

PRESENT:

Andy Baker, Outgoing Chair	AB
Laurie Keane, Incoming Chair	LK
Fran French, Vice-Chair	FF
Sarah Haywood	SH
Ian Alexander	IA (left at 17:55, returned at 18:00)
Jack Galloway	JG

IN ATTENDANCE:

Sarah Broadfoot, Your Clerk	YC
Jennifer Clifford, Chief Finance Officer	JC (left at 16:35)
John White, Executive Headteacher	JW
Russell Arnold, Deputy Headteacher	RA

ITEM		ACTION
1.0	WELCOME & APOLOGIES	
1.1	<u>APOLOGIES (accepted)</u> James Bray (JB) Patricia Snook (PS)	
2.0	DECLARATIONS OF INTEREST	
	No updates to the existing records are required.	
3.0	ELECTION OF CHAIR & VICE-CHAIR	
	<p>AB invited nominations for the role of Chair of the Local Governing Body of The Quay School, advising that he is not willing to stand again as the Chair and that he will be resigning from the Local Governing Body following this meeting. AB nominated LK. LK indicated that he is happy to stand and left the room while Governors considered the proposal.</p> <p>AB advised that LK is a member of the Delta Education Trust Board and can provide a conduit for this communication. RA advised that LK has visited the school on several occasions and is aware of its workings. BA provided Governors with an overview of the role of the Chair of a Local Governing Body. JW advised that the appointment process for Trustees is rigorous.</p> <p>DECISION: AB proposed that LK assume the role of Chair of the Local Governing Body of The Quay School. This was seconded by FF and unanimously agreed.</p> <p>LK returned to the meeting. YC invited any nominations for the role of Vice-Chair of the Local Governing Body of The Quay School. SH nominated FF. FF indicated that he is happy to stand and left the room while Governors considered the proposal.</p> <p>DECISION: SH proposed that FF assume the role of Vice-Chair of the Local Governing Body of The Quay School. This was seconded by AB unanimously agreed.</p>	

	FF returned to the meeting. LK and AB agreed that AB will continue to chair this meeting. Governors thanked AB for his hard work and dedication to the Local Governing Body over the years. JW advised that AB will continue to be part of the Delta Education Trust Board.	
4.0	MINUTES OF THE PREVIOUS MEETING (04 July 2018)	
	Prior to the meeting, Governors received a copy of the minutes. Subject to amendments on page 2 (highlighted in red on the file copy), the minutes were agreed as an accurate record of the meeting.	
5.0	MATTERS ARISING (NOT ELSEWHERE ON THE AGENDA)	
5.1	<u>STAFF INTERVIEWS</u> As requested, FF and SH attended the staff interview on Tuesday 10 July 2018. RA advised that this it was very useful to have Governors there and thanked FF and SH for their time.	
5.2	<u>WEBSITE</u> At the last LGB meeting, JW was asked to send the link for the draft website to all Governors. JW updated Governors that the school only met with the website developer yesterday (12 September 2018). Once the link is ready, JW will send it to Governors.	JW
5.3	<u>INSET DAYS</u> At the last LGB meeting, RA was asked to advise Governors when the INSET Days are, to enable them to attend. The schedule has been sent to Governors; however, RA advised that Governors should not attend the last two in the summer.	ALL
5.4	<u>PARENTS' EVENINGS</u> At the last LGB meeting, RA was asked to invite Governors to the next Parent's Evening. RA updated Governors that the Base Leaders are currently putting together the schedules; this will be sent to Governors once ready.	RA
5.5	<u>STAFF LIST</u> At the last LGB meeting, RA was asked to provide FF with a list of staff and their base allocations. RA advised that due to frequent staff re-deployments across the Trust, it is challenging to do this. FF advise that she simply wants to know staff names and who teaches what. JC to create the report (without bases) to send to RA to send to FF.	JC/RA
5.6	<u>FINANCE UPDATE</u> At the meeting, JC provided to Governors a hard copy report (a copy is attached to the meeting attendance register), detailing the revenue funds and the budget monitoring review for the 2017-2018 academic year. SH advised that if JC is unable to attend future LGB meetings, she will provide the Finance Update to the LGB. JC provided Governors with an overview of the report headlines, advising that the school is in a good financial position. Higher pupil numbers have resulted in a higher income than predicted and there has been a lot of monitoring of expenditure to ensure it remains under control. JC invited any questions from Governors. GOV Q (SH): Where have you made savings? The biggest area of expenditure is staffing, so we have monitored this to ensure there is no	

