

PRESENT:

Laurie Keane, Chair	LK (via telephone)
James Bray, Vice-Chair	JB
Andrew Gladwell	AG
Angie Smith	AS

IN ATTENDANCE:

Sarah Broadfoot, Your Clerk	YC
Russell Arnold, Headteacher	RA
John White, Chief Executive Officer	JW
Dan Beck, Vocational Middle Leader	DB

ITEM		ACTION
1.0	WELCOME & APOLOGIES	
	With LK in attending via telephone, JB chaired the meeting. RA explained that DB is in attendance at today's meeting as part of his continued professional development (CPD).	
1.1	<u>APOLOGIES (accepted)</u> Lynsay Hume (LH) Jack Galloway (JG) Ian Alexander (IA) Patricia Snook (PS)	
2.0	DECLARATIONS OF INTEREST	
	No updates to the existing records are required.	
3.0	GOVERNING BODY MEMBERSHIP	
	This item was taken after item 8.0. LK asked Governors to please consider LH's continued membership of the LGB, advising that she has not attended any LGB meeting since becoming Parent Governor. Governors agreed that there has been no input from LH, either by attending meetings or via mail, visiting the school, etc. DECISION: JB proposed to remove Parent Governor, Lynsay Hume from the Local Governing Body of the Quay School (Delta Education Trust), with immediate effect. This was seconded by AG and unanimously agreed. LK to notify LH of the decision and issue the notice that there is a vacancy for a Parent Governor on the LGB for the Quay School. Governors requested that LK make it clear in the advertisement that meeting attendance is necessary.	LK LK
4.0	MINUTES OF THE PREVIOUS MEETING (26 September 2019)	
	Prior to the meeting, Governors received a copy of the minutes. The minutes were agreed as an accurate record of the meeting.	
5.0	MATTERS ARISING (NOT ELSEWHERE ON THE AGENDA)	

8.0	OVERVIEW OF MICROSOFT TEAMS	
	<p>This item was taken after item 2.0. JB provided Governors with an overview of Microsoft Teams and how it pertains to the Local Governing Body (LGB). JB invited any questions from Governors. None received.</p>	
9.0	HEADTEACHER'S REPORT	
	<p>At the meeting, RA provided Governors with a hard copy of the report (a copy is attached to the meeting attendance register). RA talked Governors through the key headlines of the report, beginning with a staffing update, as detailed in the report.</p> <p>RA reported that the school will often receive funding to provide one-to-one support for an individual pupil with Special Educational Needs (SEN), using a Teaching Assistant. RA advised that the school currently has an advertisement out to recruit two Teaching Assistants.</p> <p>GOV Q (AS): What is the timescale of the recruitment? RA advised that there have been some applications received already and it is likely that the school will receive funding for the positions for the next two years.</p> <p>Governors are supportive of the school advertising the positions and requested that a member of the LGB is included on the recruitment and selection panel.</p> <p>GOV Q (AG): Will the employee receive employment protection? RA advised that an employee needs to be in post for four years or more to qualify.</p> <p>GOV Q (AG): How many pupils does the school have who require this level of support? This changes all the time; it has gone from five or six up to twelve at present.</p> <p>RA reported that the school missed the deadline for the Condition Improvement Fund (CIF) bid application, which was intended to be used to replace the windows and doors at the Harbourside School. RA advised that the school is planning to submit the bid in the next round (June 2020).</p> <p>GOV Q (AG): Who prioritises the CIF bids? The Department for Education (DfE).</p> <p>RA updated Governors on the boiler replacement works.</p> <p>GOV Q (JB): How long has the building been in situ? Approximately nine years.</p> <p>GOV Q (JB): Is the boiler within the warranty period? No.</p> <p>At the meeting, RA provided Governors with a hard copy report (a copy is attached to the meeting attendance register), detailing the current financial position for the school. RA reported that the school has increased the income for SEN from £100,000 to £320,000. RA advised that the school continues to work to reduce the £66,000 deficit.</p>	

