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| **Present****In attendance** | N Willbourn (Chair of Management Committee), M Woolston (Head Teacher), M Blanning, A Woodhouse, D Alphonso, K Marlborough, O Kelham, C Norwood (*arr 16.09)* T Barnby (Clerk KCC) |  |
| **1** | **Welcome & Apologies for Absence**  |  |
|  | 1. Apologies had been received and accepted from the following members:
* C Jackson (work commitment)
* M Moaby (Work Commitment)
1. The meeting was deemed quorate.
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| **2** | **Declaration of Business Interests** |  |
|  | 1. No business interests were declared against items on the agenda.
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| **3** | **Committee Matters** |  |
|  | 1. Governors noted that M Blanning’s re-nomination form had been submitted and would be taken to the next Local Authority Governor Appointment Panel. In the meantime, M Blanning would become an associate member of the Management Committee (no voting rights).
2. Members discussed the Parent Governor Vacancy and the difficulty of persuading a parent to become a Member. Letters had been sent to the parents of pupils and no-one had come forward. The clerk agreed to research who could become a parent governor and what the restrictions were. **Action: Clerk**
3. Members noted that there were the following vacancies on the Management Committee:
* 2 Co-opted Governors, I parent Governor, I LA governor (The HT thought that there was only one co-opted governor vacancy but there are two vacancies at present)
1. The term of office for C Norwood would end on the 30th June 2019.

*C Norwood arrived 16.09* C Norwood indicated his willingness to remain on the Management Committee for a further four years. The term of office for the Chair of the Management Committee would come to an end in October 2019.1. The Pay committee would meet to discuss support staff pay award after the next Management Committee meeting scheduled for May 2019.
 | **clerk** |
| **4**  | **Any other Business** |  |
|  | 1. There had been no items of urgent business put forward for discussion.
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| **5** | **Regional Schools Commissioner/ Academy Update** |  |
|  | 1. Item had been deemed confidential and minuted under Part II – confidential minutes.
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| **6** | **Buildings update**  |  |
|  | 1. The North West Kent Alternative Provision Service had handed back the keys for the Rosemary Centre and Centre class in February 2019 and the keys for the Limes in Dartford would be returned to Kent County Council on Wednesday the 20th March 2019. The cost of the Limes would cease to be the responsibility of NWKAPS from mid-night on the 18th March 2019. Giving up of these three buildings would significantly lower the outgoings of NWKAPS.

**Question: Did any of the buildings being handed back need clearing?**Answer: no, members of staff had cleared all the buildings. |  |
| **7** | **Head Teacher Report** |  |
|  | 1. Members had received The Head Teacher’s report. The following items were discussed:
* The members discussed the Local Authority’s Pupil Referral Unit Consultation. The Head Teacher had been invited to join a working party to look at the reorganisation of PRUs, the first meeting would take place on the 8th April 2019.

**Question: is there any news on what the Quality Assurance process will look like?**Answer: there will be no changes made at NWKAPS but this matter will be discussed further at the meeting on the 8th April 2019* The certainty that the Service was staying at Westcourt Centre would allow for a better vocational offer to be made. The base-line for the curriculum offer was now in place.
* The local Authority had set the budget for PRUs and monies would be apportioned 5/12 and 7/12 following the consultation.
* Staffing changes had been made since the number of buildings had reduced. A new staff structure was discussed including drivers for the collection of pupils from Swanley and Sevenoaks areas. 4 members of staff had left and 6 vacancies would be advertised.
* Pre-public exams were taking place and the data collected would be presented to Members at the next meeting in May. **Action: HT**. It was noted that all students were engaged with the exam process and that all staff at Westcourt Centre were involved in the invigilation and all rooms were in use.
* Members discussed the difficulties of comparing data with other PRUS or with home schools of the pupils. It was decided that comparative data from within NWKAPS for previous years would be given to Members. Raise on-line information is not relevant to PRUs.
1. The members discussed the layout of the School Development Plan which reads like a check list but does not give an over-arching strategic view of where the service will be in 3 years’ time.

