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| **Present**  **In attendance** | N Willbourn (Chair of Management Committee), M Woolston (Head Teacher), M Blanning, K Marlborough, C Norwood, O Kelham, M Moaby    T Barnby (Clerk KCC), D Elliott (School Improvement Advisor), C Jackson |  |
| **1** | **Welcome & Apologies for Absence** |  |
|  | 1. All Members were present at the meeting which was deemed quorate. 2. All present introduced themselves to the prospective member C Jackson (Head of School at King’s Farm Primary School). 3. D Elliott (School Improvement Advisor) had notified the CMC that he would be arriving late and C Buxton (LA) would not be attending due to illness. |  |
| **2** | **Declaration of Business Interests** |  |
|  | 1. No business interests were declared. 2. The Business register forma would be updated at the FGB in term 2. |  |
| **3** | **Committee Matters** |  |
| ***D Elliott arrived 16.30*** | 1. N Willbourn self-nominated for the role of Chair of the Committee and was duly elected. 2. Members discussed the role of vice-chair of the Management Committee. K Marlborough self-nominated for the role of vice-chair and was duly elected. 3. The Head of School from King’s Farm Primary School had volunteered to join the Committee as a Community member. The current members of the NWKAPS Management Committee all agreed to the appointment of C Jackson for a four-year term (25.9.18 -24.9.22). 4. An updated model terms of reference had been circulated late; members had not had time to read them before the meeting. These would be added to the agenda for term 2. **Action: Clerk.** Members discussed changing the Management Committee structure from the Circle model without committees to the Two teams Model with separate committees and it was agreed that the committee model would be too onerous. Members were aware that they had become operational in the year since the OFSTED inspection and would be more strategic in future. 5. Members discussed the designated Member roles and the following were agreed:  * Safeguarding – O Kelham * Health & Safety – N Willbourn * Quality of teaching and learning – Assessment & Learning – K Marlborough * QTLA – Formative Feedback and Learning objectives – K Marlborough * Special Educational Needs and Disability – M Moaby * Pupil Development, B and Welfare – Attendance and reintegration – C Jackson * Finance & Buildings – M Blanning * Careers and destinations – M Blanning * Quality Assurance Report – all areas – C Norwood * Head Teacher Performance Panel – CMC, M Blanning, C Norwood * Pay panel – M Blanning, C Norwood, Vice-CMC * Training & Development – This role was discussed by members. The clerk informed members that there was a statutory duty on Governors and members to undertake training and keep up-to-date with changes in governance and education. Training includes training undertaken in their professional capacity but a training record should be kept by the governing body/management committee where they are governors/members. The training record should be held in conjunction with the skills audit and the governor competencies framework and a plan for necessary training & development should be drawn up for the year and monitored regularly. * Web-site compliance - CMC  1. Members noted that the CMC, C Norwood and M Blanning’s term of office would come to an end in 2019. The clerk agreed to send the guidance and re-appointment form for the Local Authority Member to the CMC and M Blanning. **Action: Clerk** 2. A Local Authority review of NWKAPS had taken place the week before the FGB and the HT and CMC were awaiting the report. 3. A skills audit for the Management Committee was being carried out by the CMC. **Action: CMC** 4. The HT had set up a separate Governor section on the school website and login details would be sent to all members. **Action: HT**   **Question: why was it advised that all members/governors should use a school email address for all governor correspondence?**  Answer: governors/members are advised to use the relevant school email address because should there be a freedom of information request to the particular school and governors/members have used their personal or work email addresses those email systems could be open to scrutiny by a third party.   1. A letter had gone out to all parents before the end of term 6 and no-one had come forward. The HT had a parent in mind to approach. **Action: HT** 2. A letter had gone to all staff and the HT had received 2 expressions of interest. The clerk reminded members that there was a process that needed to be followed for the election of staff governor/members and that the prospective candidates needed to be nominated and elected by staff and could not be slotted in. The clerk agreed to send the guidance to the HT. **Action: Clerk, HT** 3. Members discussed the Community Members vacancies and the need to recruit members with non-education backgrounds. It was noted that the new HT at Whitehill Primary School was keen to join the Management Committee, the HT would invite them to attend the next meeting with a view to being co-opted. **Action: HT** 4. Members discussed the need for a Joint Panel agreement (signed by the Chairs of the governing board/management committee) with another school in case there was a complaint or exclusion panel and there were not enough independent members to sit on the panel. The HT would speak to other PRU HTs. This could also be set up with a local school. **Action: HT and CMC** | **Clerk**  **Clerk**  **CMC**  **HT**  **HT**  **Clerk, HT**  **HT**  **HT, CMC** |
| **4** | **Any other Business** |  |
|  | 1. Pay (discussed at the end of the meeting). The recent pay award was discussed. The HT would be submitting a claim for the grant that has been announced but members were aware the bid might not be successful as the majority of pupils at the Service were dual rolled and the home school would also be claiming for those pupils. |  |
| **5** | **Regional Schools Commissioner/ Academy Update** |  |
|  | 1. Regional Schools Commissioner update – a meeting had been attended by the CMC and the HT with the Local Authority at the end of term 6. The LA would continue discussions with Rivermead Trust. The CMC had joined the board of the Rivermead Trust but had not yet received any paperwork. |  |
