

**CRITCHILL SCHOOL – LOCAL GOVERNING BODY MEETING**

**THURSDAY 23<sup>RD</sup> JANUARY 2020 6.00 pm**

**MINUTES**

<b>Present:</b>	Claire Hudson	Chair
	Gareth Williams	Vice Chair
	Sophie Addison	Headteacher
	Simon Mills	Trustee
	Molly Southwood	Community Governor
	Elaine Shobbrook	SBM

In attendance: Claire Gordon (Clerk to Governors)

**1. Apologies**

Apologies were accepted from Josh Burr, Sally Smiles, Emma West and Helen Piper.

**2. Membership**

Current membership of the board was discussed in length, the main issue being the recruitment of new governors.

**ACTION** – SA & CH to put a date in the diary to do a piece of work on recruiting new governors.

**3. T&L**

Curriculum Review – Presentation by Wrens class teacher

A presentation was given showing the thematic planning approach used for the classes Dinosaurs Long Ago theme.

The presentation showed how the theme covered all areas of the curriculum outlining the clear link to pupils PLIM. The presentation included images and videos evidencing the pupil's progress and achievements.

**Q** – A governor asked if the Teacher considered aspects from the students PLIM whilst creating lesson planning? **A** – Yes the Teacher adapts her planning around the individuals PLIMs.

**Q**- How many children are you expected to manage within 1 activity? **A** – The Teacher explained she has 8 children in her class with 2 full time TA's, usually they start by working together as a group this tends to follow by splitting off to do small group work.

**Q** – How do you set PLIM's for new early years students? **A** – The Reception Teacher books a nursery and home visit she will liaise closely with nursery staff to devise a strengths and needs analysis. All new starters also have a school entry plan meeting where involved professionals and parents come together – this is a great model to help assist in creating a young person's PLIM.

**4. Minutes of the previous meeting**

The minutes were of a true record and signed by the Vice Chair.

**Q** – A governor asked the outcome regarding parent's childcare costs to enable to become a potential parent governor. **A** – We have contacted the trust regarding this whom advised this is not usual practise and this would not be encouraged.

Governors discussed other options of how and when meetings could be held to make them more open to potential new governors.

Signed.....

Dated.....

## 5. Headteachers Report

The HT invited questions.

Proposed Structure – **Q** – What is a specialist provision lead? **A** – Brian Hooper asked SA to look at how to further expand Critchill's middle leadership, previously we have had subject leaders but since changing our approach it hasn't worked for us. A specialist provision lead will take on some of the DHT's responsibilities in terms of developing our alternative provisions for example, Swimming & the Bike Shed.

The SP lead will also line manage those who lead these provisions.

The proposed structure will be in place as of April 1<sup>st</sup>, this has been discussed with Brian Hooper and shared with Alun Williams.

**Q** – Will the Job coaches be in house? **A** – Eventually we would like this to be the case to further support our Post 16 students for both work placements and internships.

We are currently waiting for confirmation from Somerset regarding our year 11 students, as this year for the first time they have consulted with us over these places, we of course have given a positive response.

The board expressed that they were in agreement with the proposed structure.

The Chair congratulated the HT on her substantive appointment as Headteacher.

The HT commented on the following points –

We have recently put in a bid to Short Breaks to run a play scheme over 4 days during the half term holiday, the SP lead will also be responsible for coordinating this.

We're also planning to advertise for another straight to teaching post as these have been extremely successful for us.

### Car Park Barrier

The HT informed governors that we have the support of the trust to install a barrier and we have also gained permission from SCC to go ahead with the installation.

A meeting has also been arranged with Trinity school to discuss this in further detail to include cost. A decision also needs to be made regarding the time of day that the barrier is down.

**SIP** – **Q** – A governor asked when the playground will be finished? **A** - The HT advised that the work is due to begin in March and expected to be finished when the students return after the Easter holidays.

**Q** – A governor asked if the idea of a nursery has been put on hold? **A** – The HT explained that she had a conversation with our school improvement partner regarding this who was keen for us to look at this but will however be a long term project.

## 6. Finance

The SBM updated governors on the revised budget, unfortunately a monitoring report was not available due to technical difficulties when uploading to the finance system.

The SBM reported a £15k surplus which doesn't include pro rate place funding for students over our commissioned numbers.

Signed.....

Dated.....

**Q** – The trust are asking for a surplus of a month’s wage, do we have this? **A** – We will when the additional place funding is received.

**Q** – Is funding a standard rate or is it tailored? **A** – Approximately 50% of our funding is high needs top up which fluctuates depending on the level of need of each individual student.

The HT also advised that we are currently working on a piece of bid writing to raise funds for our P16 classroom which we have also committed some funds from the budget.

#### H&S

It was agreed that the SBM & CH would carry out a H&S inspection **ACTION** –SBM & CH to book a date for this to take place.

### 7. **MAT**

AOB

Harrys Hydro - Governors had an in depth conversation regarding the current situation of Critchills use of the hydro pool.

The HT advised a positive meeting has taken place recently, paperwork has been shared with Sarah our solicitor who has suggested various options to enable us to move forward.

Sarah has written a letter outlining these options which has been sent to HH’s trustees.

#### Policies

The Policy review cycle was shared with governors, this document outlines the polices with home/school content that need to be reviewed annually by governors.

**ACTION** – Clerk to speak with HT re policies that have already been completed.

### 8. **Monitoring**

The chair reminded the board to book in any outstanding dates.

### 9. **Governor training**

The clerk advised governors that CP training was now due.

**ACTION** clerk to coordinate the booking of this.

It was agreed that if SA could not deliver this training then we could explore the option of an external body which could be paid for by the NGA fund.

### 10. **Date of future meeting**

Wed 10<sup>th</sup> March TIME & VENUE TBC

SUMMARY OF ONGOING ACTIONS			
DATE	ACTION	WHO	OPEN/CLOSED
23.01.20	SA & CH to put a date in the diary to do a piece of work on recruiting new governors.	SA/CH	OPEN
23.01.20	SBM & CH to book H&S inspection	ES/CH	OPEN

Signed.....

Dated.....

23.01.20	clerk to coordinate the booking of CP training	CG	OPEN

Signed.....

Dated.....