

Minutes

Nightingale Community Academy Local Governing Body (LGB) meeting held on Tuesday 27 November at 4.30pm

Present: Barbara McIntosh (BM) [Chair]
Andre Bailey (AB) [Principal]
Laurie Cornwell (LC)
Angelina Morello (AM)
Peter Truesdale (PT)

Also present: Paula Thomas, (PTh) [Assistant Principal / SENCO / DSL]
Susanne Wicks [Clerk]
Norman Macdonald (NM) [OHCAT Finance Team] Items 1-8

1. Apologies for Absence

Apologies were received from Tracey Jarrett and Anne Murphy.
Laurie Cornwell sent apologies for lateness, arriving at 4.50 pm.

2. Declarations of Interest

There were no new declarations of interest made.

The Chair requested that the clerk email any governors who had not completed the forms by the end of the week.

Action: Clerk to ensure forms are completed.

3. Skills Audit Analysis

The Chair requested that the clerk email any governors who had not completed the forms by the end of the week.

Action: Clerk to ensure forms are completed.

4. Constitution and Appointments

- i) Governors recommended to the OHCAT Board that Barbara McIntosh be appointed Chair, and Laurie Cornwell be appointed Vice-Chair of the LGB for the academic year 2018-19.
- ii) Governors noted the resignation of Tom Park-Paul on 26 November and discussed the need to find a new HR Portfolio governor. The Chair asked everyone to alert the clerk if they knew anyone who could replace him.
Action: Governors to advise the clerk if they know anyone who could be appointed as HR Portfolio governor.
- iii) Governors noted that Tracey Jarrett had not attended a meeting of the LGB since November 2017, and was not present at this meeting. Having taken into account the OHCAT Scheme of Delegation, governors decided to remove Tracey Jarrett from the LGB. BM undertook to write to Tracey to let

her know.

Action: BM to contact Tracey Jarrett to let her know the decision of the LGB.

- iv) Governors discussed ways in which to encourage parent governors to fill the two vacancies on the LGB. BM undertook to attend the next Parent Support Group meeting to discuss the role with possible candidate.

Action: BM to attend the next Parent Support Group meeting.

Action: Clerk to prepare letters and forms for parent governor applicants to complete.

5. Minutes of the last meeting

The minutes of the meeting held on 21 June 2018 were agreed and signed by the Chair.

6. Matters arising not covered elsewhere on the agenda

- i) The Key for School Governors: The clerk advised that all governors have access to the Key, and undertook to resend log-in instructions.
Action: Clerk to resend log-in instructions for The Key.
- ii) Minute 3(i) Management Accounts: PT asked if LB Wandsworth had provided any further clarity on pupil numbers. AB advised that he had told LB Wandsworth that if they didn't provide some assurance on pupil numbers, he would seek applications from other boroughs, which he did. He advised that of the 54 applications in hand, 34 are LB Wandsworth children.
- iii) Minute 7(a) School Events: BM requested that governors be kept informed about events in school, and commented on how much she enjoyed being present at the workshop conducted by members of the Royal Philharmonic Orchestra. AB undertook to ensure that a school calendar is drafted but pointed out that many events and activities are arranged at short notice and may not be appropriate for governors to attend.
Action: AB undertook to share contact details for the RPO with LC.
Action: AB to ensure a school calendar is compiled and circulated to the LGB.
- iv) Minute 7: Governors noted that the impact of funding streams on pupils' learning and the results of the staff survey have been provided under the Principal's report.

7. Presentation from Paula Thomas, Assistant Principal, SENCO and DSL

BM explained that Yasmin Stevens' presentation had been deferred to the March meeting.

PTh gave a detailed presentation to the LGB on the application and admission process for entry to the school together with details on the induction process for new students. Matters discussed are detailed below.

PT asked how the admission and induction processes are documented and AB demonstrated how the information is held on SIMS so that all relevant documents can be accessed by the appropriate members of staff. PTh advised that information is collected through a holistic assessment, obtaining information from the child, the family, and the previous school if available. The questions asked can be personal in nature, but families are usually willing to share information. In addition, boys undertake a range of tests. All of the data emerging from the assessments feeds into an Individual Inclusion Plan.

PTh explained that the school aims to turnaround admissions with two weeks, and the longest delay is usually around arranging transport, often due to the local authority's reluctance to fund it. However, AB observed that some families could easily bring their son to school, or the pupil could make his own way, but they assume that transport will be provided. He noted that as budgetary pressure impacts on services, this will change.

PTh demonstrated the Special Needs Assessment Profile (SNAP) tool in detail, showing how it gives a whole picture of a young person. AB pointed out how helpful it can be especially as it gives an indicator on the likely behaviours the student may display. This is also stored, along with the PASS data, in SIMS.

BM asked PTh for headline information around safeguarding this term. PTh reported that there have been 23 new learners joining the school, and quite a few require social care support. She circulated a summary of children in each social care category (Child Protection, Children in Need and Child Looked After). AB pointed out that, like many local authorities, LB Wandsworth are struggling to recruit and retain social workers. PTh added that budgetary pressures have forced many local authorities to stop providing the crucial early help to families which can make such a positive difference, so the school is looking to create systems that facilitate support for families before they reach crisis point. An example of this is the parent support group.

PTh advised governors that an electronic safeguarding drive has been created to replace the paper files, access to which is strictly limited to SLT. She also demonstrated the yellow form used by staff to raise safeguarding concerns which can be completed electronically and uploaded to SIMS.

