



**Parkwood Hall**  
CO-OPERATIVE ACADEMY

**Parkwood Hall Special Needs Co-operative Academy**

**MINUTES OF THE MEETING**

Board            **Full Governing Board**

Date            21ST JUNE

Time            6pm Student Voice  
                  6:30pm Board Meeting

Venue

**GOVERNORS PRESENT**

Soshana Austin	Community Governor
Abi Agidee-Adekule	Community Governor
Simon Blackburn	Parent Governor
Libby Blake	Chair
Steve Finch	Parent Governor
Kolawole Olounbanjo	Community Governor
Isabel Ros Lopez	Community Governor
Eliza Valdez	Staff Governor
Robert Walkington	Vice Chair
Nicholas White	Ex-officio Governor, Principal
Kirsty Wiseman	Staff Governor
Katherine Priestley	Community Governor

**APOLOGIES**

Barbara McBrien	Community Governor
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**ABSENT**

Richard Allalouf	Parent Governor
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**OTHERS IN ATTENDANCE**

Chris Allan	Deputy Principal
Cathryn Falconer	Interim Headteacher (September 2018)
Philip Matson	Clerk
Jo Nyland	SBM
Jon O'Connor	CSNET
Jacqui Tovey	Interim Headteacher (September 2018)

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked \* are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

## **STUDENT VOICE**

Lucy and George gave a presentation to governors. They updated governors on a range of issues raised at the last meeting

- The Gatehouse
- The purchase of sports equipment
- Lower school toilets
- Vegetarian menu for school lunches.

The student representatives presented a letter to governors requesting a funding contribution (£100) towards the cost of the school prom. RW asked what the money was needed for; George gave a breakdown of costs. Governors agreed to the donation and, in addition, offered £50 more, if needed.

Lucy and George gave positive feedback on the Disneyworld school trip.

LB suggested that Lucy and George consult with the student body about the qualities students are looking for in a new Principal and report their findings to governors at the next FGB. The student representatives agreed.

A governor suggested that Lucy and George consult with their peers to compile a list of "What is going well" and "Even Better If" in the school for the next FGB. The student representatives agreed.

Governors thanked Lucy and George for their presentation.

The FGB meeting commenced at 6.20 pm.

### **1 WELCOME, INTRODUCTIONS, APOLOGIES and Absences**

LB welcomed governors and others in attendance to the meeting. Introductions were made.

Absences and apologies were as above.

### **2 NOTIFICATION OF ANY OTHER URGENT BUSINESS**

There were no items of urgent business raised.

### 3 DECLARATIONS OF INTEREST & REGISTER OF BUSINESS INTEREST

There were no declarations of interest.

### 4 MINUTES OF GOVERNING BODY MEETING

The minutes were accepted as a true and accurate record of the last meeting (22nd February 2018) and will now be published on the website.

### 5 MATTERS ARISING

Governors considered matters arising from the minutes of the 22nd February and not covered elsewhere in the agenda.

<u>Agenda Item</u>	<u>Action</u>	<u>Progress</u>
5	FGB minutes published on the website	<i>NW confirmed publication</i>
8	Distribute governor skills checklist	<i>Agenda item 9</i>

### 6 CHAIR'S URGENT ACTIONS AND CORRESPONDENCE

LB shared two issues with governors

6.1 LB updated governors on the recruitment of two (job share) interim headteachers from September 2018. The handover process is underway including observation of this meeting.

Governors emphasised the need to ensure value for money in commissioning external services. LB confirmed that three quotations for the work would be sought. **Governors agreed with LB's proposal to commission external support.**

LB informed governors that SA, RW and herself are undertaking safer recruitment training in preparation for the recruitment process. Governors noted.

### 7 Strategy for Growth (Jon O'Connor)

Jon gave a brief presentation on his work on the opportunities and challenges facing the school in a period of significant change. He emphasised that it provided an opportunity to rethink the vision for the future.

