

Part 1 Minutes Full Management Committee (MC) 8th December 2020 at 4pm (Virtual Meeting)

<p>Present: Maureen Sims – Community Governor (Chair) Jacquie Davies – Headteacher Judith Fisher - Community Governor Bridget CooperEastwood – Parent Governor (from 4.06pm) Harry James – Community Governor Siobahn Harvey - Staff Governor Emma Douglas – AHT (Raising Standards) – Associate Member (until 4.22pm) Faye Miller – AHT (Safeguarding & Wellbeing) – Associate Member</p>	<p>Apologies:</p> <p>Duration of meeting: 4.00 – 6.03pm</p> <p>MC members will be referred to as governors</p>
<p>In attendance: Darren King – Community Governor elect Stephen Vaughan – Community Governor elect (until 5.19pm) Nikki Jordan – (Chair of Governors, Woolhampton CE Primary School, as observer) Jill Hills – Clerk</p>	

1.	Welcome, Apologies and Declarations	Action
1.1	The Chair welcomed those present including Darren King and Stephen Vaughan prospective Community Governors and Nikki Jordan, Chair of Governors, Woolhampton CE Primary School who was attending the meeting as an observer as part of the NGA Governance Course.	
2.	Declaration of Business Interests - None	
3.	Any Other Business - None	
4.	Teaching and Learning AHT Report – verbal update	
	<p>Catch up Curriculum <i>Bridget Cooper-Eastwood joined the meeting at 4.06pm.</i></p> <p>4.1 The AHT (Raising Standards) advised that by the nature of the service icollege provides unlike mainstream schools, there are always elements of “catching up” as students placed with the service will have fallen behind for a variety of reasons. It is important however, to avoid using phrases such as catch up, time lost, fallen behind, impossible to fit it all in, as this has very negative connotations for icollege students. Staff use more positive language when speaking to students e.g. moving forward and revisiting and strengthening knowledge. It is also important to note that as one of its key principles, icollege are always providing a personalised learning framework for individual learners, focusing on how to move them forward from where they are at. There is an assumption that on joining icollege students will have varying degrees of lost time and so icollege is already use to distilling essential skills. icollege is therefore, largely doing already what mainstream schools are now being required to do in order to fill any gaps in knowledge as a result of lost time due to CV-19.</p> <p>4.2 The main priorities for learners are:-</p> <p>Writing - especially for students at Inspiration and The POD. Learners are writing more than they were. Jo Farley (Lead Teacher, The POD) has requested catch up funding to purchase Clicker, an online programme designed to help improve students writing skills.</p> <p>Reading – Donna Fox School Improvement Partner (SIP), has secured places on a programme called Accelerated Reader for Intervention which will commence for Year 10 pupils. Extra places have also been secured for Primary learners. Learners will be reading every day. Catch up funding has been used to purchase kindle fires and netbooks. Suzanne GiaeveEnger (Head of English) has been working on cataloguing books along with online library and staff are completing training on how to deliver this to learners. Donna Fox will be looking at the data produced by the software and the impact on learner progress. Governors asked if there is any data generated by the Accelerated Reader App. The AHT advised that learner progress will be tracked via the already established processes in place within icollege and with reading this will be by comparison to on entry reading tests completed by all learners. Siobahn Harvey added that once set up the Accelerated Reader app is able to generate progress data in various formats including by groups e.g. EHCP, PPG learners or by age etc. Reading tends to drop off in Secondary School. Learners will be encouraged to read on their own but are also buddied up with a member of staff or another reader. It will be interesting to see whether the use of technology will engage</p>	

