

**Delta Education Trust**  
**LOCAL GOVERNING BODY**  
**Minutes of The Quay School Local Governing Body (TQS LGB) Meeting**  
**15:30 Monday 17 June 2019**

**DECISION  
QUESTION**

**PRESENT:**

Laurie Keane, Chair	LK
Ian Alexander	IA
James Bray	JB
Sarah Haywood	SH
Angie Smith	AS
Andrew Gladwell	AG
Jack Galloway	JG (arrived at 15:35)

**IN ATTENDANCE:**

Sarah Broadfoot, Your Clerk	YC
Russell Arnold, Headteacher	RA
June Hughes, School Business Manager	JH

ITEM		ACTION
<b>1.0</b>	<b>WELCOME &amp; APOLOGIES</b>	
	LK welcomed the new Parent Governor AG and new Community Governor to the meeting and to Local Governing Body (LGB).	
<b>1.1</b>	<b><u>APOLOGIES (accepted)</u></b> Patricia Snook (PS)	
<b>2.0</b>	<b>DECLARATIONS OF INTEREST</b>	
	No updates to the existing records are required. YC to send business and pecuniary interest declaration forms to the new Governors. New Governors are asked to please complete and return their form to YC as soon as possible.	YC ALL
<b>3.0</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	Prior to the meeting, Governors received a copy of the minutes. The minutes were agreed as an accurate record of the meeting.	
<b>4.0</b>	<b>MATTERS ARISING (NOT ELSEWHERE ON THE AGENDA)</b>	
<b>4.1</b>	<b><u>STAFF PHOTOGRAPHS</u></b> At the last LGB meeting, LK was asked to please liaise with RA outside of the meeting to get use of staff photographs agreed with staff. RA reported that staff do not wish for their photographs to be publicly displayed.	
<b>4.2</b>	<b><u>PUPIL PREMIUM STATEMENT</u></b> At the last LGB meeting, RA was asked to please send the Pupil Premium Statement to SH. SH commented that the statement is very generic and she would like to see a more thorough and comprehensive statements about the work that the school is doing. RA to provide further information on individual pupils and Pupil Premium Grant (PPG) expenditure.	RA
<b>4.3</b>	<b><u>VISIT AWEIGH SCHOOL &amp; HARBOURSIDE SCHOOL</u></b>	

	JB to contact the school to arrange a visit to the Aweigh School and Harbourside. JG joined the meeting.	JB
<b>4.4</b>	<b><u>ISSUES WITH EMAIL (SH)</u></b> At the last LGB meeting, SH was asked to please contact the school to discuss and resolve the issues with your email. SH reported that the email issues remain unresolved.	
<b>4.5</b>	<b><u>NEW PARENT GOVERNOR</u></b> Item recorded in a separate confidential minute.	
<b>5.0</b>	<b><u>NOTIFICATION OF AOB</u></b>	
	This item was taken after item 9.0. No other business items were declared.	
<b>6.0</b>	<b><u>HEADTEACHER'S REPORT</u></b>	
	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).	
<b>6.1</b>	<b><u>STAFF TRAINING</u></b> RA provided Governors with an overview of the continued professional development (CPD), advising that the last session will run next month (July 2019), when all staff will have completed the required amount of CPD. RA explained to Governors the changes make to the CPD programme for the current academic year.  <b>GOV Q (LK): How do know that the CPD programme has been successful?</b> Some of this is about seeing the practice in action. RA advise that the school has moved away from scoring courses and finding out how the course has made staff more resilient and any changes made to their practice as a result of the training. RA reported that the feedback will be used to inform the CPD programme for the coming academic year (2019-2020). JG reported that he has attended the coaching training.	
<b>6.2</b>	<b><u>STAFFING UPDATE</u></b> RA provided Governors with an update on staffing, including recruitment and vacancies, as detailed in the report. IA updated Governors on the strategy being used to recruit to the ICT Technician vacancy, which includes targeting college-leavers.  <b>GOV Q (IA): Are you looking at an apprenticeship role?</b> We are looking at someone from this age group; however, we cannot yet offer a formal apprenticeship. This is something that is being investigated at Trust Board level. LK to find out what the Trust's current position is. JB advised that it is best to issue apprenticeship advertisements out now (June/July) to capture those pupils  <b>Q (JH): Would the apprentice be in addition to the current ICT Technician vacancy?</b> No, but, in the long-term maybe.  <b>GOV Q (SH): What happened with the pastoral role vacancy?</b> The vacancy has now been filled.  LK confirmed that all current job vacancies are advertised on the school website. RA updated Governors that as a result of the local authority merger across Bournemouth,	LK

