



# Governor Meeting

Reason for Meeting FGB Meeting	Start: 29/02/2024 16:15:00	End: 29/02/2024 18:30:00
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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 Aytron	Staff Governor ( <i>Acting</i> )
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
	<b>PROCEDURAL</b>	
FGB.64.23	<b>Welcome</b> SMo welcomed governors to the meeting, especially Kim Aytron who was acting as Staff Governor due to Emma Gibsons absence. CS and PHS had joined the meeting on TEAMS.	



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FGB.65.23	<p><b>To receive apologies and record the acceptance of apologies</b> James Mottram, Si McInerney &amp; Lynn Lewendon – these were accepted.</p>	
FGB.66.23	<p><b>To remind Governors to declare any pecuniary or non-pecuniary interests</b> None.</p>	
FGB.67.23	<p><b>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</b> The clerk reminded Governors of the need for confidentiality.</p> <ul style="list-style-type: none"> <li>Pay Appeal – it was noted this would be raised at the F&amp;R on 21<sup>st</sup> March.</li> <li>SLT – The SLT will join the meeting to discuss SLT structure. <b>See confidential minutes.</b></li> </ul>	
FGB.68.23	<p><b>To declare the notification of any other business to be discussed later in the meeting</b></p> <ul style="list-style-type: none"> <li>Headteacher Recruitment</li> </ul>	
FGB.69.23	<p><b>To approve and sign the minutes of the meeting held on 18<sup>th</sup> January 2024 (inc. Confidential Minutes)</b> The minutes were approved and SMO signed a copy for the governor file.</p>	
FGB.70.23	<p><b>To discuss any matters arising from the minutes:</b></p> <ul style="list-style-type: none"> <li>FGB.39.23: Ask for Ascents Data Protection Policies - policies received from Ascent and forwarded to LL &amp; PHS. PHS reported that he had met with SE and Veritau on 28<sup>th</sup> February where they reviewed these policies. There is further work to be done and a second meeting is needed. <i>Item closed for purpose of minutes and PHS to advise when the policies are ready to come to the FGB. <b>Complete.</b></i></li> <li>FGB.40.23: Circulate Terms of Reference template and carry forward to next FGB – F&amp;R and Quality of Education ToR’s are complete. SMO has sent the template to the other committees and panels. Carry forward to next FGB.</li> <li>FGB.45.23: Organise cover for staff governor - Kim Ayrton was selected by staff from two volunteers. <b>Complete.</b></li> <li>FGB.51.23: Circulate Needs Analysis to governors. <b>Complete.</b></li> <li>FGB.52.23: Speak to Head of Nursing and NYC – The Head of Nursing has contacted the Designated Medical Officer for the area to seek advice on this matter. SE to keep governors updated. <b>Ongoing.</b></li> </ul>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">SE</p>

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	<ul style="list-style-type: none"> <li>FGB.54.23: Final building plans to go to next FGB – JM not at the meeting – carry forward to next FGB.</li> </ul>	Clerk
	<b>BUSINESS</b>	
FGB.71.23	<p><b>Chairs Update</b></p> <p>SMo reported on the following:</p> <ul style="list-style-type: none"> <li>Attended a Pupil Voice day on 25<sup>th</sup> January – this covered what the children want in school. Jane Sidwell has summarised the event. KA forwarded to Governors.</li> <li>Academisation: SMo commended SP on the various presentations he has made to all stakeholders. They have all been very well received and understood. SP will provide an update under item 74.</li> <li>Termly meeting with Headteacher, Chair, Chair of Resources and Clerk planned for 22<sup>nd</sup> March.</li> <li>School expansion – update provided by JM prior to the meeting.</li> <li>Governor School Improvement Meeting – held on 8<sup>th</sup> February. LE to circulate slides from the meeting.</li> <li>SMo and SE meet regularly in the term.</li> <li>Update on HT recruitment – <b>see confidential minutes.</b></li> </ul>	Clerk
FGB.72.23	<p><b>Headteachers Report (verbal)</b></p> <p>SE updated on the following:</p> <ul style="list-style-type: none"> <li>Two new starters in Primary, and one leaving.</li> <li>Internal staffing changes – SE has responded to some flexible working requests. Some money has been saved with this.</li> <li>Staff training on a Tuesday- recent training includes Speech and Language, Diversity in Communication.</li> <li>Pre-formal curriculum roll out – curriculum meetings have been taking place and AS is progressing.</li> <li>AS has briefed staff on how to use 'Evidence for Learning.'</li> <li>Two parents' evenings held. Some parents have opted for TEAMS meetings or telephone calls due to their locations.</li> <li>Quality of Education Committee has met.</li> <li>SP and SE have met with the Edwin Group. Due diligence activities have started; finance information has been submitted to the DfE, which is based on 117 pupils in September; stakeholder activities are taking place; meeting with the Unions next week.</li> <li>Staffing: the availability of agency staff is proving difficult. The chances of a 'Red Day Protocol' have diminished but it is hard for the SLT and Heather Newton (HR Manager) to ensure classes are adequately staffed. Classes will only open if they are safe but there is still pressure. Some posts are being advertised.</li> <li>EG has handed in her notice and will leave at Easter. Governors recorded thanks to Emma for her time as staff governor. There is now a vacancy for the staff governor so SE will progress.</li> </ul>	SE