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	<p>Secondary learners, especially boys. Year 10 students are generally on board with learning at the moment and are doing really well.</p> <p>GCSE's – On line working such as Show my Homework/Satchel One, Seneca, My Maths etc are readily available to support learning. Kindles and the availability of additional IT equipment means that there is always something on line that learners can access, supported by TA's to find work which has been set. Revision tools can also be accessed easily.</p> <p>4.3 One of the challenges facing learners is that many are still in the recovery phase and therapeutic work is needed around emotional and social development. For KS4 learners at Independence, lessons have been reduced to 30 minutes with five per day instead of four. This has enabled the addition of a Personal Development Programme (PDP) to focus on wellbeing and to provide time out/circuit breaker. Each session has planned aims. The approach allows for fluidity within planned activities and provides time out if learners just need to talk. Learners are engaging better with the shorter lessons as their stamina has reduced given the length of time out of school.</p> <p>4.4 The Headteacher advised Governors that included in the papers under the AHT report (Safeguarding and Wellbeing) is the icollege Catch Up Funding Statement which includes how the funding is being split and costs of interventions etc. icollege will receive £15,840 in tranches throughout the year. Governors noted that access to Accelerated Reader is free.</p> <p>4.5 Governors thanked the AHT for an excellent summary of what is going on with icollege in respect of catchup. The AHT reiterated that what mainstream schools are being required to do in terms of catch up learning is “bread and butter” for icollege. The focus needs to be on therapeutic and emotional engagement in learning.</p> <p>Remote Learning</p> <p>4.6 Governors asked if the AHT was happy with the way Remote Learning was going. The AHT advised that she is really pleased. It has been a huge exercise just to ensure that teachers had laptops, which could be used at home and the provision of web cameras so they could teach remotely. She thanked Karen Price SBM and Monica Romano IT Co-ordinator for their hard work in getting this set up. The AHT summarised some of the problems with online learning when it involves learners who are vulnerable and the emphasis on safeguarding for both learners and staff. Teachers, especially those who are vulnerable can now deliver lessons live from home, direct into the classroom, with learners being supported by a TA in the classroom. As staff confidence with the use of IT has grown, features such as links and quizzes have been added. Powerpoints can be recorded with a voice over so that staff can both teach into a lesson but which can also be used for remote learners as no faces are visible. This has enabled icollege to ensure that students are still getting high quality teacher delivery whilst accessing learning remotely.</p> <p><i>Emma Douglas left the meeting at 4.22pm.</i></p>	
5.	Safeguarding Presentation & Report	
5.1	The AHT (Safeguarding & Wellbeing) took Governors through her report which had been circulated with the agenda, highlighting key areas. The analysis in the report was based on data up to 11 th November 2020.	
5.2	Pupil Numbers and characteristics – There are fewer post 16 students this year than the same time last year. Intervention currently has half the learners than last year. This is likely due to the impact of CV-19 and the long period of lockdown where pupils were not attending school. Therefore issues were not arising meaning that referrals and/or permanent exclusions were not taking place. Governors asked what the percentages in the table on page one were based on. The AHT clarified that the percentages shown were against the total number of pupils at icollege. i.e. 28% of the 64 pupils had come to icollege following permanent exclusion from a mainstream school. There are an increasing number of pupils who have EHCP's. This has been a continuing trend in recent years but it is especially noticeable at Integration where referrals are usually for short term placements. An increasing number of these pupils have EHCP's.	
