

CRITCHILL SCHOOL – VIRTUAL LOCAL GOVERNING BODY MEETING

Wednesday 30th September 2020 7.00 pm

MINUTES

Present:

Sophie Addison	Headteacher
Claire Hudson	Chair
Gareth Williams	
Simon Mills	
Elaine Shobbrook	
Helen Piper	
Amy Legge-Hillier	
Andy Jones	

In attendance: Claire Gordon Clerk to Governors

1. Apologies

Apologies were accepted from Jane Haines and Kate Frost

2. Membership

As director appointed Claire Hudson will continue in her role as Chair.

Gareth Williams was nominated to stand as Vice Chair by the board.

Amy Legge-Hillier self-nominated to stand as staff governor which was seconded by Sophie Addison, Amy was welcomed by the board.

It was agreed that Gareth Williams would move from parent governor into the category of community governor, due to his child leaving Critchill.

3. Declaration

The clerk confirmed receipt of governor declaration documents, those outstanding will be sent to the clerk ASAP.

Action – Clerk to send declaration of business interests to governors for completion.

CP training has been booked for 3 governors.

The code of conduct was signed by the chair on behalf of the board.

4. Minutes of the previous meeting

The action points were discussed and all were in hand.

The minutes were of a true record, the Chair will sign and send to the clerk.

5. Headteachers Report

The HT invited questions.

Q - With the ever growing pupil numbers, is there enough space within school?

A - We have acknowledged that we have lost some of our break away spaces which is mainly due to the remodelling of the new classrooms however, there are plans moving forward to expand the Post 16 build which will create more space.

Signed.....

Dated.....

Q - Are the PP and FSM students the same children? A - Yes.

Q - Are the behaviour incidents in Kestrels and Post 16 attributable to missing school? A - No those are attributable to the child's learning difficulties which present with challenging and difficult behaviour at times. Physical interventions are much less since returning to school with only a handful of children on behaviour management plans.

Q - What has been the impact of children being away from school? A - Critchill was never closed, we remained open for the duration of lockdown with 80% of our children accessing some form of provision. We have 2 students that are yet to return to school, both of which are in hand with weekly safeguarding checks including home visits being carried out by the HT.

Governors had an in depth conversation regarding the collaborative work that has begun with the trust. Q - A governor asked what this looked like and how this would impact Critchill? A – We have been approached by a number of schools within the trust, who at present buy in behaviour management support. Potentially this could be something that Critchill could offer, without doubt this would be a massive project. We are currently working with another HT and have identified 5 other schools that have shown interest.

Safer streets – Q – A governor asked for an update regarding the safer streets project? A – FTC began this in the summer, we have met with Anna Francis who is leading the project. The police have since stepped in mainly due to the need of further involving the local residents and parents. The project has been paused until we have lighter and warmer days. The chair suggested a meeting that involve the HT's and Chairs of the 3 involved schools to enable the schools to contribute effectively.

Q – What have you learned during lockdown that you would take forward into normal times? A – Certain changes that have been put in place to maintain our bubbles have helped children with transitions. Also the staggered start and finish times have worked well.

Post 16 build – Q – Are the plans finalised? A- Yes the build will be happening this academic year. Q – Will this be onsite? A – Yes. The build will be future proofed so that it can be used for other age ranges if needed.

SIP

Q - Have you received any guidance from the trust regarding Ofsted? A – We would have expected an Ofsted visit this year due to us becoming part of the trust however, due to Covid this may not happen.

ACTION – Governors to meet after Christmas to ensure we are Ofsted ready.

Quality of Education – What are Gatsby Benchmarks? A – Gatsby benchmarks are 8 benchmarks which help measure your CEIAG curriculum. This is a key focus for us as a school, we want our young people to be able to move into supported employment and to be ready for adulthood.

The Chair asked if we could have a member of staff could join us at our next meeting to talk about the careers curriculum.

ACTION – SA to arrange this.

Signed.....

Dated.....

Q – How do you see Covid impacting on the SIP? A – The trust have requested that ‘Covid catch up’ is added to the SIP. The government will be awarding all schools with a payment of £15k which is to be used to support students. We haven’t yet decided on how we are going to spend this, an option could be to use it on OT or SALT which would be extremely beneficial to our students.

Q – Is thrive used across the school with all pupils? A – I would describe Critchill as a thrive school, it is used across the school and is also part of our outreach offer.