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	<ul style="list-style-type: none"> <li>• The Assessment and Review Officer has also resigned and will leave at Easter. This is a unique post, and we need to advertise this ASAP.</li> <li>• SLT – internal adverts are ongoing.</li> <li>• Consultations: Ongoing – there is still a high demand for places and we are rejecting most applications. Unusually, SE already knows the numbers on roll for September.</li> <li>• Admissions meetings for Sixth Form places – applications are internal, from Mowbray and Forest. SE is concerned as some of the applicants have very low bandings. SE has spoken with the Head of SEN about this but has been advised it is the child’s current schools’ responsibility to challenge these bandings.</li> </ul> <p style="color: green;">Governor question: Would it be helpful for Mowbray and Forest to challenge these bandings now to help us in the future? Yes, but these children have been on low bands for some time so this will be difficult.</p> <p style="color: green;">Governor question: Is there any way of looking at the curriculum offer in the Sixth Form? It sounds like we need additional funding to support these children. SE can speak with the Headteacher at Mowbray, and CS will support.</p> <ul style="list-style-type: none"> <li>• Further meeting with North Yorkshire finance team which was disappointing.</li> <li>• Three children presenting with challenging behaviour. SE is concerned about our ability to educate them as they are becoming high risk. We do not have the space to separate these children out of the main classrooms. <b>See confidential minutes.</b></li> <li>• 1 pupil is accessing alternate provision, three mornings per week. The intention is to build up the child’s time in school, the goal for full integration is September/October.</li> </ul>	SE/CS
FGB.81.23	<p><b>Careers and Work Placements</b> - Sue Waterworth (Job Coach) presenting. <i>SW arrived at 16.45 so this item was brought forward. SW is the part time Job Coach; Aurelia Brooks is SW’s job share.</i></p> <p>SW handed out a timetable for work experience. SW reported that last year 21 were accessing work experience, and this year 29 (out of 45) are accessing work experience. SW reported on the following:</p> <ul style="list-style-type: none"> <li>• Existing providers offered more placements this year.</li> <li>• New provider includes Riverside Quarry.</li> <li>• Some internal placements at Springwater.</li> <li>• Majority of pupils have input at the Tree’s café in school.</li> <li>• Providers starting soon include Harrogate Parks; Harrogate Hospital (gardening team).</li> <li>• Trying to get placements at Natures Little Learners (which is attached to Starbeck Primary School), Co-op, and the Cone Exchange.</li> </ul>	

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- Looking for supported internships once the new build is up and running.
- Saved £800 this year by carrying out our own risk assessments.

Governor question: Is all the work experience done in school hours?  
Yes, the majority is done in the morning, but there are some that take place in an afternoon.

Governor question: How do we recognise and thank providers?  
We hold a celebration event at the end of the school year. All providers are invited to the event where they hand out certificates to the students, and the provider also receives a certificate to display at their premises. Governors will be invited to attend this year.

### Strengths:

- Increased variety.
- Several students are attending individually; some are taken by an adult, and left, then collected when they have finished. This has worked well for some of the students, but we are constantly reviewing this.

Governor question: Are you satisfied that the students are receiving good work experience, and they are not just being used as cheap labour?

Yes – each student has their work experience documented in a folder with photos and written weekly reports. They are also given targets to achieve over time and get news ones as they progress. Most students are accompanied so any exploitations would be noted.

Governor question: Have any placements not worked out?  
No, all placements have been successful so far.

Governor question: How do you manage the travel – is there a travel training programme?

Sixth Form have a travel training programme in an afternoon. We also do bus training, or the students can be driven by an adult. We don't use the train as this costs, whereas the bus is free.

### Weaknesses:

- We are not in a place where we can offer every student a placement. This is due to staffing as it would leave classes in school short staffed.

Governor question: With the correct safeguarding checks in place, could volunteers help with this?

Possibly – there would be certain training that would also need to be undertaken. Another option could be to release the members of staff and the volunteer covers in the classroom. SW will consider this.