5.3	The Headteacher advised that when the report was produced there were 64 students. On checking this	

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	<p>morning there were 68 pupils and a further two had been referred today. The trend throughout the Local Authority (LA) is that there are an increasing number of learners who have Social, Emotional and Mental Health (SEMH) and Autism. The LA is proposing as an Invest to Save initiative an additional Secondary Special School provision to meet this need. There is however, a gap between when some pupils currently with icollege will be at Secondary School stage and when the new provision will be ready. The Headteacher is meeting with the LA to discuss how to bridge this gap.</p>	
5.4	<p>Safeguarding – The number of learners who are Children in Care (CiC) is currently four. Numbers tend to fluctuate between 3/4 up to 9/10 throughout the year. Governors asked about the LSCB icon on computer screens and whether this was still available across the service. The AHT advised that a new link has been circulated, but that a reminder would be issued to follow this up. Action: Remind staff of the new LSCB link which should be added to all computers.</p>	AHT S&W MC 02.02.21
5.5	<p>Team Teach – In the past all staff had received Team Teach training which is aimed at preventative/physical intervention. With the move to Therapeutic Thinking where the focus is on reducing the need for physical intervention Team Teach training has lapsed. However, it has been acknowledged that due to the nature of the cohort, especially those of Primary age, there is still a need for physical intervention under certain circumstances. Therefore in addition to continuing to roll out Therapeutic Thinking training throughout the year, approximately one third of staff will also receive Team Teach training.</p>	
5.6	<p>Governors asked where icollege records Restrictive Physical Interventions (RPI's) when they do occur. The AHT advised that these are recorded on CREST (the LA database) as well as being logged in units. A log is also maintained of when the Calm Room is used as an intervention. Governors asked if there had been any trends identified from the incidents recorded. The AHT advised that there has been a lot of work over the last two to three years on reducing the need for physical intervention and that there has been a downward trend in the number of incidents. Siobhan Harvey commented that she had seen a significant reduction in the need for physical intervention. The AHT added that a contributing factor has been the ability to change the curriculum and timetabling to include more offsite provision. The number of exclusions is also lower.</p>	
5.7	<p>Safeguarding Governor Visit – The Safeguarding Governor had met with the AHT on 16th November 2020 (report included with MC papers) during which the Section 175 annual audit had been completed, which looked at the outcomes from the last audit, as well as this years return to the LA. This generated some useful discussion points which lead to a number of actions including a receipting system for student files as they come in and out of icollege. The next visit has been booked which will focus on the Single Central Record. One action continuing this year is looking at safeguarding within the curriculum to make sure icollege is within the requirements of Keeping Children Safe in Education (KCSIE) and around on line learning.</p>	
5.8	<p>Safeguarding Training – The AHT advised that there is a really good system in place to ensure that icollege does not fall behind with its safeguarding training. The new HR Admin officer follows up any outstanding training as it becomes due.</p>	
5.9	<p>Safeguarding incidents/referrals – With reference to the table on page four of the AHT report, the Headteacher highlighted that whilst comparisons with previous years are included, it is important to note that this will be a different cohort of learners. For example whilst it looks like there has been a significant increase in the number of cases referred to the Contact Advice and Assessment Service (CAAS) this will reflect the difference in this years cohort. The AHT advised that it is also reflective of this being an unusual year with CV-19. There has been an increase nationally in the number of Domestic Abuse cases which have lead to children being placed on child protection plans etc. The length of time children stay on plans has also increased. Governors discussed that this is an area for them to monitor bearing in mind that any trends are reflective of the cohort at icollege at the time.</p>	
5.10	<p>Attendance – Referring to the Attendance Snapshot on page 5 of the report, the AHT advised that the comparisons to other PRU's related to last years data and did not therefore reflect the impact of CV-19. Governors asked about students who arrived late and when this is classed as an unauthorised absence. The AHT explained students are considered late if they arrive 30 minutes after the register is completed.</p>	

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5.11	A lot of the Authorised absences are recorded as "B's" whereby they are being educated elsewhere i.e. offsite activities. There are also a high number of "C's" which are authorised circumstances such as if they are on a reintegration plan back into a mainstream school, on a graduated introduction to a unit or on a part time timetable. All absence data is recorded/reported via SIMs. Governors discussed that this is a very complicated picture. The AHT advised that she is working with unit Administrators to ensure that the correct absence code is used so that the data is as accurate as possible. The Headteacher advised that if you match the student numbers with the attendance figures, units with younger primary learners i.e. Integration and Intervention attendance is much stronger. This is due to there being a smaller number of learners who are on site for more of the time. In contrast, Independence has 30 learners who are working in smaller groups and in order to keep covid secure are attending offsite activities more frequently, as the building limits the ability to maintain social distancing etc. In addition primary learners tend to be brought into units by parents or by taxi, whereas older secondary learners travel by bus/train and this requires functionality within their families which is not always the case. When they are not from a functioning family, attendance can be challenging. The increasing use of bus passes compared to home to school transport, whilst saving money for the LA has a knock on impact on the education of some learners. Where learners suffer from anxiety, starting to travel independently is a massive step.	