	<p>Christchurch and Poole (BCP), there is now one commissioner across the region. RA advised that there were some concerns about the perceived amount of alternative provision required across the new local authority; so, the school used supply teachers to avoid potential redundancies. RA reported that the majority of supply expenditure is on support staff. RE updated Governors on the school's strategy to recruit two additional learning mentors on a one-year contract, which will help reduce the supply expenditure.</p> <p><b>GOV Q (JB): Is there any mileage in having the support provision provided at Trust-level?</b> This may be something to consider in the future, as the Trust grows.</p> <p><b>GOV Q (SH): Do you encourage volunteers to come into the school?</b> RA advised that this is looked at on an individual basis, to see if it benefits the school and the volunteer. RA advised that this strategy can prove problematic when looking at accountability.</p> <p><b>6.3</b>     <b><u>PREMISES</u></b> RA provided Governors with an update on premises, as details in the report.</p> <p><b>GOV Q (LK): How has the new café area impacted on pupil behaviour?</b> There has been an added bonus, where teachers of cookery classes are engaging well with pupils in a more relaxed environment. RA reported that there has been no damage to the café.</p> <p>RA reported that the orangery has been deemed unfit for purpose. Quotations for works have been sought, with costs coming in at £46,000 to repair and £9,000 to remove it. RA reported that the school is using an external supplier to compile a Condition Improvement Fund (CIF) bid and the survey took place on Friday 14 June 2019. The supplier is confident that the bid will be successful.</p> <p><b>GOV Q (LK): Is a contribution from school funds required?</b> RA explained that the school can submit a free bid without undertaking survey works; however, if a survey is included in the bid there is a higher chance of the bid being successful.</p> <p><b>6.4</b>     <b><u>FINANCE UPDATE</u></b> JH reported that the school has been working hard to reduce the predicted deficit as much as possible. JH reported that the May data will see an improvement. JH reported that a £20,000 deficit was predicted at the start of the year. JH advised that PPG income was over-estimated, based on the pupil numbers from last year and Aweigh School income was not as high as predicted.</p> <p>For the benefit of new Governors, JG explained that the premise of the Aweigh School. JG advised that the school has been successful; however, further work on marketing the school is needed. JG is confident that the school is doing its job, and that its popularity and use will increase.</p> <p><b>GOV Q (LK): What has been the impact of the Aweigh School on pupils?</b> Very positive.</p>	
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RA reported that the school has taken on an additional number of pupils with Special Educational Needs (SEN); however, there has been some issue in receiving payment due from the local authority (Poole). RA explained that there has been significant fluctuation in the per pupil amount received. JH advised that there has been an underpayment of £12,000 for one pupil.

**GOV Q (AG): Do you advise the local authority of the cost ahead of invoicing and then invoice?**

Yes. RA advised that going forward, the school will issue monthly invoices to the local authority (Poole), with advice that if they fail to make payment, as agreed, legal action will be taken. JH advised that the school has been sending the local authority (Poole) invoices for amounts due for individual pupils.

RA advised that the issues may be arising due to the specialist nature of the school's provision.

JH reported that one of the school's mini-buses was vandalized over the May Bank Holiday weekend. JH advised that the van has been written off and the school is looking to replace the vehicle with the insurance pay-out due. The school may need to use additional funds to contribute to the purchase of a new vehicle.

**6.5**

**PERFORMANCE**

RA reported that there are currently sixty-eight pupils on roll at the Quay School and there are thirty-three medically referred pupils. RA reported that pupil numbers at Pebble Lodge remain unchanged at twenty-five. RA reported that the number at the Aweigh School is one-hundred and thirty-one.

RA updated Governors that the children's ward at Poole Hospital will be moving to Bournemouth Hospital in 2023. RA advised that Poole Hospital is making the assumption that we will move with them.

**GOV Q (JB): Will pupil numbers increase as part of the move?**

No.

RA talked Governors through the current performance data for summer term one, as detailed in the Headteacher's Report, reporting that there is a gap between disadvantaged pupils and non-disadvantaged pupils.

RA reported that the school has been looking at exclusion data (as detailed in the report), advising that the threshold for fixed-term exclusions is high. RA advised that in all instances, the school is implementing strategies to try to resolve the problem; the only reason that there would be a 'zero-tolerance' approach would be for incidents of physical violence.