Other points to note:

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	<ul style="list-style-type: none"> <li>• SW also reported that every Y12 parent/carer receives a phone call from SW or AB to discuss post-19 options.</li> <li>• Careers week – w/c 4<sup>th</sup> March.</li> <li>• Moving on event – 17<sup>th</sup> May. 18 providers agreed to attend so far, and governors are invited to attend. SW has invited providers from the Selby area as this is where a lot of our students live.</li> <li>• Secured £800 from Resurrected Bikes for 10 children to learn how to build bikes.</li> <li>• SE advised there are a couple of policies that need governor approval so she will send these.</li> </ul> <p>Governors thanked SW for attending. <i>SW left the meeting at 17.10hrs.</i></p>	SE
	The SLT arrived @ 17.10hrs - <b>See confidential minutes.</b>	
<p>Due to time constraints, the following items will be carried forward to the next FGB.</p> <p><i>Post meeting note – an extra FGB will be arranged to cover these items, to ensure the May FGB agenda is not too full.</i></p>		
FGB.73.23	<b>School Improvement Plan – Carry Forward</b>	
FGB.74.23	<b>Academisation Update – Carry Forward</b>	
FGB.75.23	<b>Agree Terms of Reference for Committees – Carry Forward</b>	
FGB.76.23	<p><b>Update from Committees:</b></p> <ul style="list-style-type: none"> <li>• <u>Finance &amp; Resources</u>: JM had sent an update prior to the meeting, along with the minutes of the F&amp;R committee from 8<sup>th</sup> February. <ul style="list-style-type: none"> <li>○ Fundraising for school minibus - <b>Carry Forward</b></li> <li>○ SFVS: Comments to JM by 8<sup>th</sup> March so final version can go to the F&amp;R meeting on 21<sup>st</sup> March.</li> </ul> </li> <li>• Quality of Education <b>Carry Forward</b></li> <li>• Parental Engagement <b>Carry Forward</b></li> </ul>	ALL
FGB.77.23	<b>Final Plans for Expansion – Carry Forward</b>	
FGB.78.23	<b>Pupil Progress &amp; Assessment – Carry Forward</b>	
FGB.79.23	<b>Safeguarding – Carry Forward</b>	
FGB.80.23	<b>Behaviour Report – Carry Forward</b>	
FGB.82.23	<p><b>Policies – Carry Forward</b></p> <ul style="list-style-type: none"> <li>• Child Protection Policies (AS)</li> <li>• Data Protection Policies (<i>Revised following PHS input</i>)</li> <li>• Suspension or Removal of a Governor procedure</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Governor Expenses</li> <li>• Capability</li> <li>• Disciplinary</li> </ul>	
FGB.83.23	<b>Governor Housekeeping – Carry Forward</b> <ul style="list-style-type: none"> <li>• Skills Audit</li> </ul>	
FGB.84.23	<b>Governor Training update – Carry Forward</b> <ul style="list-style-type: none"> <li>• Feedback from training undertaken since the last meeting</li> </ul>	
FGB.85.23	<b>Governor visits update – Carry Forward</b> <ul style="list-style-type: none"> <li>• Link Governor Feedback</li> <li>• Monthly Visits</li> <li>• Future Visits</li> </ul>	
FGB.86.23	<b>AOB</b> <ul style="list-style-type: none"> <li>• HTPM Mid-Year review: SP reported that he meets with SE termly to review HTPM.</li> </ul>	
	<b>Dates of next meetings</b> <ul style="list-style-type: none"> <li>• 21<sup>st</sup> March 2024 – Finance &amp; Resources</li> <li>• 9<sup>th</sup> May 2024 – Finance &amp; Resources</li> <li>• 23<sup>rd</sup> May 2024 – FGB</li> </ul>	

**Meeting closed at 18.30hrs**

<b>ACTION TABLE</b>		
<b>Item</b>	<b>Action</b>	<b>Who?</b>
FGB.40.23	Terms of Reference template - Carry forward.	Clerk
FGB.52.23	Keep governors updated regarding Nursing support in school.	SE
FGB.54.23	Final building plans to go to next FGB- carry forward.	Clerk
FGB.71.23	Governor School Improvement Meeting – circulate slides.	Clerk
FGB.72.23	Progress election for staff governor.	SE
FGB.72.23	Contact Headteacher at Mowbray regarding bandings for incoming Sixth Form students.	SE/CS
FGB.72.23	Policies for Careers and Work Placements to be circulated.	SE
FGB.76.23	Comments to JM on SFVS by 8 <sup>th</sup> March.	All



# Governor Meeting

Signed:

X

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Name  
Governor