5.12	Governors noted that the first bullet point under the table should read "LT's conducted 'behaviour and attitudes' learning walks in Spring 1 (findings to be discussed at LT meeting Feb 21 , then SWC)"	
5.13	Incidents – Governors discussed the number of physical incidents and how staff are. The AHT advised that whilst there had been several significant incidents this term, the situations had been very well managed by the units both during and after the incidents. There had been police assistance and there has been support through restorative practices to enable students to return to units.	
5.14	Staff absences – The Chair advised that the Personnel Committee on 1 st December 2020 had reviewed data in respect of staff absences, both whilst staff have been self isolating pending tests and/or results and other sickness absence. No concerns were raised.	
5.15	Exclusions – The Headteacher advised that whilst the figures look like the number of exclusions have dropped remarkably so far this year, Governors need to take into account that this is a covid year and may not therefore be representative of a normal year.	
5.16	Governors thanked the AHT for her detailed report and the work she has undertaken.	
6.	Membership	
	Election of Stephen Vaughan and Darren King as Community Governors.	
6.1	Stephen Vaughan gave a brief pen portrait of his background, advising that he has been a PCSO for Thames Valley Police for 15 years, covering West Berkshire as well as other areas of Berkshire. This has involved working in both rural areas and town centres. He and his wife have been foster carers for a number of years. Prior to TVP, he worked in a supermarket as a store manager and before that as a baker and therefore has always been community focused.	
6.2	Darren King advised that he had been in the Army for a number of years training new recruits technical skills and upskilling of experienced soldiers. From there he moved to Vodaphone where he managed a team of staff and was involved in target setting and financial management. He then moved into Health and Safety and continuing improvement and is now working in compliance with policies and standards. He enjoys live music and running. Whilst he has no specific experience in education, he has a holistic approach to getting things done and operational challenges which will enable him to contribute to icollege. <i>Both Stephen Vaughan and Darren King were placed in the virtual waiting room at 4.58pm.</i>	
6.3	Following a brief discussion:- Jacquie Davies proposed and Bridget CooperEastwood seconded that Darren King be appointed as a Community Governor. Governors unanimously agreed ; Harry James then proposed and Judith Fisher seconded that Stephen Vaughan be appointed as a Community Governor. Governors unanimously agreed . The term of office for both will be four years.	

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	<i>Stephen Vaughan and Darren King rejoined the meeting at 5.01pm.</i>	
6.4	The Chair formally welcomed Stephen and Darren back to the meeting and confirmed their appointment to the Management Committee.	
	Other Potential New Governors	
6.5	The Chair advised that there are still a number of vacancies and encouraged Governors to think about if they knew any one who may be interested and to ask them to contact the Clerk. There is one other potential Community Governor, who for personal reasons is not ready to join just yet, but hopefully will come on board in January 2021.	
6.6	The Clerk advised that the West Berkshire Volunteer Bureau were holding a virtual Volunteer Day in January and this may be an opportunity to identify new Governors. Governors asked if there were any LA Governor vacancies and what was happening with these roles. The Clerk advised that there are two LA Governor vacancies and that she had contacted Nicki Crother (WBC Governor Services) to see if they had candidates to put forward, but without success. icollege is able to ask the LA to appoint individuals as LA Governors if suitable candidates can be identified. Post Meeting Note: Governor Services have advised all schools that it is their responsibility to identify potential LA Governors and to put forward a completed application to the LA for approval.	
	Staff Governors	
6.7	The Chair advised that this was Siobahn Harveys last meeting as she was standing down as Staff Governor. Governors thanked her for her commitment and contribution to meetings despite the technical difficulties she had experienced. Adam Butler has also stood down so he can focus on his teaching qualification and Governors thanked him also. Recruitment of two new Staff Governors would commence in January.	
6.8	The Chair hoped that Governors would be able to meet face to face in the Spring Term once CV-19 restrictions could be relaxed, so that new Governors could get to meet and know others.	
