



Governor Meeting

Reason for Meeting EGM FGB Meeting – Via TEAMS	Start: 25/04/2024 16:15:00	End: 25/04/2024 18:00:00
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Governing Body

Sarah Edwards	Headteacher
Shelagh Morris	Co-opted Governor (Chair)
Caroline Smale	Co-opted Governor (Vice Chair)
Sean Pond	Local Authority Governor
Andrew Palmer	Co-opted Governor
James Mottram	Co-opted Governor
Andrew Sudron	Associate Member
Si McInerney	Parent Governor
Peter Hawthorn-Smith	Parent Governor
Kim Ayrton	Staff Governor
Lynn Lewendon	Co-opted Governor

Core Functions of the Governing Body:

- **Ensuring clarity of vision, ethos and strategic direction**
- **Holding the Headteacher to account for the educational performance of the school and its pupils**
- **Overseeing the financial performance of the school and making sure its money is well spent**

Strategic Objectives

At Springwater School...

- We will offer a vacant placement to a SEND child and/or young person whose special educational needs are life long, severe and complex and support them and their family during their learning journey.
- Pupils will achieve their potential, developing their engagement with their world and their voice as they prepare for adulthood.
- We will continue to value the skills and well-being of our staff and invest in their career development.
- We will plan and develop a sustainable future.

Minutes

Item	Description	Action
	PROCEDURAL	
FGB.87.24	Welcome SMo welcomed everyone to the meeting and thanked governors for making time to attend. SMO explained the purpose of the meeting was to discuss the backlog of items from previous meetings that had been carried forward.	



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FGB.88.24	<p>To receive apologies and record the acceptance of apologies Lynn Lewendon – accepted. Andrew Sudron will join the meeting when he is able to – Andrew was preparing for the Headteacher interview taking place tomorrow.</p>	
FGB.89.24	<p>To remind Governors to declare any pecuniary or non-pecuniary interests None.</p>	
FGB.90.24	<p>To remind Governors of the need for confidentiality and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection The clerk reminded Governors of the need for confidentiality.</p>	
FGB.91.24	<p>To declare the notification of any other business to be discussed later in the meeting None.</p>	
FGB.92.24	<p>To approve and sign the minutes of the meeting held on 29th February 2024 (inc. Confidential Minutes) The minutes were approved and will be signed at the next FGB.</p>	
FGB.93.24	To discuss any matters arising from the minutes:	
<p>FGB.40.23 <i>Terms of Reference template. On agenda</i> FGB.52.23 <i>Keep governors updated regarding Nursing support in school – SE has yet to hear back from the Nurse. Carry forward.</i> FGB.54.23 <i>Final building plans to go to next FGB. On agenda</i> FGB.71.23 <i>Circulate Governor School Improvement Meeting slides. Complete</i> FGB.72.23 <i>Progress election for staff governor – Kim Ayrton has been elected. Complete</i> FGB.72.23 <i>Contact Headteacher at Mowbray regarding bandings for incoming Sixth Form students – this had not been actioned. SE will email the Head at Mowbray and will send governors any response she receives. If this requires further discussion SE will ask LE to put on the next agenda. Complete.</i> FGB.72.23 <i>Policies for Careers and Work Placements to be circulated. On agenda</i> FGB.76.23 <i>Comments to JM on SFVS by 8th March – it was noted the SFVS was approved and submitted before the deadline. Complete</i></p> <p>Confidential: Update regarding SLT structure SE See confidential minutes. Update re Challenging child SE See confidential minutes. Update on HT recruitment. On agenda.</p>		
	BUSINESS	
FGB.97.24	<p>Update from F&R Committee (brought forward as JM was travelling) JM reported that there had been additional meetings regarding the budget and lots of work had been undertaken by AP and Yvonne Heys (SBM). The budget is now back on track and the additional</p>	