<p>5.7</p>	<p>additional expenditure and some vacancies have not been filled to make savings through natural wastage.</p> <p>Governors thanked the staff for going the extra mile over the year to help the financial position of the school. JG and IA to pass on thanks to staff on behalf of the LGB. JC will provide the actual end of year figures for the next LGB meeting.</p> <p><u>SCHEME OF DELEGATION MATRIX</u></p> <p>At the last LGB meeting, JW provided Governors with a scheme of delegation matrix. Hard copies were also made available at this meeting (a copy is attached to the meeting attendance register).</p> <p>JW advised that the matrix has now been approved by the Chair of the Trust Board and will now form an appendix to the main scheme of delegation. JW provided Governors with an overview of the matrix.</p> <p>GOV Q (SH): Is there anyone on the LGB who is also on the Trust Board?</p> <p>AB and LK are on the Trust Board and JW reports to the Board.</p> <p>GOV Q (SH): Does the school have many fixed term exclusions and are Governors involved in this?</p> <p>No, we do not have many and the school have never permanently excluded a pupil; however, yes, if there was a need to permanently exclude a pupil from the school, the LGB would be involved and a panel of three Governors would convene to hear the case.</p> <p>GOV Q (SH): What would be an example to warrant a permanent exclusion at this school?</p> <p>JW cannot see a circumstance where this would happen, other than illegal activity, i.e. the legal process would remove the pupil from the school.</p> <p>Governors thanked JW for his work on the matrix.</p>	<p>JG/IA JC</p>
<p>5.8</p>	<p><u>SAFEGUARDING GOVERNOR</u></p> <p>Governors discussed the vacancy left by AB's departure for the role of Safeguarding Link Governor. FF advised that she is happy to undertake the role.</p> <p>DECISION: LK proposed that FF assume the role of Safeguarding Governor for The Quay School's Local Governing Body (LGB). This was unanimously agreed.</p>	
<p>6.0</p>	<p>NOTIFICATION OF AOB</p>	
<p>6.1</p>	<p><u>GOVERNOR EMAIL ACCOUNTS</u></p> <p>Prior to the meeting, via YC, JB requested an update on email accounts for Governors. IA advised that the email addresses are now ready for use and details were distributed to Governors at the meeting. IA advised that details for JB have been sent to him directly.</p> <p>IA to send the email addresses to YC to update contacts and distribution lists. Governors are advised that they can set-up the email address as an account on their personal devices, provided the device has a security access code and/or password protection.</p>	<p>IA</p>

7.0	CONFIRMATION OF NEW STAFF GOVERNORS	
	<p>JC confirmed that the LGB is a Committee of the Trust Board, so there is no instrument of government or constitution for the LGB. YC to send welcome emails to the two new Governors.</p> <p>GOV Q (FF): Do we have terms of reference? No, there is a scheme of delegation.</p>	YC
8.0	HOME SCHOOL AGREEMENT	
	<p>RA and SH confirmed that this has been agreed and is in place.</p> <p>GOV Q (AB): How have pupils reacted to the Home School Agreement? This is part of the admission pack. JG advised that pupils are quite happy to use it and will take it home with them.</p>	
9.0	FEEDBACK FROM PUPIL QUESTIONNAIRE	
	<p>IA advised that the focus of the questionnaire was anti-bullying; the results are currently being analysed and the validity is being questioned, along with how the questionnaire is undertaken in future.</p> <p>IA updated Governors on plans for the school to join the <i>All Together</i> programme from <i>Stonewall</i>, which will further improve understanding and reporting on anti-bullying. Once known, IA to advise FF of the Safeguarding (curriculum-based) Training date.</p> <p>GOV Q (SH): Are you running staff Safeguarding Training this year? LK is advised to look at the Sigma Training programme.</p> <p>GOV Q (FF): Does the school have any incidents of homophobic bullying? Yes. Overview of <i>My Concern</i> incidents to be added to the agenda of the next LGB meeting. JG advised that because the school does not have many LGBT students, this is not an issue here. JG advised that there may be a reluctance from students to 'come out' due to home life. JG and IA updated Governors on the opportunities the school provides for students to talk about (or write about) their sexuality, etc.</p> <p>Item to be added to the agenda of the next LGB meeting.</p>	<p>IA</p> <p>YC</p> <p>YC</p>
10.0	FEEDBACK FROM STAFF SURVEY	
	<p>RA provided Governors with an overview of the analysis of the 2018 Staff Survey which was anonymised, advising that there were four questions asked in the survey, as follows:</p> <ul style="list-style-type: none"> • What does the Quay School do well? • What could the Quay School do better • What does the Senior Leadership Team (SLT) do well • What could the SLT do better? <p>GOV Q (FF): What was the response rate? Over fifty.</p> <p>RA reported that overall, the response was very positive; common answers were that the school offers good CPD and opportunities for staff development and support. RA reported</p>	