Q – What are the additional outcomes for our students? A – For some of our young people for the trauma they have experienced without the thrive approach they wouldn’t be ready to learn.

Q – How are objectives met, how will TA’s achieve this? A – A lot of new staff have joined us this term, we need to imbed thrive and ensure they understand the approach.

Sixth Form

Q – The 2 outcomes listed – Post 16 build is complete & school lunches – are they really outcomes or are they milestones? A governor felt and suggested these outcomes should be reviewed and tweaked to ensure our outcomes are pupil focused.

Action – HT to look at this area of development.

Q – Is Covid impacting work experience placements? A – Yes we are finding it is having an impact however, some organisations are happy for us to continue these are placements that are based outside.

Q- Have you got a clear set of rules on what would close the school? A – The trust have a 4 tiered system and we have a rough outline of process, of course this would be discussed with the trust and governors if for example bubbles had to merge or if year groups had to close.

Early Years

Q- What does the early year’s remodelling involve? A – Our early years outside space is very tired and worn, we have started working on this with a specialist HT within the trust.

6. Finance

The SBM reported a very healthy carry forward of £676k. The main reason for this being that we didn’t have our conversion balance. We have also received a considerable amount of income from Wiltshire SLA along with Banes contributing £80k towards the remodelling of the new classrooms.

The SBM explained that all HN funding is now being paid directly to the school from BANES and Wilts, this is no longer paid through Somerset, which is much more efficient.

Q – Are we paying for the Post 16 build? A – Yes.

Q – Are the trust paying for the roof repair? A – Yes, this will happen next year.

7. H&S

The HT and chair carried out a walk round in the summer, the report will be available at our next meeting.

The chair commented on the role of H&S governor, further clarification is needed this is something she is looking into and will be commenting back to the trust.

It was agreed that the chair will resume the role of H&S governor. The board were in agreement.

Signed.....

Dated.....

The SBM commented that what we have done in the past with meetings taking place throughout the year is helpful this allows the governors to monitor what the school is doing. The SBM went on to report that a H&S audit will be taking place over the next month, and monitoring is something that the auditors will check.

ACTION – HT, SBM & Chair to arrange a meeting.

The SBM also reported that adapted fire drills took place during the summer term and 1 drill has taken place since return in September, evacuation maps currently being updated in line with the revised floor plan.

It was also reported that the site team at Writhlington and Norton Hill have been extremely supportive in the absence of our caretaker.

8. External Visits

The HT reported that we do not have any residential visits planned for this year due to Covid.

Q – A governor asked if we are planning to do DofE this year? A – Possibly some training walks but not residential.

The board agreed the cat C visit.

9. MAT

Policy Audit

This took place a few weeks ago, the audit was held virtually.

The auditor looked at, Education visits, Supporting pupils with medical needs and charging and remissions.

It went very well, there were a few minor points that came up that we can tweak, we are awaiting the report.

Policy review

The policy review document has been shared on the google drive.

The clerk advised that these policies will be shared between the board, 3 policies will be assigned to each governor.

They will need to be reviewed annually, please read them and talk to the relevant staff member if needed.

10. Monitoring

The monitoring schedule was agreed, all monitoring will take place virtually.

ACTION – Kate & Gareth to set a date with SA for term 2 monitoring.

The position of Link Governor was discussed, it was felt that Andy could potentially take this role.

ACTION – Claire & Andy to meet to discuss this further.

11. Governor training

4 members of the board have now been booked on to CP training.

Action – clerk to send out the prevent training link, governors to email the clerk with their certificate.

12. Dates of future meetings

Meeting dates available on the google drive.

Next meeting date – Wed 18th November 7pm via google meet.

Signed.....

Dated.....

SUMMARY OF ONGOING ACTIONS			
DATE	ACTION	WHO	OPEN/CLOSED
23.01.20	SBM & CH to book H&S inspection	ES/CH	OPEN
30.09.20	Clerk to send declaration of business interests	CG	CLOSED
30.09.20	Governors to meet after Christmas re Ofsted	ALL	OPEN
30.09.20	Member of staff to join the next meeting re Careers curriculum	SA	OPEN
30.09.20	HT, SBM & Chair to meet re H&S	SA, ES, CH	OPEN
30.09.20	Arrange Term 2 monitoring date	KF GW	OPEN
30.09.20	CH & AJ to meet re Link governor role	CH AJ	OPEN
30.09.30	Clerk to send prevent training link	Cg	OPEN

Signed.....

Dated.....