Jon identified the opportunity to develop new leadership roles and job descriptions and

person specifications. He outlined the process

stage 1 exploring ideas

stage 2 discussing and developing new ideas

stage 3 draft report (to include timeframe, alternative management models, learning environment design, financial and legal considerations, regional partnership opportunities).

Jon identified the school site as a “tremendous asset”, but also a “liability”. He recommended the formulation of a school estate plan, which he entitled the “Parkwood Development Centre”. It might include

- Field visits - forest schools and environmental studies
- Vocational programmes - care and wellbeing, catering and customer services
- Community programmes - accessibility, adult learning, outdoor education.

He outlined how it might work - as a self-sustaining social enterprise, as part of different learning partnerships and how an integrated SLT might manage a Parkwood Development Centre. Jon outlined possible management and business models.

Governors thanked Jon for his presentation and considered its implications.

Governors agreed the direction of travel outlined in the presentation.

A governor commented very positively on the principle of the vision, but stressed that there was a great deal to digest.

A governor queried the amount of time needed for planning. LB suggested a governors’ strategy day.

A governor emphasised that the benefits of the model should apply primarily to the pupils, but not exclusively so.

A governor expressed the opinion that the balance between wider community access and access by the school community needed to be considered carefully.

A governor liked the “repurposing” of school resources, turning liabilities into assets.

A governor praised the vision for highlighting the potential for community partnerships.

A governor stressed the need to consult with pupils and families.

**LB concluded the discussion by explaining that Jon’s initial report would be submitted to the school by the end of July and she proposed a strategy day early in the Autumn Term. Governors agreed.**

## **8 COMMITTEE REPORTS**

## **8.1 Curriculum & Strategy (12th June)**

Minutes have been circulated.

SA outlined the work of the C&S this term - "understanding our school", monitoring the SIP and review of policies.

She referred to the development of governor induction.

LB asked what policies have signed off under delegated powers. SA explained that the Safeguarding Policy was being updated.

## **8.2 Finance & General Purposes (24th May)**

Minutes have been circulated.

RW summarised the following

- the results of the representations to the ESFA regarding the per pupil shortfall in funding
- progress made in recouping outstanding LA fees
- the resolution of the issue regarding management accounts
- the decision to restart the commissioning of the grounds maintenance contract in the new academic year
- the kitchen upgrade to be discussed at the next F&GP
- tendering arrangements for the bathroom upgrade
- contracting Judicium to implement new GDPR arrangements
- the successful recent external systems report on school accounts
- the request for more information regarding an IT upgrade
- the feasibility of converting fixed term employment contracts to permanent ones
- the request that Gatehouse reports be resubmitted to next F&GP - with a clear focus on the educational rationale for proposals.

## **9 MEMBERSHIP OF THE Full GOVERNING BOARD**

- a) LB notified governors of the resignation of CB. She identified the desirability of recruiting a governor with an expertise in teaching and learning. LB informed governors that the Safeguarding lead role was vacant and she is in discussions to recruit a Governor to it.
- b) PM summarised the results of the governor skills self-evaluation exercise. The following areas were identified for development
  - chairing meetings
  - school sector risk management
  - curriculum development
  - property and estate management
  - HR policies and processes
  - change management.

Governors noted and referred these issues to C&S committee to consider how to upskill

governors. These gaps will also be taken into account in recruiting new governors.

## 10 GOVERNOR TRAINING

Governors identified a range of training undertaken this academic year,

- NGA online courses - various
- new GDPR arrangements
- SEN conference/SEN practice
- Governor induction
- Safer Recruitment

## 11 HEADTEACHER'S REPORT Summer TERM 2018

NW summarised the following key issues

**An increasing pupil roll.** The main decision is whether to set the September PAN at 100 or more. LB asked for NW's advice. NW recommended considering an increase by 5-10, in order to avoid the disincentive to parents of a heavily oversubscribed school. SA commented that the oversubscription criteria inevitably resulted in an intake above the PAN.

