



## **MINUTES**

Board            **Full Governing Body meeting**

Date            18<sup>th</sup> June 2020

Venue           Remote conferencing

### **Governors present**

Anna Mansaray (Principal)

Libby Blake (Community Governor and Chair)

Katherine Priestley (Community Governor and Vice Chair)

Elisa Valdez (Staff Governor)

Joseph Osunde (Parent Governor)

John Paschoud (Co-operative Governor)

Annette Thompson (Staff Governor)

Philip Osman (Community Governor)

### **In Attendance**

Teresa Smyth (Clerk)

Jo Nyland Fink (Academy Business Manager)

Jas Kaur (Deputy Principal)

Chris Allan (Deputy Principal)

Andy Smith (Deputy Principal)

### **Absent**

Steve Finch (Parent Governor)

Simon Blackburn (Parent Governor)

Abi Agidee-Adekunle (Community governor)

Barbara McBrien (Community Governor)

## **1. WELCOME AND APOLOGIES**

- a) The Chair opened the meeting at 4pm and welcomed members attending.
- c) The Chair confirmed that the meeting was quorate.

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

The Chair added an item on the school's plans to increase INSET days for 2020-2021 academic year.

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

- a) There were no declarations of interest in relation to any matters to be considered at the meeting. recorded.
- b) There were no declarations of gifts or hospitality received or given.

## **4. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting of 27<sup>th</sup> February 2020 were accepted as a true and accurate record.

## **5. MATTERS ARISING FROM THE MINUTES NOT ALREADY COVERED BY THE AGENDA.**

The bathroom refurbishment was discussed, the full costings were not yet available, as it had previously been agreed to fund up to £200,000 if tender is below this the decision can be made directly by F&GP Committee.

**Decision:** This was agreed unanimously.

## **6. CHAIR'S URGENT ACTIONS AND CORRESPONDENCE.**

Governors were informed that since the last meeting the decision to close the school in line with central government guidance due to Covid 19 had been made. It had since been decided to reopen the school to some pupils. Throughout the closure governors have been kept informed of the situation in weekly updates, LB thanked AM for this. Governors have been involved in developing risk assessments throughout the crisis, moving with the risks as they have unfolded.

## **7. COMMITTEE REPORTS**

### **7.1 JO reported on behalf of the C&S Committee**

Governors were informed that planning towards PWH gaining NAS accreditation is progressing.

Governors were informed that the school is working with Evidence for Learning to create on-line resources tailored to the SEN context.

In residential, governors were informed that there have been improvements to the physical environment. An area where work is to be done is in developing a more qualitative assessment of the experience of boarders.

In the area of ICT governors were informed of improvements in wi-fi and the installation of interactive whiteboards.

Governors were informed of developments in assessment descriptors which the committee believe offer clarity of direction of travel of students as they move through the school.

In KS4 and 5 governors were informed of the move from OCN accredited qualifications to those offered by ASDAN.

Governors were informed of work being done to support transition for leavers from PWH in future years. There is a plan to establish leadership responsibility in guiding the process.

Governors were informed that the Admissions Policy remains under review at this time.

Governors asked for more information about the committee's discussion of issues around Myconcern as a means of recording behavioural issues. JO responded that Myconcern was not capturing the information that SLT wanted. AS explained that, when it was purchased, it was intended that Myconcern would record safeguarding and behavioural concerns, however, there was no way of recording physical interventions. The school is now moving to the use of Positive Behaviour Support techniques and Myconcern does not allow for the functional analysis of pupils' behaviour which would help staff to track the antecedents of poor behaviour. It is therefore planned to separate the recording of safeguarding concerns and those related to behaviour with the purchase of an additional software package. The final decision on the best package is yet to be made.

EV commented that Myconcern does not capture accidents at work where staff are injured dealing with pupils. Behaviourwatch is still being used for recording accidents and physical interventions.

## **7.2 PO reported on behalf of The Finance and General Purposes Committee**

Governors were informed that PWH had committed to the use of a new accounting package for the production of the school budget. With some add-ons, this enabled the school to run payroll and HR.

Governors were informed that the outsourcing of grounds maintenance had been agreed. This was currently on-hold due to the school closure. JN will work on this after the 2020-21 budget is agreed.

Governors were informed the F&GP Committee have sent the 2020-21 budget to this meeting for approval.

Governors were informed that, in its role as landlord, PWH needs to review existing contracts with tenants.

## **8. GOVERNANCE**

### **8.1 Review governing body composition**

LB thanked Barbara McBrien for her service to the governing body particularly her work as Chair of the Finance and General Purposes Committee.