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	<p>sum of £50k received from North Yorkshire has been included in the budget. The budget has been presented to Ascent. The Start Budget will go to the next F&R meeting on 9th May.</p> <p>Pay Committee – this was adjourned as further HR advice was needed and will be re-convened on 1st May.</p>	
FGB.98.24	<p>Final Plans for Expansion (<i>brought forward as JM was travelling</i>) JM has not been able to speak with Chris Reynolds but there is a meeting pencilled in for w/c 6th May to review the MoU. Further update at the next FGB.</p>	
FGB.94.24	<p>Update on HT Recruitment Additional governor meetings had been held since the last FGB and the notes of these meetings were circulated with the papers. SMO thanked CS for the notes.</p> <p>SMo reported that it had been agreed with North Yorkshire and Ascent that we could recruit for the headteacher, despite the MoU with Ascent being signed agreeing that all recruitment would be put on hold. Interviews are taking place on 26th April and there are two candidates. Assessments will take place in the morning and interviews in the afternoon. The interview panel is SMO, CS, AP & PHS, with Olivia Kelly (SEA NYC) and Carolyn Morgan (CEO Ascent) attending to observe and advise. There is an EGM at 6pm on 26th to ratify the panel’s decision.</p> <p>SMo also reported that as the interviews are only taking place over one day, we would be refunded for the cost of the SEA (Olivia Kelly).</p> <p>Governor question: have any of the candidates indicated if they would accept the position if offered? Not at this point.</p> <p>Governor question: Will any of them require relocation expenses? This will be discussed during the interview process. The policy is on the agenda for discussion/approval.</p> <p>SMo reported that she has discussed this policy with HR and has been advised that that the standard offer around £5k, with a maximum of £8k. A discussion followed on relocation, and it was agreed that this should only be discussed if a candidate raises the matter. If we need to use the policy, then we can only offer what is realistic and what is line with the policy.</p> <p>Governor question: At what point do we negotiate salary? After the interview as part of the offer. It will be a conditional offer subject to references. SMO hopes to be able to offer the successful candidate the post after the EGM.</p>	

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	<p style="color: red;">Governor question: Has there been any feedback from candidates about their salary expectations? No, but they know the pay range. It is good practice to offer what would be an increase on their current salary, but this is all subject to experience etc.</p> <p style="color: red;">Governor question: Are both candidates in the Teacher Pension Scheme (TPS)? This could affect the salary - if an individual is not in the TPS, they are often paid a higher salary. SMo in unsure and this will be discussed when an offer is made.</p>	
<p>FGB.95.24</p>	<p>Academisation Update SP reported that our application will not be going to the May DfE Board due to the financial issues.</p> <p>Mick Little (Ascent) is currently working on the financial submission for Mowbray so SP is hopeful once this is submitted, he will be free to work with us. SP hopes our application will be submitted to the September DfE Board.</p> <p>The next meeting with Ascent is on 30th April – the intention of this meeting is to introduce the CEO and COO at Ascent to Springwater governors and provide an update to governors on how governance will look once academized.</p> <p>SMo has a timetable from the Regional DfE office for academizing, and it is hoped that if our submission goes to the September board, we could convert in January.</p> <p>SE reported that she has tried to engage with Ascent prior to submitting the start budget but has not been successful. There is a meeting scheduled for 13th May but SE is concerned this may be too late due to the F&R meeting being held on 9th May and decisions are needed around recruitment.</p> <p style="color: green;">Governor question: Is it possible to move the F&R meeting to a later date? SE has discussed this with JM.</p>	
<p>FGB.96.24</p>	<p>Agree Terms of Reference for Committees</p> <ul style="list-style-type: none"> • F&R committee – complete and included in Budget Management Policy. • Quality of Education – completed at the start of the year when the committee was formed. • HTPM – SMo to action. SMo will forward the template to any outstanding committees. <p><i>(JM left the meeting at 16.55hrs)</i></p>	<p style="color: red; text-align: right;">SMo</p>

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FGB.97.24	<p>Update from Committees:</p> <ul style="list-style-type: none"> • Fundraising for school minibus – carry forward. • Quality of Education – minutes have been circulated. CS & AS are meeting next week to discuss the next meeting. • Parental Engagement – update circulated from the parent survey that was sent at the end of the Autumn term. PHS reported it was a very positive picture, but there are some areas for improvement. Ali Dickinson is looking at some fundraising ideas. One outcome of the survey was that parents would welcome an opportunity to speak with governors, so PHS asked for volunteers. SMO, SP and CS all volunteered so PHS will organise these sessions. <p><i>(SMc left the meeting at 17.00hrs)</i></p>	<p style="color: red;">LE/JM</p> <p style="color: red;">PHS</p>
FGB.101.24	<p>Behaviour Report Data on behaviour was circulated prior to the meeting.</p> <p style="color: blue;">Governor question: Whilst the data is useful, is it worth looking at data for each class to see which staff are being exposed and how this links to their mental health and wellbeing; resilience etc? Yes, this would be useful to look at. SE will bring this data to the May FGB.</p> <p><i>(SMc rejoined the meeting at 17.10hrs)</i></p> <p><i>(AS joined the meeting at 17.10hrs)</i></p> <p style="background-color: yellow;">See confidential minutes.</p>	<p style="color: red;">SE</p>
FGB.102.24	<p>Policies The following policies were circulated prior to the meeting. Some points noted as follows:</p> <ul style="list-style-type: none"> • Child Protection Policies – NYC policy. • Suspension or Removal of a Governor procedure – there is potential to cross reference this policy to the Data Protection policies regarding the point about 'Breach of Confidentiality.' • Governor Expenses – it was agreed the wording seemed 'archaic' regarding train tickets, so it was agreed to change the wording to 'cheapest practical'. It was noted that claims don't happen very often and the headteacher must approve any claims submitted. • Capability – NYC HR policy. • Disciplinary – NYC HR policy. • Relocation Policy– NYC HR policy. • Careers Policy – this follows the presentation at the last FGB regarding careers/work experience. 	