**Safeguarding,** with particular reference to referrals to social services. LB identified this as an area for staff training to ensure accurate recording of category of concern. NW suggested including this area in the next year's INSET.

**Fixed term contracts.** The transfer to permanent employment contracts should be aligned to satisfactory performance management outcomes. Governors discussed the contractual rights of fixed term posts continuing two years and beyond.

**SEF judgements.** NW explained how the school had improved on its early Spring Term RI judgements to achieve a Good OFSTED. NW emphasised the need for a continuous school improvement drive.

**Draft budget.** Addressed in item 15.

**Bathroom upgrade.** In response to a governor question, NW gave the indicative costs of upgrading two bathroom hubs. NW argued that additional funds were necessary to enable the proposed work. LB highlighted the risk of an adverse OFSTED welfare judgement if the work is not done as the school has given a prior commitment to Ofsted to complete this work, which is recorded in the last inspection.

LB and NW informed governors that value engineering discussions with contractors had helped identify ways of reducing costs.

A governor asked a question about consultation with staff.. It was agreed that the Occupational Therapists would be included in discussions about value engineering. The students have been actively involved in contributing to the plans.

A governor commented on the desirability of utilising the expertise of school professionals in decision making.

Governors discussed the implications of value engineering decisions to changes in the specification.

**Governors agreed to approve funding upto £190,000 (including an additional £70,000) and instructed F&GP committee to make the final decision on the design and specification of the upgrade.**

## **12 OFSTED INSPECTION AND OUTCOME**

**Governors reiterated their satisfaction with the recent OFSTED inspection and congratulated the school staff and pupils. There will be a small gift of a value of not more than £10 given to each staff member at the school BBQ as a token of Governors' appreciation of their work this year.**

## **13&14 REVIEW OF THE SEF and SIP**

NW explained to governors how the SEF is used as a development tool and how it is used to review and amend the SIP. He informed governors that the interim headteachers are participating in the review of the SIP. The review is focussing on making sure the curriculum is fit for purpose - by,

- analysing the use of curriculum time
- ensuring the new assessment framework is securely implemented
- challenging the most able pupils
- conducting an audit of the use of IT.

LB commented on the adequacy or otherwise of the current IT infrastructure and the need for forward planning through the SEF/SIP on issues such as these.

Governors noted.

## **15 APPROVAL OF THE BUDGET 2018-2019**

JN explained to governors that the budget was based on a projected break-even point of 105 given the numbers on roll at the beginning of the new school year.

She identified a carry forward of £660,000 in the reserves which is protected for staff salaries in the event of closure and forecast a surplus of £200,000 for 2017/18. JN expected a £228,000 surplus for 2018/19.

In response to a governor question JN explained that ESFA guidelines allow a year on year increase in surplus where it is allocated to a specific purpose i.e. the strategy for growth.

In response to another question, JN explained that 81% budget is planned to pay staff costs. This includes £85,000 which has been committed to CPD.

JN confirmed that staff costs were actual costs.

**Governors unanimously approved the 2018/19 budget.**

## **16 DELEGATED POLICIES UPDATE**

**LB proposed the adoption of the school's Policies Framework. Governors agreed unanimously.** Governors thanked LM for her hard work in compiling the table.

A governor asked how policies are communicated to staff. She was informed that some policies were printed and distributed and staff were notified by email of others and directed to their electronic location. LB commented that the additional funding for CPD would assist in ensuring that staff maintain awareness of policies and how to implement them.

## **17 ANY OTHER URGENT BUSINESS**

There were no items of urgent business.

## **18 MEETING DATES AND TIMES FOR 2018/19**

**LB proposed adoption of the published timetable for meetings in 2018/19. Governors unanimously agreed.**

## **ACTIONS ARISING**

There were no actions arising from the meeting.

## **CONFIDENTIAL MINUTES**

~~There were no confidential items discussed.~~

SIGNED Libby Black DATE 18<sup>th</sup> Oct 2018