	<p>GOV Q (AG): Is the new banding structure factored into this? No; however, the banding structure does look to be more favourable for the school.</p> <p>RA reported that he has received verbal confirmation that the school will have sixty-eight places for the next academic year. RA went on to provide an overview of pupil numbers, as detailed within the report. RA reported that attendance has dropped from 76% to 71%. RA explained that there are multiple reasons for the this, which are included in the report. RA provided Governors with an overview of the strategies employed by the school, to try to improve pupil attendance, as detailed in the report.</p> <p>GOV Q (AS): What is the school’s position on term-time holiday requests? RA authorises each one, with stipulations, e.g. a pupil must have 100% attendance throughout the rest of the term. RA believes that a family holiday for pupils is very valuable. RA advised that he is unable to authorise holiday if a family has already gone.</p> <p>GOV Q (AS): Has the school identified any trends for pupil absence? Yes, there are trends, e.g. progress after Christmas holiday period drops.</p> <p>RA went on to talk Governors through the progress by provisions, as detailed in the report. RA advised that disadvantaged pupils are currently outperforming non-disadvantaged pupils. RA reported that exclusion data remains low, with one fixed-term exclusion issued because to one pupil, because of a physical assault on a member of staff. RA advised that this is data is lower than this time last year.</p> <p>RA reported that the local authority alternative provision review is ongoing, and the report is expected to be published before the Easter 2020 holiday period. RA advised that the local authority is scheduled to visit the school on Tuesday 21 January 2020.</p> <p>RA reported that there has been a drive to sell the local offer available to other schools, via the Aweigh School, as well as the SEN places available at the Quay School. RA is confident that the provision at the school remains excellent, despite the issues with funding.</p>	
10.0	TRUST UPDATE	
	<p>JB welcomed JW to the meeting. Part of this item is recorded in a separate confidential minute. JW updated Governors on the growth of the Trust, advising that another school is due to join the Trust in the coming months.</p> <p>GOV Q (JB): Who requested that the Portsmouth school join the Trust? This was initiated by the Regional School Commissioner (RSC) but, it was not a forced conversion.</p> <p>JW updated Governors on the free school in Portsmouth, which is a special provision for pupils with autistic spectrum conditions and related needs. The school is due to open in September 2022.</p> <p>JW updated Governors on the new school that has opened in Bovington, offering one-hundred and sixty places. JW advised that the school opened in September 2019 on a temporary site. JW advised that the Trust is looking to develop another free special school, which is likely to be in the Portland and Weymouth area. JW advised that the Trust</p>	

	<p>is attending interview with the DfE for this application on 29 January 2020.</p> <p>GOV Q (AS): How is the Trust handling the growth? JW advised that the Trust has a strategic plan in place; JW gave an overview the plan. JW advised that the Trust is currently in conversation with a local mainstream primary school, with a view to forming a primary hub. JW advised that the due diligence process is ongoing. After this, the Trust will look at secondary mainstream schools, to further grow. JW advised that the Trust is keen to ensure that their schools retain as much autonomy as is feasible, with delegated authority for human resources, finance, etc.</p> <p>GOV Q (AG): How often does the central team meet with the individual schools within the Trust? Once per half-term. RA added that the way the Trust operates, provides excellent support to the school, which makes it easy for the school to get on with the day-to-day operations. JW advised that the key thing for the Trust is to share values and make sure they happen.</p> <p>GOV Q (AS): Is everything done in the best interest of the Quay School? JW advised that he has to look at to ensure everything is done in the best interests of all schools within the Trust, including the Quay School.</p> <p>JW reported that the Trust has just undergone a review of governance and one of the outcomes of this was a suggestion of best practice, to have a Chairs of LGB Forum, which gives LGBs the opportunities to formulate questions for the CEO and/or Trust Board.</p> <p>JW updated Governors on plans to grow the Trust’s central team, to offer additional support to the Chief Financial Officer (CFO). JW invited Governors to please send any questions they may have for the Trust Board to them via LK or RA.</p> <p>JW invited any further questions from Governors. None received. Governors thanked JW for his report.</p>	ALL
11.0	LINK GOVERNOR REPORTS	
	<p>LK reminded Governors to please ensure that when they undertake a visit to the school, to please complete the Governor Visits Notes pro forma, to ensure that they are logged on the file, to provide evidence for external scrutiny. JB and AS will produce their reports for presentation at the next meeting. Item to be added to the agenda of the next LGB meeting.</p> <p>RA to send the new Pupil Premium statement to all Governors. Pupil Premium Grant (PPG) Link Governor to be added to the agenda of the next LGB meeting.</p>	ALL JB/AS YC RA YC
12.0	POLICIES	
12.1	<p>SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY Prior to the meeting, Governors received a copy of the policy.</p> <p>DECISION: JB proposed to adopt the Supporting Pupils with Medical Conditions Policy (v) for the Quay School (Delta Education Trust), as presented. This was seconded by AG and unanimously agreed.</p>	