**Question: How well do staff know the priorities for the Service?****Answer:** all staff had breathed a sigh of relief and relaxed after the OFSTED judgement of good. The Senior Leadership team and the middle leaders were aware that there was still a lot to do to maintain that judgement and ensure that all pupils received their educational entitlement. A 3-year strategic plan and School Development Plan shared with staff would motivate all staff to strive for a better outcome for pupils. The plan would need two strands, Teaching and Learning and pastoral. | **HT** |
| **8** | **General Data Protection Regulation** |  |
|  | 1. Members had received the report from the Data Protection Officer. Two breaches were noted.
2. NWKAPS bought in Data Protection Officer services from Schools Personnel Service at a cost of £1600 per annum. Ways of saving money were discussed including working with other PRUs across Kent to employ a shared Data Protection Officer.
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| **9** | **Finance** |  |
|  | 1. The budget for 2019-2020 was presented to governors at the meeting. Members noted that the income for the year included £800, 000 that would be returned to schools under the bi-lateral agreement. This figure would rise to £964, 000 after the PRU consultation. The predicted carry-forward figure was £329,674, slightly above the budget Control Mechanism. Members noted that there would need to be some savings made in future in view of the lower number of pupils predicted. The budget was agreed by those present and would be submitted by the Head Teacher. **Action: HT**
2. D Gatfield was thanked for his hard work over the last year helping with the budget monitoring and the training of the new finance officer. The Chair of the Management Committee agreed to write a letter of thanks on behalf of the Management Committee. **Action: CMC**
3. The schools Financial Value Statement was agreed, ready for submission by the end of March 2019. **Action: HT**

**Question: what is the difference between E02 – supply staff and E26 Agency staff?**Answer: E02 is day to day supply cover for sickness or training whilst E26 supply cover for long term absences. | **HT****CMC****HT** |
| **10** | **Health & Safety Report** |  |
|  | 1. There had been no health and safety issues to report.
 |  |
| **11** | **Safeguarding and Online safety issues** |  |
|  | 1. O Kelham informed governors about some on-line safety training modules for secondary pupils that she was trialling in her own school.
2. There were no Safeguarding issues raised.
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| **12** | **Policy Review** |  |
|  | 1. The following policies had been reviewed and agreed:
* Finance Policy
* Other policies noted on the agenda had been agreed at previous meetings.
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| **13** | **Monitoring Visits (Reports filed with minutes)** |  |
|  | 1. The CMC and the HT had agreed that the HT would update the CMC weekly, either by telephone or in a face-to-face meeting. Matters discussed would be logged and a report would be produced by the CMC for members to discuss at the Management Committee meetings. **Action: CMC HT**
2. Proposed visits:
* A visit to discuss destinations for year 11s would be carried out in term 5,
* A visit to discuss Continuing Professional Development would be carried out in term 6. Governors noted that all year 11s had applied to colleges and had had interviews or had interviews booked.
* A surprise Safe-guarding visit would be carried out before the end of the school year.
 | **CMC HT** |
| **14** | **Member Training**  |  |
|  | 1. No training had been attended.
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| **15** | **Minutes and confidential minutes of the Meeting Dated 17th January 2019** |  |
|  | 1. The minutes of the previous meeting had been agreed by members and were duly signed by the CMC.
2. The Joint Panel agreement had still not been finalised.
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| **15** | **Confidential Items** |  |
|  | 1. Item 4 was deemed confidential
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| **16** | 1. Dates of the next meetings:

**• 16th May 2019****• 27th June 2019****All meetings will begin at 4pm at the Westcourt Centre** |  |

Meeting closed at 17.32pm

Signed by CMC: ........................................................

Dated:

 ACTIONS

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| **3.2** | The clerk agreed to research who could become a parent governor and what the restrictions were. | **clerk** |
| **7.1** | Pre-public exams were taking place and the data collected would be presented to Members at the next meeting in May. |  **HT** |
| **9.1** | The budget was agreed by those present and would be submitted by the Head Teacher. | **HT** |
| **9.3** | The schools Financial Value Statement was agreed, ready for submission by the end of March 2019. | **HT** |
| **13.1** | Matters discussed would be logged and a report would be produced by the CMC for members to discuss at the Management Committee meetings. | **HT, CMC** |