| **6** | **Building work** |  |
|  | 1. The move from the Rosemary Centre to a temporary home at the Westcourt Centre had gone smoothly. Members had been impressed with the speed that the LA had carried out the necessary works in a short timescale to make the building ready for NWKAPS to move in and open on the 3rd September 2018. £50k of monies held by NWKAPS for building work had been spent to make the building compliant together with £70k from the LA. CCTV had been installed together with updating of the Fire alarms, the entrance had been moved away from the Silver Road entrance. Members noted that the gates to the centre were secured with a padlock and that electric gates would be fitted. 2. The move had improved the morale in the Service. The change in learning environment had improved the behaviour and willingness to learn of the students. 3. The CMC would write to the LA and the staff at NWKAPS to thank them for their hard work enabling the move to happen in a short space of time. **Action: CMC** 4. The HT informed members that the Rosemary Centre was no longer in use but that it had not yet been cleared completely of obsolete resources and paperwork, these would be cleared by the end of the year and the Centre would be closed completely. Members noted that NWKAPS were still responsible for the rates and services bill until the building had been cleared completely. 5. Year 10s were based at the Northcourt centre but attended the Westcourt Centre 2 days a week. 6. The CMC would contact the LA regarding the building work at the Limes and the timetable for completion so that the service would be able to move in. |  |
| **8** | **HT report (filed with meeting papers)** |  |
|  | 1. Members had received a copy of the HT report and the Headline Data Report. 2. The following items were noted:  * All pupils from previous year 11 had secure destinations except one. Kent Health Needs contract to assist with destinations had been unsuccessful the previous year and the contract had not been renewed. Internal capacity would be developed. * NWKAPS grades for GCSE 2-9s had been better than other PRUs. Case studies for 10 year 11 pupils had been undertaken showing their progress, one had been particularly successful and the information had been shared with the Management Committee and with the LA inspection team. * Pupil premium grade predictions had been accurate, * Reintegration to home schools had been successful with76% (74 pupils) remaining in home school for more than 12 weeks. * There had been 3 exclusions for physical assault and alternatives had been found to avert other exclusions,  1. Staffing  * 2 Teaching Assistant Vacancies * New staff had settled in well |  |
| **8** | **Finance (item discussed before the HT report)** |  |
|  | 1. The member with responsibility for Finance had carried out 2 governor monitoring visits and the reports had been circulated to members. There had been no questions raised by members regarding the reports. 2. Members attention had been drawn to the need to close extra centres as the NWKAPS was still paying for services associated with the buildings when not in use.   **Question: Have you looked at benchmarking reports to see how NWKAPS compared?**  Answer: no the reports had not been available during the visits   1. Monies were still being paid out for Northcourt and the Limes from the general budget. |  |
| **9** | **Health & Safety** |  |
|  | 1. The CMC had carried out spot checks at Centre Class and the Key Stage 3 building. Members noted the following actions that would need to be resolved:  * Play equipment in back garden needs to be removed. Cost of removal would need to be ascertained * Broken fence panel needs replacing * Skylights reflecting on interactive whiteboards * Risk assessments were in place but were too generic and need to be rewritten. An external expert would be engaged to review risk assessments.  1. The Deputy Head had read the policies regarding health & safety and working at height but had fallen from a ladder resulting in a broken arm. |  |
| **10** | **Safeguarding and Online safety issues** |  |
|  | 1. Governors noted that there was only one safeguarding case open. 2. Members signed a register regarding the reading and understanding of “Keeping Children Safe in Education Parts 1 & 2”. 3. The HT confirmed that all staff and volunteers had read and understood KCSIE Parts 1 & 2 and a register had been set up to keep a record. 4. Changes to the Safeguarding policy had been sent to members. |  |
| **11** | **Policy Review** |  |
|  | 1. There had been no policies for review. |  |
| **12** | **Monitoring Visits** |  |
|  | 1. O Kelham had visited the school to carry out the safeguarding visit but her DBS check had not been processed at NWKAPS. Members noted that the law required governors/members to be DBS checked by the relevant school within 21 days of appointment. All members should bring their DBS checks to NWKAPS for inclusion on the Single Central Record. **Action: Members** 2. A pay Review Panel meeting would take place after the Management Committee meeting. | **Members** |
| **13** | **Training Needs** |  |
|  | 1. See above regarding Training & development member. 2. Members had not undertaken any training apart from O Kelham who had recently been on Safeguarding training in her role a Designated Safeguarding Lead at her own school. |  |
| **14** | **Minutes and confidential minutes of the Meeting Dated 7th June 2018** |  |
|  | 1. The minutes and confidential minutes of the previous meeting had been agreed by members and were duly signed by the CMC. 2. All matters arising had been completed except the Safeguarding visit (See above). |  |
| **15** | Confidential Items |  |
|  | 1. Item 5 and item 6 were deemed confidential and minuted in part II – Confidential Items |  |
| **16** | Dates of next meeting:  **• 8th November 2018**  **• 17th January 2019**  **• 21st February 2019**  **• 16th May 2019**  **• 27th June 2019**  **All meetings will begin at 4pm, venue to be confirmed** |  |