	<p>Governors agreed that further changes to the policy are required. LK to upload the policy to Teams, to enable AG to note the required changes. Item to be added to the agenda of the next LGB meeting.</p>	LK AG YC
12.2	<p><u>CHILD PROTECTION & SAFEGUARDING</u> Prior to the meeting, Governors received a copy of the policy.</p> <p>DECISION: JB proposed to adopt the Child Protection & Safeguarding Policy (v_1) for the Quay School (Delta Education Trust), as presented. This was seconded by AG and unanimously agreed.</p>	
12.3	<p><u>SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)</u> Prior to the meeting, Governors received a copy of the policy.</p> <p>DECISION: JB proposed to adopt the Special Educational Needs & Disabilities Policy (v_1) for the Quay School (Delta Education Trust), as presented. This was seconded by AG and unanimously agreed.</p>	
12.4	<p><u>SPECIAL EDUCATIONAL NEEDS (SEN) INFORMATION REPORT</u> Prior to the meeting, Governors received a copy of the report.</p> <p>DECISION: JB proposed to adopt the Special Educational Needs Information Report (v_1) for the Quay School (Delta Education Trust), as presented. This was seconded by AG and unanimously agreed.</p>	
12.5	<p><u>PREVENT POLICY</u> Prior to the meeting, Governors received a copy of the policy.</p> <p>DECISION: JB proposed to adopt the Prevent Policy (v_1) for the Quay School (Delta Education Trust), as presented. This was seconded by AG and unanimously agreed.</p>	
12.6	<p><u>SEX & RELATIONSHIPS POLICY</u> Prior to the meeting, Governors received a copy of the policy.</p> <p>DECISION: JB proposed to adopt the Sex & Relationships Policy (v_1) for the Quay School (Delta Education Trust), as presented. This was seconded by AG and unanimously agreed.</p>	
13.0	ANY OTHER BUSINESS	
13.1	<p><u>WEBSITE AUDIT</u> Prior to the meeting, Governors received a copy of the audit report.</p>	
13.2	<p><u>NEXT MEETING DATE</u> LK confirmed that the cancellation notice sent for the next LGB meeting was an error. LK to ensure that the next meeting date (02 April 2020) is reinstated to Teams.</p> <p>DATE OF NEXT MEETING: 16:00 Thursday 02 April 2020</p>	LK

CLOSE: 18:00	
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Prepared by Sarah Broadfoot
Friday 17 January 2020

Approved _____

Date _____

SUMMARY OF ACTIONS

Laurie Keane

- notify LH of the decision to remove her from the LGB
- issue the notice that there is a vacancy for a Parent Governor on the LGB for the Quay School (please make it clear in the advertisement that meeting attendance is necessary)
- upload the Supporting Pupils with Medical Conditions Policy to Teams, to enable AG to note the required changes
- ensure that the next meeting date (02 April 2020) is reinstated to Teams

James Bray

- produce your Link Governor report(s) for presentation at the next LGB meeting

Angie Smith

- produce your Link Governor report(s) for presentation at the next LGB meeting

Andrew Gladwell

- make changes to the Supporting Pupils with Medical Conditions Policy on Teams

Russell Arnold

- please send details of staff INSET days and Open Evenings dates to all Governors
- notify all Governors and staff of the LGB/staff social event (29 January 2020) via Microsoft Teams
- confirm with the school's Data Protection Officer that the school keeps a log of data breaches bring the log along to the next LGB meeting
- send the new Pupil Premium statement to all Governors

Your Clerk

- ensure data protection log and GDPR update (RA) is added to the agenda of the next LGB meeting
- ensure Supporting Pupils with Medical Conditions Policy is added to the agenda of the next LGB meeting

ALL

- please consider undertaking the role of Chair of Governors, effective from the start of the new academic year (2020-2021). Any Governor who is interested to undertake the role of Chair of the LGB should please contact LK to express interest
- please attend the social event on 29 January 2020 at The Grasshopper pub
- please send any questions you may have for the Trust Board via LK or RA

- please ensure that when you undertake a visit to the school, to please complete the Governor Visits Notes pro forma, to ensure that they are logged on the file, to provide evidence for external scrutiny
- ensure Link Governor Reports (Notes from Visits) is added to the agenda of the next LGB meeting
- ensure appointment of Pupil Premium Grant (PPG) Link Governor is added to the agenda of the next LGB meeting