**GOV Q (AG): Are those pupils who are issued fixed-term exclusions the same pupils re-offending?**

There are six perpetrators of the incidents listed in the report.

**GOV Q (LK) How has the 'Norfolk Steps' programme been working?**

	<p>RA advised that all staff have historically been trained in <i>Team Teach</i>, and this programme is new training programme for physical intervention and restraints, which the Trust is looking to acquire the license for, to deliver the training. RA advised that all incidents of physical intervention and restraints are recorded on <i>My Concern</i>.</p> <p><b>GOV Q (SH): What system is the school currently using?</b> Positive Handling Training.</p> <p><b>GOV Q (IA): Was it a different victim for each incident reported?</b> We cannot disclose the details of the individuals involved; however, it is most likely to be the staff who work in vocational.</p> <p><b>6.6 ATTENDANCE</b> RA reported that whole school attendance is currently at 71%. Nationally, attendance for alternative provision it is at 66%-67%. RR reported that there are no areas of concern regarding attendance.</p> <p><b>6.7 UPCOMING &amp; ONGOING PRIORITIES</b> RA provided Governors with an overview of the school’s upcoming and ongoing priorities, as detailed in the report. RA reported that the school is looking at how best to develop the skills of Middle Leaders at the school. RA reported that a new Middle Leader role for SEN is being created.</p> <p>RA updated Governors on the Positive Reintegration Programme Coordinator, advising that the funding has not yet been agreed with BCP. RA explained how the school has been working to develop one system that works across the new local authority arrangement. RA advised that if the funding does not come through, the current post-holder will be redeployed to a Learning Mentor role.</p> <p><b>GOV Q (SH): There is an increasing number of people home-schooling their children; what provision is there for home-tutored pupils with behaviour issues?</b> None.</p> <p>RA reported that funding for alternative provision continues to reduce in real terms. This means that each year, the school has to further reduce costs. RA advised that the school will potentially be looking at large savings this year, due to the pressures on the high needs block. RA invited any further questions from Governors. None received. Governors thanked RA for his report.</p>	
<b>7.0</b>	<b>TRUST UPDATE</b>	
<b>7.1</b>	<p><b>TRUST STRATEGIC PLAN</b> In the absence of the Chief Executive Officer (CEO), John White (JW), LK provided Governors with an update, advising that the new local governance structure is going to the Trust Board for approval later this week (Thursday 20 June 2019).</p> <p>LK reported that in two-years’ time (June 2021) he will be stepping down as Chair of the LGB and requested that Governors consider if they wish to fulfil the role, in order to undertake mentoring over the next two years. Any Governor who is interested to</p>	

	<p>undertake the role of Chair of the LGB should please contact LK to express interest. LK updated Governors on the Trust's growth plan. LK reported that he and RA met to review the strategic issues at the school and how the LGB and Senior Leadership Team (SLT) will work together going forward. LK invited any feedback on this from Governors via email. Governance Self-Evaluation to be added to the agenda of the next LGB meeting.</p> <p><b>GOV Q (JB): Is the Quay School being paid for the support being given to the Harbour School?</b></p> <p>The person is employed by the Trust, not the individual school. RA to chase-up with the Trust about reclaiming school costs. JH reminded RA that two-hours of one member of staff from the Quay School needs to be re-charged to the Harbour School.</p> <p>LK invited any further questions from Governors. None received.</p>	<p>ALL</p> <p>ALL YC</p> <p>RA</p>
<b>8.0</b>	<b>GOVERNOR VISITS (REPORTS BACK ON ANY FINDINGS)</b>	
	<p>Please also refer to item 4.3. Prior to the meeting, Governors received a copy of the notes from his meeting at the school for safeguarding. Governors are in agreement to utilise the forms included in his email. All Governors are asked to please utilise the forms for visit reporting going forward.</p> <p>JB suggested using Microsoft Teams to help store and share information; this system can also be used for the storage of Governor Visit Forms. JB to provide an overview of the system at the next LGB meeting. Item to added to the agenda of the next LGB meeting.</p> <p><b>GOV Q (AS): Is there a formal timetable and expectation for the frequency of Governor visits?</b></p> <p>LK advised that there are several aspects associated with Governor visits, including becoming familiar with the school, the challenges faced by the staff and what goes on in the school. LK advised that Governors may undertake visits as necessary, and new Governors are encouraged to visit all sites in their first year.</p> <p>LK advised that there are also named Governor roles, who undertake the review visits, e.g. the safeguarding audit. LK advised that the timing of these focussed visits should be led by the staff member link and formally recorded using the forms provided. LK advised that the completion of the visit forms should be done in liaison with the staff link, prior to reporting back to the LGB.</p> <p>LK advised that the third type of visits are for Parent's Evening and Peer Groups; these are specific visits for a specific purpose. RA advised that Governors are also welcome to attend INSET days, which serves the dual purpose of building relationships between the LGB and staff.</p>	<p>ALL</p> <p>JB YC</p>
<b>9.0</b>	<b>LGB MEMBERSHIP (NEW GOVERNORS)</b>	
	<p>This item was taken after item 4.0. SH's term of office as a Community Governor is due to expire on 30 November 2019. YC to send a renewal application form to SH. Item to added to the agenda of the next LGB meeting.</p> <p>AS provided Governors with a brief overview of her career background and experience, then left the room while Governors consider the proposal for AS to join the LGB for The</p>	<p>YC YC</p>