Meeting closed at 6pm

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

Dated:

ACTIONS

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| **3.4** | An updated model terms of reference had been circulated late; members had not had time to read them before the meeting. These would be added to the agenda for term 2. | **Clerk, governors to read and comment** |
| **3.6** | Members noted that the CMC, C Norwood and M Blanning’s term of office would come to an end in 2019. The clerk agreed to send the guidance and re-appointment form for the Local Authority Member to the CMC and M Blanning. | **Clerk** |
| **3.8** | A skills audit for the Management Committee was being carried out by the CMC. | **CMC** |
| **3.9** | The HT had set up a separate Governor section on the school website and login details would be sent to all members. | **HT** |
| **3.10** | A letter had gone out to all parents before the end of term 6 and no-one had come forward. The HT had a parent in mind to approach. | **HT** |
| **3.11** | A letter had gone to all staff and the HT had received 2 expressions of interest. The clerk reminded members that there was a process that needed to be followed for the election of staff governor/members and that the prospective candidates needed to be nominated and elected by staff and could not be slotted in. The clerk agreed to send the guidance to the HT. | **Clerk, HT** |
| **3.12** | It was noted that the new HT at Whitehill Primary School was keen to join the Management Committee, the HT would invite them to attend the next meeting with a view to being co-opted | **HT** |
| **3.13** | Members discussed the need for a Joint Panel agreement (signed by the Chairs of the governing board/management committee) with another school in case there was a complaint or exclusion panel and there were not enough independent members to sit on the panel. The HT would speak to other PRU HTs. This could also be set up with a local school. | **HT CMC** |
| **6.3** | The CMC would write to the LA and the staff at NWKAPS to thank them for their hard work enabling the move to happen in a short space of time. | **CMC** |
| **12.1** | O Kelham had visited the school to carry out the safeguarding visit but her DBS check had not been processed at NWKAPS. Members noted that the law required governors/members to be DBS checked by the relevant school within 21 days of appointment. All members should bring their DBS checks to NWKAPS for inclusion on the Single Central Record. | **All Members** |