



The Trust Scheme of Delegation requires the Local Governing Bodies (LGBs) to report on their work annually. This report summarises the work of The Quay School LGB for the 2018/19 academic year.

### **Composition.**

Chair of LGB, Andy Baker, resigned and was replaced by Laurie Keane. Community governor Fran French resigned. Angie Smith was recruited as a community governor. Two parent governors were recruited – Lyndsay Hume and Andrew Gladwell.

### **Training and skills audit.**

An audit of training and skills was completed, and a matrix of skills and training created. Training needs among the group were identified, allowing more focussed training time and spend. LGB recruitment priorities were identified.

### **Governor processes.**

In order to improve effectiveness, the LGB produced and adopted:

- A governor code of conduct.
- Terms of reference for all 'named governor' roles.
- Standardised *Note of visit* reports to provide evidence of the impact of governance and management.
- A governor induction training package.

Policy review was overhauled, providing:

- More efficient use of meeting time.
- Standardised policy formatting.
- 'Jargon-busters' for lay readers – e.g. parents and students.
- Improved tracking of policy review cycle.

This process was adopted early in the year, and is working very well.

### **Parent voice.**

It was identified that the LGB had not managed to recruit parent governors. While this is not uncommon in alternative provision settings, it was identified that an outstanding school's LGB should make additional effort to ensure the parent voice is heard. Measures taken included attending parents' evening, attending parent support groups, and then running a parent governor election. Two parent governors have been recruited – Lyndsay

Hume and Andrew Gladwell – and Parkstone and Harbourside sites parent communities are now represented among LGB members.

### **Staff liaison.**

In order to improve staff awareness of the LGB and its functions, the chair attended a whole-staff INSET session and briefed the staff on our vision and values. Staff/governor meetings have taken place relating to Finance, Careers, Safeguarding and Head/Chair liaison and strategy.

### **Website.**

The LGB carried out a compliance audit of the school website. Compliance was improved to 100% and, where considered appropriate, good practice guidelines were also complied with. Governance content was reviewed, updated, and added to in order to better inform students, parents, carers and staff about the role, function and focus of the governors. Governance information now includes:

- Statutory information (appointer, appointment period, attendance, relevant financial interests).
- Photographs to aid identification (optional).
- Areas of responsibility.
- Minutes of LGB meetings.
- Agenda of next LGB meeting.
- LGB terms of reference.
- Roles and responsibilities summaries for all named governor roles.
- Governance code of conduct.

### **Careers Liaison**

With student destinations on leaving school considered by the LGB to be crucial, liaison with the careers lead is seen as particularly important. This has included:

- Oversight and challenge on progress with Gatsby benchmarking. This benchmarking is aimed at improving careers information advice and guidance. The Quay School compares outstandingly well across all school, mainstream or alternative. The school has been selected by BCP Council as a Careers Hub thanks, no doubt, to the *outstanding* progress made by the careers lead, Nicky Sheldrake, and advisor Amy Raymond.
- Liaison with local businesses, leading to:
  - Additional work placement being found for one Harbourside student. If the trial is successful this is will be offered annually.
  - An interview practice event. This two-day event was conducted off-site in a business setting, and gave a group of Harbourside students an opportunity to learn, in a workplace setting, how to prepare and perform at interview. It is hoped that this event is will be made available again this year.