	<p>Quay School.</p> <p><b>DECISION: LK proposed that Angie Smith join the Local Governing Body for the Quay School (Delta Education Trust) with a four-year term of office, effective 17 June 2019. This was unanimously agreed.</b></p> <p>AS returned to the meeting. AG provided Governors with an overview of his career background and experience.</p>											
<b>10.0</b>	<b>WEBSITE LINK GOVERNOR</b>											
	<p>Governors considered which member of the LGB would be best suited to the role, to ensure the school website remains compliant with statutory requirements. LK advised that an audit checklist will be provided. Item deferred to the agenda of the next LGB meeting.</p>	YC										
<b>11.0</b>	<b>PARENT GOVERNOR ELECTION PROCESS</b>											
	<p>Prior to the meeting, Governors received a copy of the draft process. LK advised that the process has been agreed outside of the meeting.</p>											
<b>12.0</b>	<b>GOVERNOR CODE OF CONDUCT &amp; GOVERNANCE PROCESSES</b>											
	<p>Prior to the meeting, Governors received a copy of the draft code of conduct.</p> <p><b>DECISION: JB proposed to adopt the Code of Conduct for the Local Governing Body of The Quay School (Delta Education Trust), as presented. This was seconded by AG and unanimously agreed.</b></p> <p>Prior to the meeting, Governors received a copy of the draft governance processes.</p> <p><b>DECISION: JB proposed to adopt the Governance Process for the Local Governing Body of The Quay School (Delta Education Trust), as presented. This was seconded by AG and unanimously agreed.</b></p> <p>Governors considered which member(s) of the LGB would be best suited to the roles, as outlined in the governance process. Governors agreed to keep the existing link allocations as they currently are and defer the re-appointment of the Safeguarding &amp; Child Protection Link Governor and the Finance Link Governor to the agenda of the next LGB meeting. Governors are reminded that the Link Governor roles are as follows:</p> <table border="0"> <tr> <td>Careers</td> <td>Laurie Keane</td> </tr> <tr> <td>Performance Data</td> <td>James Bray</td> </tr> <tr> <td>Finance</td> <td>Sarah Haywood</td> </tr> <tr> <td>Safeguarding and Child Protection</td> <td>Patricia Snook</td> </tr> <tr> <td>Pupil Premium Grant (PPG)</td> <td>Sarah Haywood</td> </tr> </table> <p>JB to meet with RA prior to the next LGB meeting to review performance data. AS advised that she is happy to take on the Link Governor role for Safeguarding &amp; Child Protection in the new academic year.</p> <p><b>DECISION: LK proposed that Angie Smith undertake the role of Safeguarding Link</b></p>	Careers	Laurie Keane	Performance Data	James Bray	Finance	Sarah Haywood	Safeguarding and Child Protection	Patricia Snook	Pupil Premium Grant (PPG)	Sarah Haywood	<p>YC</p> <p>JB</p>
Careers	Laurie Keane											
Performance Data	James Bray											
Finance	Sarah Haywood											
Safeguarding and Child Protection	Patricia Snook											
Pupil Premium Grant (PPG)	Sarah Haywood											