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	<p>Governor question: Do we give careers guidance to all students Y8 and above? No – this is a bit of a stretch due to the needs of the children. The policy needs to reflect reality.</p> <p>SE will take this policy back to the Job Coaches for minor amendments.</p> <ul style="list-style-type: none"> • Flexible Working– NYC HR policy. <p>Governor question: What controls are in place to ensure ‘reasonable manner’ is applied consistently? All applications go through the headteacher. It was noted that the policy should say ‘Headteacher’ and not ‘Manager.’ SE will amend.</p> <ul style="list-style-type: none"> • Providing and Obtaining References – NYC HR policy <p>Governor question: Are individuals required to disclose any safeguarding allegations; what is the threshold to disclose? It is SE’s understanding that if any safeguarding or disciplinary matters are disclosed then we would seek HR advice. We record low level concerns as part of KCSIE and we liase with HR on what we can and can’t disclose. If a warning has expired, then it is not disclosed.</p> <ul style="list-style-type: none"> • Restructure Redundancy and Redeployment – NYC HR policy. • Parental Leave – NYC HR policy: it was noted that on P3 regarding paternity leave, it was not consistent with the table of definitions in section 3.2. <p>Subject to the minor amendments which SE will make, all policies were approved.</p>	
FGB.99.24	<p>Pupil Progress & Assessment Report circulated prior to the meeting. AS highlighted the following:</p> <ul style="list-style-type: none"> • Staff meetings held in January and April looking at setting outcomes. Focussed on using Evidence for Learning and sharing reports with parents. • Focused on staffs understanding of SMART objectives, the key points being objectives are achievable in the timeframe. <p>Governor question: With the short-term outcomes, are we comparing like with like, and would the outcomes have changed within the timeframe? The information in the report is based on annual reviews – some outcomes may be achieved, and the next steps are not captured here. Short term outcomes are captured between the two annual review cycles when EHCP reviews happen.</p>	

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	<p>Governor question: What does 'good' look like and how do we know if there is improvement in standards achieved by pupils? Governors need to be clear on what the data is telling us.</p> <p>AS will give this some consideration. 'Good' is difficult to measure as all children have differing needs, but it is all about continuous improvement for each child, and not setting the bar at 'good.'</p> <p>AS reported that scrutinising this data has led to positive changes in school – it has led to targeted support in certain curriculum areas and helped AS identify any staff who need support in the assessment process. It has also helped with consistency and is a great improvement to where we were a couple of years ago.</p> <p><i>(CS left the meeting at 17.55hrs).</i></p> <p>SP reported he had observed a briefing AS had given on SMART objectives with staff, and 2 EHCP reviews. SP reported he was impressed with the whole process and the timebound targets.</p>	
FGB.100.24	<p>Safeguarding Spring report will come to the next FGB.</p> <p>AS attended training in the Spring term on how to track the most vulnerable pupils. Kim Aytron and Melissa Sparks have completed their NSPCC training for their new DDSL posts.</p> <p>Curriculum: some sessions have been led by Sixth Form students – Time to Talk day; Promoting Mental Health; Bakery Day; and Internet safety presentations.</p> <p><i>(SE left the meeting at 18.00hrs).</i></p> <p>Safeguarding training is taking place on 1st May – governor are invited to attend. Details have already been sent by KA.</p>	
FGB.103.24	<p>Governor Housekeeping</p> <ul style="list-style-type: none"> • Skills Audit – carry forward. 	Clerk
FGB.104.24	<p>Governor Training update</p> <ul style="list-style-type: none"> • KA is booked onto the Introduction to Governance training. • CS is booked onto the Early Years training. 	
FGB.105.24	<p>Governor visits update Not discussed.</p>	
FGB.106.24	<p>AOB None.</p>	



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	Dates of next meetings <ul style="list-style-type: none">• 9th May 2024 – Finance & Resources• 23rd May 2024 – FGB	
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Meeting closed at 18.05hrs

ACTION TABLE		
Item	Action	Who?
FGB.52.24	Keep governors updated regarding Nursing support in school.	SE
FGB.94.24	Terms of Reference – draft STPM and circulate template to outstanding committees.	SMo
FGB.97.24	Fundraising for school minibus – carry forward.	Clerk/JM
FGB.97.24	Organise sessions with governors and parents.	PHS
FGB.101.24	Behaviour Data – bring class data to next FGB.	SE
FGB.103.24	Skills Audit – carry forward.	Clerk

Signed:

X

Name
Governor