7.	Minutes of the MC on 16th October 2020 and Matters Arising (where not elsewhere on the agenda)	
7.1	The minutes of the MC on 16 th October 2020 had been circulated with the agenda. The minutes were agreed as an accurate record and would be signed by the Chair as soon as CV-19 permitted.	
	Matters Arising	
7.2	4.4 Art Grades – The Headteacher confirmed that the Art grades for 2018/19 had been amended to reflect that on appeal, the GCSE grades had been reinstated.	
7.3	6.5 Booking CV-19 tests – The Headteacher confirmed that the AHT (S&W) is still booking all CV-19 tests for staff as now she is familiar with the process, this seems to ensure tests and results being received more promptly. As a result (assuming the test result is negative), staff only miss two days rather than a week. All tests are logged and so far there have been no positive cases. One test result is currently pending.	
7.4	6.6 Website - The Headteacher advised that the planned work on the website had not been completed. Although the Chair and Vice Chair had agreed an extra 7 days this term for Angie Palmer to focus on the updating/revising of the website, other priorities had meant this work had not been completed. Action: Review and updating of website to be undertaken.	Headteacher/ Angie Palmer MC 02.02.21
7.5	6.12 Admissions Table (AHT Report) – Governors noted that admissions/pupil numbers are now presented in a different format so the change is no longer needed. Numbers will have changed since the report was circulated, so a verbal update will be given at meetings.	
7.6	14.1 Minutes from Committees – The Clerk confirmed that minutes from the Finance Committee on 7 th July 2020 and the Personnel Committee on 16 th June 2020 had been circulated to Governors.	

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7.5	From Action Tracker – Link Visits – Virtual Safeguarding Governor visits and SEND Governor visits have taken place virtually and reports included in the papers for this meeting. Action: Focus of Link Visits given CV-19 to be discussed further at MC 02.02.21. Look at ways to complete Link Visits virtually during CV-19.	Chair MC 02.02.21
7.6	Safeguarding Training For Governors – Governors are in the process of updating their training. Action carried forward: All Governors to forward certificates to Clerk once Safeguarding Training is completed.	All Governors MC 02.02.21
8.	Risk Assessments	
8.1	Covid19 Risk Assessments –update The Headteacher advised that Alice Pye (WBC Senior Health and Safety Adviser) had visited Intervention and Independence to review the procedures icollege had put in place in relation to CV-19. Feedback from her visits had been very positive and the report for Intervention had been included in papers to Governors. (The report for Independence had not been received yet.) There were just two areas where further developments to be considered were identified. These related to:- <ul style="list-style-type: none"> Provide covid secure information to visitors before they arrive as well as verbally on arrival. However, the number of visitors is restricted anyway due to CV-19; and Screens had been suggested between desks for two members of staff. This had been discussed with staff prior to the visit. Other possibilities in terms of reorganising desks had been considered. It had been agreed that the best solution would be to put up screens and this is in the process of being actioned. 	
8.2	The Headteacher was pleased with the report but advised that whilst icollege can do its best to take the recommended precautions, it is impossible to mitigate all the risks associated with CV-19. Some schools had needed to send whole year groups home to self isolate, however this was not because they had not taken the necessary precautions, but due to the nature of the virus.	
8.3	Main Risk Register Self Evaluation Form (SEF) - The Headteacher advised that the SEF needed to be rewritten to ensure it is Ofsted ready and to link it to the combined GDP/SDP. However, this had dropped down the list of priorities due to CV-19. Ofsted will not be undertaking any routine inspections until at least the Summer Term (unless a concern is raised).	
8.4	Catch Up Strategy – This had been covered during item 4 above. The Headteacher advised that one of the main risks is around potential GCSE grades for students. The Catch up strategy should ensure students achieve the grades they should be. However, there remains uncertainty around the summer exams due to the impact of CV-19. There has been indications that schools will be made aware of the curriculum areas to be covered by the exam, but this needs to happen relatively quickly to allow teachers to reflect this in lesson plans. Indications are that the focus areas will be announced in January 2021.	
