

**PRESENT:**

Laurie Keane, Chair	LK
Andrew Gladwell	AG
Angie Smith	AS
Patricia Snook	
Ian Alexander	IA
Jack Galloway	JG

**IN ATTENDANCE:**

Sarah Broadfoot, Your Clerk	YC
Russell Arnold, Headteacher	RA

ITEM		ACTION
<b>1.0</b>	<b>WELCOME &amp; APOLOGIES</b>	
<b>1.1</b>	<b><u>APOLOGIES (accepted)</u></b> James Bray (JB) Sarah Haywood (SH)	
<b>2.0</b>	<b>DECLARATIONS OF INTEREST</b>	
	At the meeting, YC provided Governors with a hard copy form, which Governors are asked to please complete and return to YC. YC to update the register of business and pecuniary interest, if required.	YC
	YC to ensure that any absent Governors complete and return their forms at the next LGB meeting. LH is reminded to please complete and return your business and pecuniary interest declaration form to YC as soon as possible.	YC LH
<b>3.0</b>	<b>GOVERNING BODY MEMBERSHIP</b>	
	LK reported that Sarah Haywood (SH) has confirmed that she does not wish to renew her term of office, as a Community Governor on the Local Governing Body for the Quay School. LK to send a letter of thanks to SH. LK reported the LGB now has a full complement of members. Item to be added to the agenda of the next LGB meeting.	YC
<b>4.0</b>	<b>APPOINTMENT OF CHAIR &amp; VICE-CHAIR</b>	
	Prior to the meeting, YC invited nominations for the role of Chair of the Local Governing Body of The Quay School. Four were received for LK. At the meeting YC invited any further nominations. None received. LK advised that he is happy to stand as Chair and left the room while Governors considered the proposal.  <b>DECISION: IA proposed that LK assume the role of Chair of the Governing Body of The Quay School. This was seconded by JG and unanimously agreed.</b>  LK returned to the meeting. Prior to the meeting, YC invited nominations for the role of Vice-Chair of the Local Governing Body of The Quay School. Four were received for JB. At the meeting YC invited any further nominations. None received. Prior to the meeting, JB	

	<p>advised that he is happy to stand as Vice-Chair and Governors considered the proposal.</p> <p><b>DECISION: LK proposed that JB assume the role of Vice-Chair of the Local Governing Body of The Quay School. This was unanimously agreed.</b></p>	
<b>5.0</b>	<b>MINUTES OF THE PREVIOUS MEETING (17 June 2019)</b>	
	Prior to the meeting, Governors received a copy of the minutes. The minutes were agreed as an accurate record of the meeting.	
<b>6.0</b>	<b>MATTERS ARISING (NOT ELSEWHERE ON THE AGENDA)</b>	
<b>6.1</b>	<p><b><u>APPRENTICESHIPS</u></b></p> <p>At the last LGB meeting, LK was asked to please find out what the Trust’s current position is on apprenticeships. LK reported that as yet, the Trust does not have a policy on apprenticeships. LK advised that the Trust is looking into this.</p>	
<b>6.2</b>	<p><b><u>REVIEW PERFORMANCE DATA</u></b></p> <p>RA to arrange to meet with JB prior to the next LGB meeting to review performance data.</p>	RA
<b>6.3</b>	<p><b><u>PUPIL PREMIUM STATEMENT</u></b></p> <p>At the last LGB meeting, RA was asked to please provide further information in the Pupil Premium Statement on individual pupils and Pupil Premium Grant (PPG) expenditure. RA advised that the preparation of the 2019-2020 Pupil Premium Statement is currently in progress and this will be shared with Governors, once available.</p>	
<b>6.4</b>	<p><b><u>RECLAIMING SCHOOL COSTS</u></b></p> <p>At the last LGB meeting, RA was asked to please chase-up with the Trust about reclaiming school costs. RA confirmed that where school staff are deployed elsewhere within the Trust, the Trust is meeting the associated salary costs.</p> <p><b>GOV Q (LK): Do you think the office move has helped with this?</b> Yes.</p>	
<b>7.0</b>	<b>NOTIFICATION OF AOB</b>	
	<ul style="list-style-type: none"> <li>Careers Hub (LK)</li> </ul>	
<b>8.0</b>	<b>GDPR BRIEF</b>	
	Item deferred to the agenda of the next LGB meeting.	YC
<b>9.0</b>	<b>OVERVIEW OF MICROSOFT TEAMS</b>	
	Item deferred to the agenda of the next LGB meeting. Governors are advised to continue use of Microsoft Teams and if there are any problems encountered, please contact JB.	YC ALL
<b>10.0</b>	<b>HEADTEACHER’S REPORT</b>	
	<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). RA provided Governors with an overview of the key headlines, as detailed in the report.</p> <p><b>GOV Q (LK): Did making staff aware of the vacancies that are being advertised help the</b></p>	

**school gain a better understanding of staff aspirations?**

Some staff have approached RA to talk to him on a one-to-one basis about some of the posts advertised.

