.	Headteacher Autumn Term
9.4	icollege had 57 students placed with them in September 2020, but the average for the year is 74. There were concerns that icollege may be overwhelmed with referrals in the Autumn if students did not fit back into school very well having been unable to attend during lockdown.	
9.5	Expenditure as at P3 had been reviewed and robust questions had been asked and detailed explanations provided. The deadline for claiming additional expenditure as a result of CV-19 was 21 st July 2020. icollege was applying for c£4,000 to £5000.	
9.6	Capital works will focus on improvements to car parking areas and outside spaces at Units. The latter would also be supported from Sports Premium Grant at Primary Units. The POD roof was to be replaced but this was at nil cost as it was due to a fault with the construction of the unit last Summer.	
9.7	9.3 Governor Training – Governors noted that they need to update their Safeguarding Training. Action: Governors to notify Clerk when training modules had been completed.	
10.	Proposed New Structure for Meetings 2020/21	
10.1	Governors discussed the paper which had been prepared detailing the proposed changes to the MC and Committee structure for 2020/21. This involved a flatter structure whereby the MC considered all business currently reported to TLC and SWC Committees. Separate Finance and Personnel Committees would be retained. The Headteacher requested that Finance Committees are scheduled to allow sufficient time for the SBM to receive and process monthly budget monitoring information from WBC, usually received by the 5 th working day each month. Governors agreed the revised MC and Committee structure. Standing Orders and Terms of Reference would be reviewed to ensure they reflected the new arrangements and would be brought to the first meeting in the Autumn Term for approval. Action: Review Standing Orders and Terms of Reference to reflect revised structure.	MS, JF, BCE Autumn Term 1
		Chair and Clerk Autumn Term 1

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10.2	Now that the revised structure has been agreed the meeting schedule for 2020/21 will be drafted and circulated. Action: Draft and circulate meeting schedule for 2020/21.	Clerk
10.3	The Chair advised that discussions were ongoing with prospective Governors Harry James and Annette Priestley including whether it might be possible to do a virtual tour of a Unit as a way of giving them a feel for what icollege is about. The Headteacher expressed her reservations about recruiting Governors virtually and whether this enabled candidates to be properly vetted. The Chair advised that references would be obtained for both candidates and the usual DBS checks would still be undertaken.	
10.4	The Chair advised that this was Chrys Healy's last meeting as she was standing down at the end of this academic year. Governors gave huge thanks to Chrys for her dedication and contribution to icollege during her time as a Governor.	
11.	Any Other Urgent Business	
11.1	Website Governors discussed that the situation with CV-19 had highlighted the need for an effective website and the importance of ensuring that information is kept up to date. This would need to be the focus during the Autumn Term. Action: Review the use of the website during the Autumn Term.	Headteacher Autumn Term
12.	Focus of Next Meeting	
12.1	The date for the next MC will be confirmed once the meeting schedule for 2020/21 has been drafted and agreed. The focus would be agreed nearer the time to take into account the implications of CV-19 but would need to include:- Risk Assessments Statutory Tasks: Elect Officers Safeguarding & Health and Safety Governor, Standing Orders, TOR's Committee Membership. Governors Code of Conduct, Governors Allowances Policy Focus of Link Visits SDP/GPD Policies: Pay Policy, Safeguarding and Child Protection Policy, Careers Policy and Freedom of Information Policy. Action: Headteacher to update Policy Schedule and forward to the Clerk so those due for review during 2020/21 can be incorporated into the meeting schedule.	Headteacher September 2020

There being no further business, the meeting closed at 3.20pm.

Final minutes approved at MC 06.10.20. Will be signed by Chair as soon as CV-19 restrictions permit.

