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### Governing Body EXECUTIVE COMMITTEE Minutes

**Committee: Executive Committee**

**Chair: Mr S Titchard**

**Clerk: Miss J Morris**

**Date of meeting: Friday 2nd October 2015**

**Venue: School Library**

**Time: 8am**

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| **­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­Governors:** Mr S Titchard (ST), Mr M Grant (MG), Mrs B Scott-Herron (BSH), Mr P King (PK), Mrs C Findlay (CF), Miss J Griffiths (JG), Mrs L Hendry |  |  |  |  |
| **Apologies:** Mrs B Dutton (BD) (LA), Mr B Padgett (BP) (Diocese)**In attendance:** Mrs R Agnew (RG) (NLG), Mrs J Forster (LA) Miss J Morris (JM) (Clerk), Mr J Leonard (JL) |  |  |  |  |

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| **1****2****3** | **Welcome and Opening Prayer**Chair welcomed everyone and opened the meeting with a short prayer.**Attendance and Apologies**Apologies accepted.**Declaration of Business Interests**None declared.  |  |
| **4****5****6****7****8** | **Minutes from meeting on 18th September 2015**Minutes accepted and approved for publishing on school website.

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| **Actions** | **Owner** | **Timescale** |
| * Letter of thanks to HR Manager and others involved in recruitment process
* Letter of thanks to support staff member returning as volunteer
 | ST | Outstanding |
| * Lead Governor to respond on any actions on the Safeguarding Action List (www.thekeysupport.com)
 | J Lloyd | Completed |
| * Review structure of GB committees, roles, training needs, meetings
 | ST & RA | Ongoing |
| * Governors section of SIP to include KPI’s
 | ST | ASAP |

**Policy and Procedure***Pay and Appraisal Policy*This has been out to staff for consultation. Nil returns. Policy approved. *SEND Policy*Lead SEN Governor appointed (PK). Governors requested that the policy included reference to how it would report on impact and progress and recommended an annual report to be produced to show impact and progress of students affected including post 16+ progress. Policy approved subject to amendment. *Student Behaviour Policy*Policy has been through consultation with parents, governors, staff and students, albeit limited feedback received from parents. Thanks were extended to BD and BP for their involvement in drafting the policy. Both reward and sanctions are included and links to key government documents. The policy will be published on the school website and a ‘student friendly’ version made available for students. The school’s aim is to avoid permanent exclusions wherever possible and to look at many alternative options. Behaviour is managed at the initial stages first (i.e. classroom) and is referenced to the Teaching and Learning Policy and the school’s Behaviour Steps. Currently, pastoral staff are trained in use of ‘reasonable force’ but looking to widen this to train all teaching staff. Reward initiatives are communicated to students via school handbook, Boteler Bulletin and weekly postcards. Regular articles will be published in the Warrington Guardian. Governors requested some changes to the policy and for re-circulation before approval.

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| **Scrutiny** |
| * How is the Behaviour Policy being shared with students ?
* Are staff trained in use of ‘reasonable force’ ?
* How do students know what they need to do to achieve rewards ?
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| **Actions** | **Owner** | **Timescale** |
| * Make amendments to Student Behaviour Policy and re-circulate to governors
 | JL/JM | Immediate |

**Alternative Curriculum Provision**Attendance at the alternative venues is closely monitored. Risk assessments are carried out on the different suppliers/ venues. Governors noted that the school has been very imaginative in trying to source alternative provision to meet student needs. It was noted that there is a significant cost to the school and local authority to send students to New Horizons. Governors requested tighter controls and written agreements on expectations and outcomes to be in place with providers.

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| **Scrutiny** |
| * Is there a business case considered before entering into agreements with the providers ?
* How is success and impact measured ?
* Are the right students being selected ?
* What quality control measures are put in place ?
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| **Actions** | **Owner** | **Timescale** |
| * Tighter controls and written agreements between the school and providers on expectations and outcomes
 | JL/PAntrobus | Immediate |

**Briefing on PREVENT and safeguarding update**(refer to briefing note). The school has a strong safeguarding team and this is further enhanced by regular staff training. Governors were invited to attend the training session in school on 23rd October for Prevent Duty and FGM. PREVENT and safeguarding issues are incorporated in PHSE topics and through the school’s Spiritual, moral, social and cultural policy. Schools based Police Officer is a vital source of current information and legislation. Governors thanked JL for an excellent briefing paper.

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| **Scrutiny** |
| * Need to identify what the risks are in the local community
* Briefings to be communicated to students
* Should be automatic referral to the police when parents take children away during school time
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| **Actions** | **Owner** | **Timescale** |
| * Contact Cheshire Police PREVENT Officer (Emma Hart)
 | JL | Immediate |

**Any Other Business** |  |  |
|  | *Staff Sickness and leave of absence*(Refer to handout). Governors requested that sickness is shown by number of day’s available v number of day’s absence.

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| **Actions** | **Owner** | **Timescale** |
| * Sickness to be reported as number of day’s available v number of absences.
 | BSH/GC | For next report |
| * Send out SIP, SEF and HMI papers electronically. Questions via the Clerk.
 | JM | Immediate |
| * Set date for Pay Hearing
 | JM | Immediate |
| * Map School Improvement Calendar to agenda items
 | ST/JM | ASAP |

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| **Date and time of next meeting:** | Friday 16 October 2105 at 8am |
| **Agenda items:** | * School Improvement Plan
* School Self Evaluation Form
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Meeting ended at 9.05am

Miss J Morris

Clerk to the Executive Committee

Signed……………………………………………………………….…(Chair/Vice Chair)

Date………………………………………………………………..……