PO was asked to leave the meeting and, in his absence, the governing body discussed his nomination as Chair to the Finance and General Purposes Committee. His appointment was confirmed by a unanimous show of hands. PO then re-joined the meeting.

**DECISION:** PO confirmed as Chair of F&GP Committee.

### **8.2 Review results of skills audit**

LB informed governors that the report of the skills audit had been posted and thanked governors for completing the audit. An area where the audit showed red was in financial planning. PO informed governors that he had found it difficult to access training in the management of school finances. Another area showing red was experience of reviewing governance structures. LB indicated that the red areas are those to be considered first when recruiting new governors.

Governors asked how they might improve their knowledge of curriculum planning. Governors expressed the need for greater understanding of what a broad and balanced curriculum looks like in the PWH context. LB suggested attending a future C&S Committee as an observer. JK will invite governors in to school to take them through how the PWH curriculum is planned and the use of engagement profiles. Governors asked that the specific language and acronyms around the curriculum be explained where ever possible in discussion and within minutes.

KP requested information on on-line training offered through Judicium.

#### **ACTIONS:**

JK to arrange for governors to visit.

Clerk to forward details of Judicium on-line training.

### **8.3 Proposal to reduce number of parent governors**

Governors discussed the proposal to reduce the number of parent governors to two, following several cycles of attempting unsuccessfully to recruit new parent governors. AS commented that it was important to recruit parent governors to reflect the changing nature of the pupils at the school, specifically parents of younger pupils and those with more complex needs. LB commented that parents had not been as engaged with the school during the transition year as in previous times. However, she was pleased to note the work AS was doing in setting up a parents' group to ensure that their voice was heard. AM informed governors that she could actively discuss with parents the possibility of their getting involved in school governance. It was agreed that it is important to reflect the reality and try to improve parental representation and achieve a stronger parental voice.

**DECISION:** The proposal to reduce the number of parent governors on the FGB to two was unanimously approved.

### **9. PREPARATION FOR PRINCIPAL'S MANAGEMENT REVIEW.**

KP informed governors that, as AM is in her first year as Headteacher, it was not planned to follow the formal appraisal process this year.

Governors were informed of the intention to bring the review cycle forward to the end of the school year and to set targets for the coming year at this point to enable the targets to be built into the SIP.

Governors were informed there had been two meetings with AM in preparation for her performance review. AM had presented a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis and risk assessment and outlined her proposal to develop a 5 Year plan for PWH. Governors were informed that AM is presenting an end of year review by 6<sup>th</sup> July and a feedback meeting is planned for 17<sup>th</sup> July.

LB reflected that AM has had a uniquely challenging first year at PWH and expressed that she has been impressed at how SLT have managed the pandemic crisis.

LB thanked KP for chairing the Pay Committee.

### **10. PRINCIPAL'S REPORT**

The report was previously circulated and AM informed governors it was her intention to take the meeting through some key highlights and respond to questions.

**10.1** AM thanked governors for their support during the challenging months of the Covid 19 pandemic. The work of devising the school's response, supporting children and families and still moving the school forward in terms of future planning had dominated 2020.

In reviewing the SIP for 2019-2020 it is clear the pandemic and school closure has meant many measures are showing as amber as evidence cannot be shown in the absence of pupils. However, during the closure planning is much further forward and much is in place and ready to be put into practice in September.

**10.2** Governors were informed that following the Ofsted visit in the Autumn Term work had been done on the schools use of CCTV and this was now assessed as green.

**10.3** Governors were informed that Bexley LEA have agreed to continue to fund places in Treetops.

**10.4** Governors were informed that measurement of attendance would only look at the period up to the school closure in March. This showed attendance to be good compared to national averages.

**10.5** In reviewing behaviour there have been very few incidents this is largely due to the absence of majority of pupils from the school site. Governors were told to expect a steep rise in number of behavioural concerns following the return of most pupils in September. The school is preparing for this eventuality.

**10.6** Governors were informed that it is hoped to bring new entrants into school for two morning sessions this term to allow them to meet with their teachers.

**10.7** Governors were informed that work on safeguarding has continued throughout the school closure. The school have conducted 114 individual risk assessments. The school has been under pressure from local authorities to provide documentation on how HECP provisions have been met during this period. The school has worked with other agencies to monitor safety of pupils.

**10.8** Governors were informed that the new library space should be operational in September.

**10.9** Governors were informed of the positive changes in post 16 provision at PWH, specifically the move for all pupils to gain accreditation through ASDAN pathways.