RA updated Governors on plans to expand the scope of the Aweigh School. JG advised that the expansion has been positive.

RA reported that the school is trying to minimise expenditure on supply staff.

RA updated Governors that the local authority is undertaking a review of alternative provision in the area. The school continues to be involved with and monitor discussions.

RA updated that following the success of the nurture room and café space at Harbourside, there are further plans to install similar spaces at the Parkstone site.

RA reported that there have been trespassers to the orangery roof and is not deemed as unsafe. The cost to rectify the roof is £50,000. RA reported that the school has submitted a Condition Improvement Fund (CIF) bid for the replacement of the roof and windows; we will know the outcome of this in January 2020.

**GOV Q (PS): Has the school checked if the school is covered by liability insurance?**

Yes, we are covered; and, the school has put in sufficient preventive measures to stop people climbing on the roof.

RA reported that both boilers at the Parkstone site need replacing at a cost of £10,000 each. RA advised that the replacement of one can be covered by some capital funding.

RA went on to talk Governors through the finance report, advising that there has been an 11% on staff pension, salary and national insurance contributions, which will present challenges for this academic year.

RA advised that he has been working with the School Business Manager and the Trust's Chief Financial Officer to reduce the deficit as best as possible. RA is confident that the school's financial situation will be okay this year (2019-2020).

**GOV Q (AS): Is the local authority now paying what is due?**

RA explained how the allocation of funding varies between the local authorities. The school is trying to get £9,000 back from the local authority. RA advised that this year and going forward, the school will invoice the local authority.

**GOV Q (AG): Has it changed for the better following the merger of the local authority to Bournemouth, Christchurch & Poole (BCP)?**

The local authority is not yet merged for this area.

**GOV Q (AG): How prescriptive is the form that the local authority agrees to?**

RA advised that the spreadsheet that the local authority signs up to is very thorough and robust.

Governors are keen to know when the first billing cycle of the new academic year is

	<p>successful. RA to update Governors via email.</p> <p>RA updated Governors on pupil numbers, as detailed in the report. Governors are pleased to learn that the school is full. RA provided Governors with an overview of pupil attendance, as detailed in the report.</p> <p>RA provided Governors with an overview of pupil progress and attainment for 2018-2019. RA advised that the gap between disadvantaged and non-disadvantaged pupils often fluctuates through the academic year.</p> <p>RA reported that a key focus for the school is pupil destinations. RA advised that there were no surprises on GCSE results day, with all pupils achieving as expected. JG and RA advised that the outdoor school is performing well. JG advised that the school displays a lot of imagery to support positive female role models for pupils.</p> <p>JG reported that the Aweigh School recently underwent an <b>ARLAM</b> inspection, which was passed successfully. Governors congratulated the school on this achievement.</p> <p>RA reported that the work of the English and maths teams has elevated these subjects at GCSE level. RA advised that sixteen pupils sat the GCSE English examination and 81% gained a level one qualification. RA advised that twenty-three Y11 pupils sat the GCSE maths examination.</p> <p>RA reported that 58% of pupils achieved at least five qualifications, which is an increase on the previous year (2017-2018). RA reported that to date, no pupils have been excluded from the school, and provided Governors with an overview of exclusion and behaviour incidents, as detailed in the report.</p> <p>Governors discussed the challenges facing alternative provision schools in the local area, along with the differences between the individual local authorities and further challenges faced, since the creation of the new BCP local authority.</p> <p>RA provided Governors with an overview of the school's upcoming and ongoing priorities, as detailed in the report.</p> <p>Governors thanked RA for his report.</p>	RA
<b>11.0</b>	<b>TRUST UPDATE</b>	
	<p>LK reported that the Harbour School Dorset has opened, as planned in temporary accommodation and progress is good. Another free school is in progress and the Portsmouth free school is due to join the Trust in 2020. LK reported that Coppice Spring School has now left the ownership of the Trust.</p>	
<b>12.0</b>	<b>GOVERNANCE SELF-EVALUATION</b>	
	<p>Governors are reminded to please use the visit report pro forma when they undertake visits to the school(s). LK asked all Governors to please consider any training requirements they may have. Governors are asked to please undertake safeguarding training. LK asked Governors to please undertake the following online training course:</p> <ul style="list-style-type: none"> <li>• Raising awareness of anti-bullying practices</li> </ul>	