	<p>that the three main responses on where the school could do better are:</p> <ul style="list-style-type: none"> • offer professional supervision for staff • improve use of and access to technology • improve communication across bases <p>RA provided Governors with an overview of the Mindfulness Training that is now regularly taking place at the school for staff.</p> <p>GOV Q (FF): Do any sites have any staff who have had Mental Health First Aid training? Yes.</p> <p>RA reported that the three main responses on what the SLT does well are:</p> <ul style="list-style-type: none"> • support staff development • listen to and act on staff opinion • approachable and compassionate • consider staff wellbeing and workload <p>RA advised that the one thing identified for where the SLT could better is to improve communication and keep staff fully informed on what is happening Trust-wide.</p>	
11.0	TRUST UPDATE	
	<p>JW updated Governors that the School Efficiency Advisor’s report was received on the final day of the 2017-2018 summer term and it was very positive; the Trust is financially competent and knows how to run schools well. No recommendations were made in the report.</p> <p>GOV Q (LK): Can you provide an update on Coppice Spring School? There is still no solution. JW is in communication with the Regional Schools Commissioner (RSC).</p> <p>Governors thanked JW for his update. The Trust Board is scheduled to meet next at 17:30 on Thursday 27 September 2018.</p>	
12.0	HEADTEACHER’S REPORT	
	<p>Prior to the meeting, Governors received a copy of the report; hard copies were also made available at the meeting (a copy is attached to the meeting attendance register). At the meeting, RA provided Governors with an overview of the key headlines.</p> <p>RA reported that the CPD programme has changed this academic year to become more specialised for certain areas, i.e. six topics across six one-and-a-half hour sessions, enabling staff to become experts in a particular field.</p> <p>RA provided Governors with an overview of staff changes, resignations, appointments and vacancies, advising on the reasons for staff resignations. RA reported that the Cover Supervisor role has made savings for the school and we anticipate some growth for the Aweigh School.</p> <p>GOV Q (SH): Do people get paid to do the PGSE? It depends on the course they are doing.</p>	

	<p>JG updated Governors on numbers on roll at the Aweigh School and the positive impact this is having on finances, which may enable additional Learning Mentor posts to be created in future. JG advised that there has been some interest from other local schools in utilising the Aweigh School.</p> <p>Governors discussed the potential use of the Aweigh School as a 'private school', i.e. directly by parents. AB suggested that the school may wish to consider the model of having a trading subsidiary to enable this.</p> <p>RA updated Governors that there are no plans to recruit to the Site Manager post. RA invited Governors to attend interview dates, as highlighted in red on the Headteacher's Report. RA will confirm dates and requirements to Governors via email.</p> <p>JW updated Governors on the room changes at the school, which has enabled additional pupils with Special Educational Needs to join the school. RA updated Governors on the creation of the 'book nook'; RA to provide photographs to Governors at the next LGB meeting.</p> <p>RA provided Governors with an overview of pupil numbers.</p> <p>GOV Q (AB): How many of those fifty-three have the potential to transition back to main stream education? RA advised that it is easier to reintegrate at Key Stage 3 (KS3).</p> <p>GOV Q (FF): What makes a student 'hard to place'? RA explained that there is the in-year fair access panel (IYFAP) that decides where a student will go to school. JW provided an example of where a pupil may become categorised as 'hard to place'. AB advised that Y11 students are the most challenging to place due to the difference in curriculum across schools. AB advised that poor attendance or a record of poor behaviour, including fixed term exclusions, are also factors.</p> <p>RA reported that the number on roll is currently ninety-eight, with a plan for one-hundred and twenty-five.</p> <p>GOV Q (AB): Do you expect the places to fill up? Yes.</p> <p>GOV Q (IA): Are home students included in the data? Yes.</p> <p>RA provided Governors with an overview of attendance at all sites. RA provided Governors with an overview of exclusions data.</p> <p>RA updated Governors that the school is supporting the reduction of period poverty, advising that the school has been working with the charity <i>Red Box</i>, who has provided the school with sanitary products. IA left the meeting.</p> <p>RA provided Governors with a PowerPoint presentation detailing the 2017-2018 progress</p>	<p>RA</p> <p>RA</p>
--	--	---------------------