**10.10** Governors were informed that the situation regarding admissions placed the school in a strong position.

**10.11** Governors were updated on the situation in residential provision; there has been significant investment in the physical environment for boarders. There are further improvements planned with the upgrading of the bathrooms. Governors were informed that the residential visitor has helped to steer practice in this area.

**10.12** Governors were informed that the school have appointed a nurse.

LB questioned what were the onward destinations of leavers. AM responded that one student from Y14 was returning to PWH and all the remaining leavers had secured places elsewhere including St Piers and Nash College. Two Y11 students are leaving, one has a place to study Drama at Bexley College the other is moving to a school nearer to home.

LB thanked AM for her report.

## **11. REVIEW OF SCHOOL IMPROVEMENT PLAN.**

**11.1** Work to continue on improving the quality of education. Development of literacy programmes is yielding results with 95% of pupils making progress up to March this year.

**11.2** There are planned changes in the use of Myconcern as outlined in item 7.1.

**11.3** Milestone reviews under the timeline have been adjusted. Milestone 1 will be in the Autumn, Milestone 2 in the Spring and Milestone 3 at the end of the school year.

## **12. SCHOOL BUDGET.**

JN informed governors that the 2020-2021 school budget was a conservative budget, based on the number of confirmed students expected on roll in September, currently 110. Spending estimates have been made based on review of actual spend over last two years. As such, the surplus of £41,000 is expected to increase if, as expected, additional students come on roll. The budget has not had an inflationary increase since the 2018/19 academic year.

Governors were informed there are still some assumptions within the budget such as expected salary increases.

Governors discussed the proposed reduction in the percentage spend on CPD. This was previously set at 3%. The CPD budget for last academic year was not spent fully. It is planned to raise this back to 3% using any increase in the surplus over the course of the year. CA explained to governors that the school benefited from the Apprenticeship Levy, which funded some training. All new staff are being placed on courses for Level 3 qualifications. EV commented that it is fair to plan CPD when the needs of curriculum development are clearer.

The proposed budget with the reduced spend on CPD was put to a vote.

**DECISION:** Governors unanimously accepted the proposed budget for 2020-2021.

## **13. POLICIES UPDATE.**

**13.1** Governors thanked AM for the annual report on whistleblowing. There had been one anonymous approach to Ofsted which was unsubstantiated. The report indicated that staff had found a number of different ways during the course of the year to raise their issues which gave assurance to this framework.

**13.2** Governors discussed the Pay Policy. The new Pay Committee is to be set up chaired by KP and comprising committee chairs. The committee aims to uphold the co-operative values of equity and equality when making decision on pay and remuneration taking into account the guidance of the Burgundy and Green books.

Governors were informed the Headteacher appraisal will be completed this term and other staff appraisals by the end of November.

Governors discussed the potential issues that might arise in honouring the prior salary agreements for new staff when recruiting. It is possible this could mean new staff pay exceeding existing members and thus a loss of equity. This matter has been delegated to the discretion of the Principal.

**DECISION:** Governors unanimously approved the Pay Policy.

## **14. DATES FOR NEW SCHOOL YEAR.**

### **DATES OF FUTURE GOVERNOR MEETINGS 2020-21**

The F&GP meeting will stay as scheduled on Wednesday 1<sup>st</sup> July.

It was agreed to keep Governor meetings to Wednesday and Thursdays only at 4pm. The proposed dates were agreed.

#### **TERM DATES AND INSET DATES 2020-2021**

AM to circulate dates.

#### **15 AOB**

**15.1** Governors were reminded this is Chris Allan's final FGB meeting. LB led governors and staff in paying tribute to Chris' unerring commitment to PWH over a period of over 20 years. Staff members thanked Chris for her training and support. Governors wished Chris well in her long awaited retirement.

**15.2** Governors discussed the proposed increase in INSET days from 5 to 7. The context for this proposal is the need to train staff on a range of new initiatives. Existing INSET is allocated to meet statutory training. This year staff have had to attend training at weekends which is not conducive to health and well-being. It is planned to add days on to agreed holidays to minimise problems for families. It is believed that staff, pupils and families will benefit from improvements training will bring in skills and educational practice.

Governors agreed that the focus should be on the quality of work done and progress made rather than the number of days in school.

**DECISION:** Governors unanimously agreed to increase INSET days from 5 to 7.

Meeting ended 6.15pm.

signed by the Chair:

*Libby Blake*