	<ul style="list-style-type: none"> <li>• Safer recruitment</li> </ul> <p>LK to send links for the online training to all Governors and share via Microsoft Teams. LK advised that Governors should store all training certificates on Microsoft Teams. AG does not need to undertake the safeguarding training as he has already completed this as an employee of the school.</p> <p>Governors are asked to please book any paid-for training via Vicky _____. RA to send to all Governors V_'s email address.</p>	LK  ALL RA						
<b>13.0</b>	<b>LGB &amp; SENIOR LEADERSHIP TEAM (SLT) WORKING TOGETHER</b>							
	<p>At the last LGB meeting, LK invited Governors please provide him with feedback via email on how the LGB and Senior Leadership Team (SLT) will work together going forward. LK advised that he has had no responses. Governors confirmed that they are satisfied with the current working arrangement.</p> <p>LK advised that he intends for this academic year to be his final term of office. LK asked Governors to please consider how they see their Governor career developing and encouraged any interested parties to please let him know if they would be interested to undertake the role of Chair of the Local Governing Body of The Quay School in the next academic year (2020-2021).</p> <p>LK invited any Governors who would be interested to learn more about the meetings between the Chair of the LGB and the Headteacher, to please let him know and he will arrange for them to join he and RA for their next meeting.</p> <p><b>GOV Q (AS): Are there any other meetings where the LGB would meet with the SLT?</b> LK to arrange a social event for the LGB and the SLT; JG suggested holding it from 12:00 to 13:00 on a Friday. LK advised that Governors cannot attend SLT meetings, due to conflict of interest. RA invited Governors to attend staff INSET days and Open Evenings. RA to send details of dates to all Governors.</p>	ALL  ALL  LK ALL RA						
<b>14.0</b>	<b>LINK GOVERNOR APPOINTMENTS</b>							
	<p>Governors consider the Link Governor roles for the LGB for the Quay School, which were agreed as follows:</p> <table border="0"> <tr> <td>Website</td> <td>Laurie Keane</td> </tr> <tr> <td>Safeguarding &amp; Child Protection</td> <td>Angie Smith</td> </tr> <tr> <td>Finance</td> <td>Andrew Gladwell</td> </tr> </table> <p>Item to be added to the agenda of the June 2020 LGB meeting.</p>	Website	Laurie Keane	Safeguarding & Child Protection	Angie Smith	Finance	Andrew Gladwell	YC
Website	Laurie Keane							
Safeguarding & Child Protection	Angie Smith							
Finance	Andrew Gladwell							
<b>15.0</b>	<b>GOVERNOR VISITS (REPORTS BACK ON ANY FINDINGS)</b>							
	LK reported that he has had informal visits to liaise with the Headteacher; none of these visits have been formally recorded. LK reported that he undertook another visit to look at the safeguarding policy changes.							
<b>16.0</b>	<b>POLICIES</b>							
<b>16.1</b>	<b>HOME SCHOOL AGREEMENT</b>							