8.5	Governance – Risks around the low level of Governors had been discussed in item 6 above.	
8.6	Staff Sickness – This was discussed under item 5 and at the Personnel Committee on 1 st December 2020. The Headteacher added that the number of staff taking time off for ordinary/non CV-19 related sickness has diminished. However, this has been balanced off by those taking time off due to CV-19, not necessarily due to them contracting the virus, but for example if their own children have been unable to attend school pending test results or being asked to self isolate. <i>Stephen Vaughan apologised that he had been called away by work and left the meeting at 5.19pm.</i>	
8.7	The Chair asked if Governors had any other comments and suggestions to forward these to the Chair. None had been received after the last meeting. Action: Governors to provide comments/suggestions relating to the risk registers to the Chair.	All Governors MC 02.02.21

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8.8	The Headteacher advised that the main change to the risk registers had been on 5 th November when the Government issued revised guidance about older students wearing face masks. There were some exceptions for icollege for example, in one unit a student lip reads and in some cases where there are behavioural issues, it is important that staff are able to read facial expressions to enable them to manage situations as they occur.	
8.9	Governors asked whether the CV-19 Risk Registers and/or the measures put in place to ensure that units are covid secure are published. The Headteacher advised that whilst staff have seen the risk registers, they had not been made available to parents. Governors discussed that at other schools this information helped to reassure parents that the appropriate measures had been put in place. Action: Look into making CV-19 Risk Registers available to parents, to provide reassurance.	Headteacher 05.01.21
9.	Combined SDP/GDP	
9.1	The combined SDP/GDP had been reviewed and revised by the Headteacher and Chair but needs further work to streamline the document. The Chair proposed that a longer agenda item is included for the next MC, in order that it can be looked at more thoroughly and a way forward agreed. Action: Include longer agenda item for February MC to facilitate discussion of the SDP/GDP.	Chair & Clerk MC 02.02.21
9.2	The Headteacher highlighted the following areas:- 4. Connectivity – The AHT (Raising Standards) had discussed in her verbal report how icollege is working towards enabling students to be more connected. Siobhan Harvey had received a new laptop which was working well. In addition, the SBM had contacted Business to Schools who had donated 10 Surface Pro's. icollege has also procured a number of refurbished laptops and desktops on a trial basis and if suitable will be used to replace other older equipment. These are a better standard than icollege would be able to afford new. 6. New Build at Integration – The project has reached a stalemate with the Parish Council over the lease of the land. The Parish Council want a 15 year lease but WBC cannot agree to such a short lease given the level of investment needed for the new build. Governors sought clarification over WBC's involvement in the process. The Headteacher advised that WBC legal team etc were involved in the negotiations. A 50 year lease had been proposed as a compromise but the Parish Council have not responded. 7. Financial Probity – WBC Internal Audit had taken place in the last two weeks. A report is expected in January 2021 which will be circulated to Governors. Action: Include feedback from Internal Audit on MC agenda.	Clerk MC 02.02.21
9.3	The Headteacher reiterated the discussion in 5.3 above relating to the 12/14 Primary learners in Year 6 who will need provision in Year 7 which icollege does not currently provide (icollege secondary provision starts at Year 9). The Headteacher is meeting with the LA in order to look at how to bridge this gap as there is currently no resources anywhere within the LA to meet the needs of these students.	
9.4	SEND Visit – Governors noted the SEND visit report which had been circulated with the agenda. <i>Item 13 was taken next as Harry James was only available until 5.45pm.</i>	
13.	Health and Safety	
13.1	Harry James who had recently taken on the role of Health and Safety Governor advised that he had completed the WBC training which had been very comprehensive. The next step is to visit each of the units (CV-19 restrictions permitting), undertake site walk abouts and to familiarise himself with documentation etc. Darren King also has H&S experience and agreed to assist.	