In response to a question, PTh advised that there is a very low percentage of EAL students on roll. Governors commented that the proliferation of English speakers in the school seems out of step with the diversity of the area.

8. Principal's Report

AB presented his report in detail and the following matters were discussed.

i) Learners

Governors noted that the local authorities who previously made applications for entry to Year 7 have been contacted to see if they are still seeking places in the hope that an additional Year 7 class can be opened.

ii) Budget

AB updated governors on the negotiations with LB Wandsworth around the reduction in fees. He advised that it had been agreed to reduce the fee from

£22k to £20.5k per student with effect from January 2019, but they have not admitted the agreed number of students (71), so the fee will continue to be £22k.

iii) 2017-18 Accounts

NM presented a brief summary of the draft, unaudited accounts for 2017-18. He advised that it is too early in the academic year to present a monitoring report.

NM reported that the total income for the year was £330k over budget, mainly due to increased EFA and LA funding. The budget was based on 82 students on roll but the number varied between 95 and 99 at various points in the year. However, the staff expenditure was £371k over budget, mainly due to the need for agency staff to cover the increased number of pupils. The school ended the year with an operating deficit of £121k and a reserves position of £3k.

PT asked about the reserves target set by the Trustees, which NM explained is 90 days. The projection for the end of this year is £150k which equates to 25 days. AB reported that he had met with the Executive Director of Finance and the Director of Finance Operations to discuss expenditure of the reserves and outlined processes that have been put in place to improve purchases and projection.

NM and AB have already met twice this academic year so that NM can fully understand the whole financial picture, including the farm. They are looking closely at student numbers and staffing levels, particularly to understand the correlation between the two, and are monitoring the budget very closely.

Governors received the end of year accounts.

NM left the meeting.

iv) Staff and personnel

BM asked about the number of teaching assistants supplied through an agency and AB explained that he prefers to use agency staff for one to one support as there is more flexibility should the child they are supporting leave the school. However, he confirmed that he had recruited four teaching assistants this week.

Governors noted the update from AB about the two members of staff on long-term sickness absence.

v) School Improvement

AB highlighted that the summer outcomes were much improved on the previous year. He advised that the grade profile was not as he had hoped but should improve next year.

BM asked if the improvements were acknowledged in the 2018-19 Health Check and AB confirmed they were, together with the improved behaviour in school and the increase in good teaching.

Action: AB to share the Health Check report with governors when it's available.

vi) CPD and Training

AB outlined the plan to try and secure funding from the local Clinical Commissioning Group (CCG) who are working with the school on a therapeutic offer. He undertook to share the report written by the consultant Educational Psychologist to support the funding.

Action: AB to circulate the consultant Educational Psychologist's report.

vii) Tom's Farm

AB shared a blog post written by the farm manager, Josh Farrell. The blog post is online at: <https://oxfordsandyblackpiggroup.org/?p=1173> .

viii) School Events

Covered under previous items.

In response to a question from BM, AB described the purpose and benefits of CBT for boys returning to mainstream education.

Governors received the Principal's report.

ix) Dashboard

Governors received the Dashboard.

9. Portfolio Governor Visits

Governors received the portfolio reports.

9a. Other visit reports

Covered under previous items.

9b. Governor training and development

BM gave a verbal report on the Mental Wealth Conference she had attended on Friday 16 October and described how informative and interesting it was.

Following the OHCAT Governors' Conference on 12 October, BM flagged the need for governors to observe the classroom experience.

Action: BM, PT and Anne Murphy to arrange a date to conduct a learning walk. LC to attend if possible.

10. Finance and Funding

Covered under the Principal's report (item 8).

11. Policies and Procedures

The LGB noted the policies and procedures approved by the OHC&AT Board and available to view on the governors' portal.

12. Keeping Children Safe in Education – Change from September 2018

Governors noted the updates to the DfE guidance and subsequent amendments to OHC&AT policies. LC outlined some of the changes pertinent to this school and its cohort.

13. Any Other Business

AB and LC described the challenge in recruiting a music teacher, particularly in a non-mainstream setting.

14. Date of next meeting

- Monday 18 March 2019 at 4.30pm
- Tuesday 18 June 2019 at 4.30pm
- Tuesday 26 November 2019 at 4.30pm

15. Confidentiality

No items were deemed confidential.

The meeting ended at 6.20 pm.

CHAIR _____ **DATE** _____

Summary of Actions		
Minute 2 and 3	Clerk to circulate skills audit and declaration of interest form to those governors who have not already returned them.	Clerk
Minute 4(ii)	Governors to alert the clerk if they know anyone who could fill the HR portfolio vacancy.	All
Minute 4(iii)	BM to write to Tracey Jarrett to communicate the LGB's decision.	BM
Minute 4(iv)	BM to attend the next Parent Support Group meeting.	BM
	Clerk to draft letters and form to invite applications for parent governors.	Clerk
Minute 6(i)	Clerk to resend log-in instructions for The Key.	Clerk
Minute 6(iii)	AB to share contact details for the RPO with LC.	AB
	AB to ensure a school calendar is compiled and circulated to the LGB.	AB
Minute 8(v)	AB to share the Health Check report with governors when it's available.	AB
Minute 8(vi)	AB to circulate the consultant Educational Psychologist's report.	AB
Minute 9b	BM, PT and Anne Murphy to arrange a convenient date to conduct a learning walk. LC to attend if possible.	BM, PT AM