	<b>Governor for the Local Governing Body of The Quay School (Delta Education Trust), with immediate effect. This was unanimously agreed.</b>	
<b>13.0</b>	<b>POLICIES</b>	
<b>13.1</b>	<p><b><u>CURRICULUM POLICY</u></b>  Prior to the meeting, Governors received a copy of the policy. At the meeting, LK provided Governors with an overview of the curriculum maps, which have been devised for each school. RA reported that at the last OfSTED inspection, the inspectors were complimentary about the schools' curriculum being effective at meeting the needs of pupils. Governors are asked to please review the curriculum maps and policy on the school website. Item deferred to the agenda of the next LGB meeting.</p>	YC
<b>13.2</b>	<p><b><u>NON-EXAMINATIONS ASSESSMENT POLICY</u></b>  Prior to the meeting, Governors received a copy of the policy.</p> <p><b>DECISION: LK proposed to adopt the Non-Examinations Assessment Policy for The Quay School (Delta Education Trust), as presented. This was unanimously agreed.</b></p>	
<b>13.3</b>	<p><b><u>WORD PROCESSOR (EXAMS) POLICY</u></b>  Prior to the meeting, Governors received a copy of the policy.</p> <p><b>DECISION: LK proposed to adopt the Word Processor (Exams) Policy for The Quay School (Delta Education Trust), as presented. This was unanimously agreed.</b></p>	
<b>13.4</b>	<p><b><u>INTERNAL VERIFICATION POLICY</u></b>  Prior to the meeting, Governors received a copy of the policy.</p> <p><b>DECISION: LK proposed to adopt the Internal Verification Policy for The Quay School (Delta Education Trust), as presented. This was unanimously agreed.</b></p>	
<b>13.5</b>	<p><b><u>SCHOOL WEBSITE REVIEW</u></b>  LK reported that he has just undertaken a compliance review of the school new website. LK advised that the only outstanding items are:</p> <ul style="list-style-type: none"> <li>• Some Governor items (one Governor's term of office is missing; this is currently being investigated to confirm)</li> <li>• Name of Special Educational Needs Coordinator (SENCo)</li> </ul> <p>LK reported that other than these two items, the school website is 100% compliant. RA thanked Governors for their work to review the website.</p> <p><b>GOV Q (AG): What is happening with the Online Policy that was circulated prior to this meeting?</b>  That will be in the agenda of the September 2019 LGB meeting.</p>	
<b>14.0</b>	<b>ANY OTHER BUSINESS</b>	
	None	
	<b>DATE OF NEXT MEETING: 16:00 Thursday 26 September 2019</b>	

<b>CLOSE: 17:30</b>	
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Prepared by Sarah Broadfoot  
Tuesday 17 June 2019

Approved \_\_\_\_\_

Date \_\_\_\_\_

### **SUMMARY OF ACTIONS**

#### **Laurie Keane**

- find out what the Trust's current position is on apprenticeships

#### **James Bray**

- contact the school to arrange a visit to the Aweigh School and Harbourside School
- provide an overview of Microsoft Teams at the next LGB meeting
- meet with RA prior to the next LGB meeting to review performance data

#### **Angie Smith**

- please complete and return your business and pecuniary interest declaration form to YC as soon as possible

#### **Andrew Gladwell**

- please complete and return your business and pecuniary interest declaration form to YC as soon as possible

#### **Lynsay Hume**

- please complete and return your business and pecuniary interest declaration form to YC as soon as possible

#### **Russell Arnold**

- provide further information in the Pupil Premium Statement on individual pupils and Pupil Premium Grant (PPG) expenditure
- chase-up with the Trust about reclaiming school costs

#### **Your Clerk**

- send business and pecuniary interest declaration forms to the new Governors
- ensure Governance Self-Evaluation is added to the agenda of the next LGB meeting
- ensure discussion on how the LGB and Senior Leadership Team (SLT) will work together going forward
- ensure overview of Microsoft Teams (JB) is added to the agenda of the next LGB meeting
- send a renewal application form to SH
- ensure Governing Body Membership (SH) is added to the agenda of the next LGB meeting
- ensure website link governor is deferred to the agenda of the next LGB meeting

- ensure the re-appointment of the Safeguarding & Child Protection Link Governor and the Finance Link Governor is added to the agenda of the next LGB meeting
- ensure Curriculum Policy is deferred to the agenda of the next LGB meeting
- ensure Online Policy deferred to the agenda of the next LGB meeting

**ALL**

- any Governor who is interested to undertake the role of Chair of the LGB should please contact LK to express interest
- provide LK with feedback via email on how the LGB and Senior Leadership Team (SLT) will work together going forward
- please utilise the pro forma for visit reporting going forward