10.	Funding update	
	<i>The meeting reverted to the order of the agenda.</i>	
10.1	The Chair advised that the proposed review of funding of icollege by the LA had been discussed in detail	

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	<p>at the Finance Committee on 20th October 2020. The Chair and Headteacher had met with the LA on 10th November which had helped to clarify what the LA are trying to achieve and to try and tie this in with what icollege wanted to achieve. A further meeting is planned for January 2021 to look at the LA funding structure and processes which will feed into how icollege is funded moving forward.</p> <p><i>Faye Miller rejoined the meeting at 5.35pm, her internet connection having dropped out briefly.</i></p>	
11.	Pupil Premium and Sports Premium Strategies 2020/21	
11.1	Governors were advised that both Pupil Premium and Sports Premium expenditure is on track. Siobhan Harvey advised that further work had been undertaken to organise swimming for primary pupils and this would commence as soon as CV-19 restrictions permitted.	
12.	Website update – This had been covered under 7.4 above.	
14.	Policies	
14.1	Policy Schedule – The updated Policy Schedule had been circulated with the agenda for information.	
14.2	<p>Attendance Policy – This was a new policy. Governors discussed whether a student was recorded as absent rather than late, if they arrived more than 20 minutes late for afternoon sessions as well as morning sessions. The Headteacher advised that the wording needed to be amended to reflect that where a student was on a mixed timetable they would be recorded as absent 20 minutes after their start time rather than 20 minutes after the start of the school day.</p> <p><i>Harry James left the meeting at 5.40pm.</i></p>	
14.3	<p>Governors asked why there was no mention of Education Welfare within the policy. The Headteacher advised that icollege do not use the Education Welfare service very often as this tends to be managed better in house. Education Welfare tends to be used when students are also involved with the Youth Offending Team (YOT).</p> <p>Action: Headteacher to reflect above discussion in policy and recirculate for approval.</p>	Headteacher MC 02.02.21
14.4	Admissions Policy – This was a new policy and was not in icollege format as it had become difficult to formalise due to the need for it to relate to a Service Level Agreement with the LA, which is not yet in place. There were also issues around the increasing number of students placed with icollege who have EHCP's and icollege is named on their EHCP's which is not good practice as icollege is not a special school. These placements tend to be permanent not the short term placements usually provided with a Pupil Referral Service, especially at Primary level. There is further work needed so that icollege can determine how it wants to package this provision and how this links in with an SLA.	
14.5	<p>Siobhan Harvey explained that increasingly primary pupils are being placed with icollege from Year 2 onwards and come with EHCP's with complex needs. Mainstream schools are increasingly reluctant to offer placements for students with highly complex and severe needs e.g. provision needs to be age appropriate and pupils need to be non-violent. This is making it increasingly difficult to reintegrate pupils back into mainstream education, but given some are only 6 years old, need another shot at returning to a mainstream school, but schools are increasingly reluctant to take on this commitment. The roll out of Therapeutic Thinking in mainstream schools should help with this. Whilst icollege has success with moving pupils forward, it is not able to move pupils back into mainstream education unless the school has also adopted a Therapeutic approach.</p> <p>Action: Set up a working party to discuss further the requirements of an Admissions Policy and how it ties in with an SLA.</p>	Headteacher, Chair, Vice Chair & Darren King MC 02.02.21

Part 1 Minutes Full Management Committee (MC) 8th December 2020 at 4pm (Virtual Meeting)

		Actions
14.6	Critical Incident Plans – These had been updated to reflect any changes in contacts and dates etc. Approved.	
14.7	Pay Policy – The Chair advised that the Pay Policy had been reviewed at both Finance and Personnel Committees, at which it had been agreed that a Working Party was needed to discuss a number of aspects of the policy. Whilst the Chair and Vice Chair could act as a bridge between the Working Party and the Committees they could not be the main contributors due to their involvement in the Performance Management process. Terms of reference would need to be agreed. Action: Governors to advise Chair if they would be interested in participating in the Working Party.	All Governors 18.12.20
14.8	Allegations of Abuse against Staff – This is an LA model policy, the main change being that the policy has been updated to include Supply Staff. Approved.	