<p>and attainment report. RA reported that attendance is good. JW advised that the national figure for alternative provision is 76%; the school is well above this. RA reported that the aim with vocational course is to enable students to achieve at least one vocational certificate that support a college application. IA returned to the meeting.</p> <p>RA explained to Governors the differences between the Level One and Level Two qualifications and diplomas. RA advised that Mechanics Level Three is not available at Bournemouth & Poole College, so some students have to go to Weymouth.</p> <p>GOV Q (LK): What is classed as Not in Education, Employment or Training (NEET)? Not working, unemployed or in a job with no training.</p> <p>RA advised that literacy and numeracy is proving to be an increasing challenge for students with examinations getting more difficult. RA provided Governors with an overview of student achievements at GCSE level.</p> <p>RA provided Governors with an overview of progress across the year, which is good. JW advised that although the curriculum is limited, what was achieved will enable these students to move on; it gives them confidence to go forward to college and another learning environment. RA to send to all Governors a copy of the PowerPoint presentation via email.</p> <p>RA provided Governors with an overview of pupil progress and attainment for students on home learning; the results are really good for home tuition staff. RA provided Governors with an overview of pupil progress and attainment for students at the Short Stay School, advising that all students now sit the entry level three papers.</p> <p>RA provided Governors with an overview of pupil progress and attainment for students at the Outdoor School. JG added that it is positive for the students to achieve certifications as a result of being at the school.</p> <p>RA reported that pupil progress and attainment at Pebble Lodge is up and down; there is an element that there are more Maths-focussed staff at Pebble Lodge, as well as pupils who perform better at numeracy. Subsequently, literacy will be a focus for Pebble Lodge in the coming academic year.</p> <p>RA provided Governors with an overview of pupil progress for students in the Learning Zone, advising that there is no attainment data as their pupils do not sit examinations.</p> <p>RA provided Governors with a graphical comparison of the performance of disadvantaged pupils compared to non-disadvantaged pupils, which shows that they are pretty much in-line with each other. RA advised that staff worked hard in the Summer term to close the 7% gap that emerged in March. RA invited any questions from Governors.</p> <p>GOV Q (SH): Do you look at gender mutation? Yes, we have had some training on this and is part of the Rights Respecting work; this is something that the school is conscious of.</p> <p>Governors thanked RA for his report.</p>	<p>RA</p>
--	-----------

13.0	GOVERNOR VISITS (REPORTS BACK ON ANY FINDINGS)	
	So far, this academic year, no Governors visits have taken place. LK confirmed that he is scheduled to visit the Outdoor School on 10 October 2018.	
14.0	POLICIES	
	JW updated Governors that he is working on a policy schedule and online approval system. JW advised that there will be several policies coming out to Governors over the coming weeks for review and approval.	
14.1	<u>LONE WORKER POLICY</u> JW advised that this will be part of the several policies coming out to Governors over the coming weeks for review and approval.	
15.0	ANY OTHER BUSINESS	
	None DATE OF NEXT MEETING: 16:00 Wednesday 05 December 2018 CLOSE: 18:15	

Prepared by Sarah Broadfoot
Friday 14 September 2018

Approved _____

Date _____

SUMMARY OF ACTIONS

Jack Galloway

- pass on thanks to staff on behalf of the LGB (item 5.6)

Ian Alexander

- pass on thanks to staff on behalf of the LGB (item 5.6)
- send the new Governor email addresses to YC to update contacts and distribution lists
- once known, advise FF of the Safeguarding (curriculum-based) Training date

John White

- once ready, send the link for the draft website to all Governors
- send to Governors policies (including Lone Worker Policy) for review and approval

Russell Arnold

- once the schedules are ready, invite Governors to the next Parent's Evening
- liaise with JC to create a report showing staff names and who teaches what (without bases) to send to FF
- confirm to Governors via email dates for staff interviews and requirements for Governor attendance
- provide photographs of the book nook to Governors at the next LGB meeting
- send to all Governors a copy of the PowerPoint presentation (item 12.0) via email

Jennifer Clifford

- provide the actual end of year figures for the next LGB meeting

Your Clerk

- send welcome emails to the two new Governors
- ensure feedback from pupil questionnaire is added to the agenda of the next LGB meeting
- ensure overview of *My Concern* incidents is added to the agenda of the next LGB meeting

ALL

- please do not attend the last two in the summer INSET days as listed on the schedule received from RA