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Appendix A

Management Committee (MC) - Actions Follow up 2019/20 16.07.20

Cmtte Date	Agreed Action	Responsibility	Current Status	Further Action Required
18.07.19	6.3 SDP/GDP. Governors discussed the need to combine the Governors Development Plan (GDP) with the SDP. DF advised that whilst overall ownership of the SDP rests with Governors, the document needs to be owned by everyone and be inclusive. Action: DF to forward template/handout to the Headteacher. Action: To ensure the GDP with the SDP are combined. DF/KR/HT T2/3 2020			
10.12.19	Meeting needs to be set up with MS, JD and DF. The Chair advised that she will be reviewing and updating the Governors Development Plan (GDP) which will be merged with the SDP into a revised format, with input from Donna Fox (SIP). Action: Prepare combined SDP and GDP.	Chair & Headteacher MC 23.04.20	This is ongoing.	Carried Forward to Autumn Term 2020
18.07.19	9.13 Pupil Voice. With reference to the SWC minutes 14.05.19, Governors noted that Pupil Voice needs to be incorporated into the SDP including what icollege does well and what it is aiming to do. Action: Ensure SWC input to Pupil Voice is reflected in the SDP.	Headteacher/AHT Wellbeing & Community		
10.12.19	Not yet... continued work on SDP required to incorporate GDP as well.			
18.07.19	12.13 MC Membership. The Chair advised that icollege would be re-advertising for a Community Governor and that ideally this should be someone with Finance, HR or H&S experience. The Clerk was looking into placing and advert with the Volunteer Bureau and has suggested targeting local businesses. The Facebook advert would be rerun at the same time. Action: Clerk to follow up adverts with the Volunteer Bureau and local businesses. Clerk 01.09.19			
10.12.19	Advert placed with Volunteer Bureau. Local Businesses targeted by email. No interest so far. Volunteer Bureau holding a recruitment event on 11 th January 2020. Governors agreed icollege should have a stand there to see if new governors could be recruited. Action: Clerk to book stand at Volunteer Bureau Recruitment Event.	Clerk 19.12.19		
21.05.20	Advert with Volunteer Bureau has been extended. No interest as yet. Clerk and Vice Chair attended Volunteer day. Two very good potential Governors identified. Appointment delayed by CV-19 lockdown and need to reschedule MC's. Action: Headteacher to asked staff if they know of any potential governors.	Headteacher 31.01.20	The Chair and Clerk continue to liaise with the two candidates identified at the Volunteer Day.	Pick up recruitment of two candidates identified in Autumn Term 2020 Attend January 2021 Volunteer Day.

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Appendix A

Cmtte Date	Agreed Action	Responsibility	Current Status	Further Action Required
10.12.19	6.14 Local Offer. Governors agreed that the process for updating the Local Offer needed to begin earlier in 2019/20 so that it is ready by the end of the academic year. Action: Update Local Offer ready for approval at the TLC on 30.06.20 and the MC on 16.07.20. Action: Clerk to add to TLC and MC agenda.	Headteacher 18.06.20 Clerk June 2020	Included on MC agenda 16.07.20.	
21.05.20	Decision needed on whether June TLC will be held depending on CV-19 situation. Action: Local Offer to be updated ready for approval at July MC.	Headteacher/AHT's 03.07.20	Updated Local Offer was approved at MC 16.07.20 and will be uploaded to the website.	Ensure that the updated SEN Local Offer is uploaded to the West Berkshire website.
10.12.19	7.1 Website Development. In relation to the website, the Headteacher advised that a decision is needed on how to proceed/develop the website i.e. should it be maintained to the statutory minimum only. Governors discussed that at the TLC on 26 th November 2019, this had been discussed and governors had felt that it was important that the website is used to celebrate successes and events such as the presentation evening. It was agreed that this required further discussion. Action: Add discussion of the icollege website to the TLC agenda for 10.03.20 (TLC 10.03.20 was postponed.)	Headteacher - Ongoing	Included on MC agenda 16.07.20	
21.05.20	Anqie Palmer has taken on responsibility for updating the website and is in the process of looking at how information is presented. This has become more important as a result of lockdown and the focus on website and other IT related media for information. Depending on her time and the situation with learners returning to school/lockdown this may not be completed until September 2020.		Governors discussed that the situation with CV-19 had highlighted the need for an effective website and the importance of ensuring that information is kept up to date. This would need to be the focus during the Autumn Term.	Review the use of the website during the Autumn Term.
10.12.19	8.1 - 8.4 Link Visits. A number of areas had been agreed by the SWC and TLC for governors to focus their visits on. These include:- SWC – (In addition to usual Single Central Record and S175 visits etc) Safeguarding within the curriculum, Pupil Voice, Attendance. TLC – Careers inc vocational, Lesson Observations, Science, Art, Maths & The POD Other – New Governors Induction Visits to Units, Attendance at Events e.g. Open Days, Presentation Evening, British Values etc. Action: All Governors to arrange link visits for the Spring and Summer Terms in accordance with the agreed protocol and focus as detailed above.			
21.05.20	A number of link visits have taken place and these are included on the MC agenda 21.05.20. Further visits postponed due to CV-19 and lockdown.	All Governors Ongoing	Link Visits have been postponed since March 2020 due to Covid-19 pandemic and lockdown.	Revisit focus of Link Visits at MC Autumn Term 2020