	<p>Prior to the meeting, Governors received a copy of the home school agreement. AG and AS have not had a copy. LK to send a copy of the policy to AG and AS.</p> <p><b>DECISION: LK proposed to adopt the home school agreement (v1) for The Quay School (Delta Education Trust), as presented. This was unanimously agreed.</b></p> <p><b>16.2 REFERRAL &amp; ADMISSION ARRANGEMENTS</b></p> <p>Prior to the meeting, Governors received a copy of the policy. AG and AS have not had a copy. LK to send a copy of the policy to AG and AS.</p> <p><b>DECISION: LK proposed to adopt the referral and admissions policy (v1) for The Quay School (Delta Education Trust), as presented. This was unanimously agreed.</b></p> <p><b>16.3 EQUALITY OBJECTIVES (PUPILS)</b></p> <p>Prior to the meeting, Governors received a copy of the Equality Objectives. AG and AS have not had a copy. LK to send a copy of the policy to AG and AS.</p> <p><b>DECISION: LK proposed to adopt the Equality Objectives (v1) for The Quay School (Delta Education Trust), as presented. This was unanimously agreed.</b></p> <p><b>16.4 REVIEW CENTRAL VETTING REGISTER</b></p> <p>LK advised that either the appointed safeguarding governor or the LGB Chair should undertake a review of the single central register (SCR). LK advised that this was done on the final day of the last term and will be undertaken by AS this term.</p> <p><b>16.5 TEACHING &amp; LEARNING</b></p> <p>Prior to the meeting, Governors received a copy of the Policy. AG and AS have not had a copy. LK to send a copy of the policy to AG and AS.</p> <p><b>DECISION: LK proposed to adopt the Teaching &amp; Learning Policy for The Quay School (Delta Education Trust), as presented. This was unanimously agreed.</b></p> <p><b>16.6 ONLINE SAFETY</b></p> <p>Prior to the meeting, Governors received a copy of the Policy. AG and AS have not had a copy. LK to send a copy of the policy to AG and AS.</p> <p><b>DECISION: LK proposed to adopt the Online Safety Policy for The Quay School (Delta Education Trust), as presented. This was unanimously agreed.</b></p>	<p>LK</p> <p>LK</p> <p>LK</p> <p>LK</p> <p>LK</p> <p>LK</p>
<b>17.0</b>	<b>ANY OTHER BUSINESS</b>	
<b>17.1</b>	<p><b>CAREERS HUB</b></p> <p>RA reported that the school's Pastoral Manager has been working with the Career Advisor to have the school appointed as one of the regional careers advice and guidance centre for BCP.</p> <p><b>GOV Q (AG): What does this mean for the school?</b></p> <p>the school's Pastoral Manager will be leading and sharing good practice with other local schools. This appointment attracts funding.</p>	

	<p><b>GOV Q(AG): Is there a risk that the school's Pastoral Manager will be pulled elsewhere and away from the school?</b></p> <p>It is a requirement of the OfSTED inspection framework that schools undertake collaborative working and this helps the school to meet this. RA advised that the school will monitor the demand on staff, to ensure well-being and minimise impact on individual's workload.</p> <p>LK advised that this evening (26 September 2019), he is attending a dinner at BCP, where this will be announced and further information will be known.</p> <p><b>DATE OF NEXT MEETING:</b> 16:00 Thursday 16 January 2019</p> <p><b>CLOSE:</b> 17:25</p>	
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Prepared by Sarah Broadfoot  
Friday 27 September 2019

Approved \_\_\_\_\_

Date \_\_\_\_\_

### **SUMMARY OF ACTIONS**

#### **Laurie Keane**

- send links for the online training to all Governors and share via Microsoft Teams
- arrange a social event for the LGB and the SLT (12:00 to 13:00 on a Friday)
- send a copy of the Teaching & Learning policy to AG and AS
- send a copy of the Online Safety policy to AG and AS
- send a copy of the Referral & Admissions policy to AG and AS
- send a copy of the Equality Objectives to AG and AS
- send a copy of the Home School Agreement to AG and AS

#### **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

#### **Lynsay Hume**

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

#### **Russell Arnold**

- arrange to meet with JB prior to the next LGB meeting to review performance data
- update Governors via email when the first billing cycle (to the local authority) of the new academic year is successful
- send to all Governors V\_'s email address

- send details of staff INSET days and Open Evenings dates to all Governors

#### **Your Clerk**

- ensure overview of Microsoft Teams (JB) is added to the agenda of the next LGB meeting
- ensure Governing Body Membership is added to the agenda of the next LGB meeting
- update the register of business and pecuniary interest, if required
- ensure that any absent Governors complete and return their forms at the next LGB meeting
- ensure Governing Body Membership is added to the agenda of the next LGB meeting
- ensure GDPR Brief is added 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
- please continue use of Microsoft Teams and if there are any problems encountered, please contact JB
- please book any paid-for training via Vicky \_\_\_\_\_
- please consider how you see your Governor career developing; please let LK know if you would be interested to undertake the role of Chair of the Local Governing Body of The Quay School in the next academic year (2020-2021)
- if you are interested to learn more about the meetings between the Chair of the LGB and the Headteacher, to please let LK know and he will arrange for you to join he and RA for their next meeting
- attend staff INSET days and Open Evenings