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10.12.19 21.05.20	10.2 Safeguarding Governor Role. EA asked about the frequency of the Safeguarding Network meetings which the Safeguarding Governor attends. These are usually once per term. Action: MS to discuss Safeguarding Governor role with EA. Clerk to forward Safeguarding Network dates to EA. EA had settled well into Safeguarding Governor role and a number of visits and Safeguarding Network meetings attended. However EA resigned Spring Term 2020. Role currently being covered by MS. MC confirmed MS appointment as Safeguarding Governor on an interim basis. Safeguarding Network for rest of year postponed due to CV-19 lockdown.	MS 31.01.20 Clerk 20.12.19	MS continues to cover role of Safeguarding Governor. Virtual meeting has been held with AHT S&W. MS also attended a virtual Safeguarding Network Meeting in July. See minutes.	Review Safeguarding Governor Role in the Autumn Term 2020
10.12.19 21.05.20	12.1 Risk Register. The Chair advised that the Risk Register needs to be reviewed and updated, including the risk scores. Action: Review and update Risk Register. Overtaken by the need to produce CV-19 Risk Assessments – See section 4 of minutes.	Chair & Headteacher MC 23.04.20	CV-19 Risk Registers reviewed at MC 16.07.20	Revisit main Risk Register Autumn 2020
21.05.20	7.3 Child Protection/ Safeguarding Log Data. Governors discussed the action recorded as being to reduce bullying and Intervention and Independence and asked if there was a specific problem at these sites and how many incidents had been recorded. Governors discussed that it was important to understand the differences between units and this was something that was evident from the EIF pilot in which icollege had participated. The Headteacher advised that incidents are recorded on CREST and a report can be generated from the system. Incidents at Intervention and Independence tend to be around the use of social media and homophobic comments. The level of incidents fluctuate with student turnover. Action: AHT to provide analysis of incidents of bullying at Intervention and Independence.	AHT S&W Joint SWC/TLC 30.06.20 (changed to MC 16.07.20)	Included in S&W AHT Report to MC 16.07.20	Completed, but incidents of bullying will continue to be monitored as part of standard monitoring procedures.
21.05.20	7.4 Attendance. Attendance - Governors asked why the number of authorised absences is high and what the reasons for the absences are. Action: AHT to report on reasons behind high level of authorised absences.	AHT S&W Joint SWC/TLC 30.06.20 (changed to MC 16.07.20)	Included in S&W AHT Report to MC 16.07.20	Completed, but frequency and reasons for unauthorised absences will continue to be reviewed as part of standard monitoring procedures.
21.05.20	7.5 Fixed Term Exclusions. Fixed Term Exclusions - Governors asked about the number of incidents at Intervention and Independence which accounted for 28 of the 36 exclusions. Governors asked if this was due to a particular incident or students. The Headteacher advised that at Independence there was one learner who is disruptive and this accounted for 14 of the 28 half day exclusions. As a result the learner now has a package of education delivered at home. Action: Include note in reports explaining peaks in exclusions such as these.	AHT S&W Joint SWC/TLC 30.06.20 (changed to MC 16.07.20)	Included in S&W AHT Report to MC 16.07.20	Completed. Ongoing Monitoring and reporting.

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Berks . RG14 7BT
01635 49397

INDEPENDENCEY11&KS5
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Appendix A

Cmtte Date	Agreed Action	Responsibility	Current Status	Further Action Required
21.05.20	7.6 Staff Wellbeing. Staff Wellbeing – Answers to some of the questions appeared to be missing from the table. i.e. 1-4, 14-16 and 20-22. Governors queried why they had been omitted and whether there was detail from the questionnaire that was missing. Action: Follow up on missing questions from Staff Wellbeing survey.	AHT S&W Joint SWC/TLC 30.06.20 (changed to MC 16.07.20)	Included in S&W AHT Report to MC 16.07.20	Completed.
21.05.20	7.14 Safeguarding Training for Governors. The LA haven't as yet clarified what the requirements are for Governors Safeguarding Training. This would need to be followed up. Action: Safeguarding Governor to follow up with LA to obtain clarification on the requirements for Governors to undertake Safeguarding training.	Safeguarding Governor Autumn Term 2020	Included in S&W AHT Report to MC 16.07.20 All Governors have been asked to update their Safeguarding training. Requirement clarified by AHT S&W. AHT/Clerk has sent links to courses to be completed.	All Governors to update safeguarding training.
21.05.20	7.15 Safeguarding Record for Headteacher. There was an action for the Headteacher to advise the Clerk of her safeguarding training so this could be added to the Governors Training Log. Action: Clerk to check if this has been added.	Clerk MC 16.07.20	Completed.	
21.05.20	9.2 Meeting Schedule 2020/21. The Chair advised that she is reviewing the structure of meetings going forward into the Autumn and the possibility that, from September 2020 individual committees will be combined into one MC with different focus' for each meeting i.e. Teaching and Learning or Safeguarding and Wellbeing. There would however, still be a Finance Committee as it was not practical to have the detailed discussions often needed at these meetings within the confines of the MC. Timing of meetings will also be reviewed. Governors discussed that it was important that by combining meetings into MC's, the detail discussion of areas which would have taken place within committees is not lost. Governors agreed that it is important to retain presentations from staff as these are very informative and increase Governors understanding of different aspects of icollege provision. Action: Clerk to draft 2020/21 meeting schedule and circulate for comment.	Clerk MC 16.07.20	Included on agenda for MC 16.07.20 Governors agreed a flatter structure with the MC covering responsibilities previously undertaken by the SWC and TLC.	Standing Orders and Committee TOR's to be reviewed to ensure reflect structure changes ready for Autumn Term. Meeting schedule for 2020/21 to be drafted and circulated.