14.9	Disciplinary Procedures and Guidance, Grievance Procedure and Guidance and Complaints Policy – These are LA model policies. Governors discussed whether they should be more icollege specific. The Headteacher advised that the Complaints Policy had recently been rewritten by the LA and advised that it is adopted verbatim as otherwise problems can arise should it need to be applied should a complaint arise. Approved.	
14.10	Equal Opportunities Statement, Safer Recruitment and Exclusion Policy – The main changes were to contact names and the inclusion of Therapeutic Thinking. Approved.	
14.11	Behaviour Policy – Governors noted that the Policy now includes an appendix. Governors noted that the Green Room has been renamed the Calm Room. Action: AHT (S&W) to amend. The AHT advised that the whole policy will be revised over the next couple of months to reflect the wider use of Therapeutic Thinking. This will be discussed at an icollege inset day in January 2021.	AHT (S&W) 18.12.20
14.12	Supporting Pupils with Medical Conditions – Governors asked about whether discussions at earlier meetings around the the maintenance of the First Aid boxes had been incorporated into the policy. Action: AHT (S&W) to check and update policy accordingly.	AHT (S&W) MC 02.02.21
14.13	The changes to the following policies related to the updating of names and dates and were approved :- Supporting Pregnant School Girls Staff Code of Conduct Social Networking Advice for Staff Relationships & Sex Education Complaints Whistleblowing	
15.	Minutes from Other Committees	
15.1	The Chair advised that during the course of this meeting many of the areas discussed at the Finance Committee on 20 th October 2020 and the Personnel Committee on 1 st December 2020 had been covered. Other areas discussed were:- Finance Committee – Budget is on track. The Headteacher advised that the budget monitoring report for P7 had just been completed and was forecasting a year end surplus of £82,000 compared to £81,000 forecast when the budget was set. This does however, depend on icollege having an average of 72 learners across the year. Finance Committee draft minutes will be circulated as soon as possible. The Chair advised that there is another Finance Committee before the end of term and if there were any governors interested in joining the committee they would be most welcome. Following a brief discussion it was agreed that Darren King would join the Finance Committee. Music Tuition – The Head of English had taken on the music project and had attended the Rotary Club to raise funding for the project. £500 was donated plus a subsequent £250. Any monies raised are matched by the Good Exchange. The total raised to date is c.£10,000. West Berkshire Maestros have confirmed that they are able to provide resources to icollege from January 2021, although this is currently	Clerk 22.10.20

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INDEPENDENCEY11&KS5
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Part 1 Minutes Full Management Committee (MC) 8th December 2020 at 4pm (Virtual Meeting)

		Actions
	<p>limited due to CV-19 e.g. no singing or playing of wind instruments. Governors asked that their congratulations and thanks be passed onto Suzanne GiaeverEnger.</p> <p>Art Teacher – An appointment has been made from January 2021 who is also able to deliver Drama for students at Integration.</p> <p>Personnel Committee – All Teachers performance management/appraisals are now being managed via SIMs with Support Staff being added from April 2021.</p>	
16.	Governance – Statutory Tasks	
16.1	Standing Orders, Terms of Reference, including Committee Membership and Chairs for the Finance and Personnel Committees, Meeting Schedule for 2020/21 academic year and Governor Allowances Policy had been circulated with the agenda. Changes had been highlighted in yellow. Subject to the amendment of the date the documents were approved, Governors unanimously approved the above documents. Action: Clerk to update approval dates, add to Governors Handbook for publishing on the website.	Clerk MC 02.02.21
16.2	Governor Roles and Responsibilities will be kept under review as new Governors come on board. Action carried forward : All Governor roles to be revisited once new Governors are on board.	Chair MC 02.02.21
16.3	Governors had been asked to update annual declarations including business/pecuniary interests, code of conduct, KCSIE and eligibility electronically via Governors Hub. Action: Clerk to confirm that all Governors have updated their records.	Clerk MC 02.02.21
17.	Any Other Urgent Business	
17.1	Science Grant – Siobhan Harvey advised that she had followed up on some grant information provided by the Clerk and icollege had been awarded £500 which would be used to provide additional resources for learners. Governors congratulated Siobhan on her success.	
17.2	The Chair thanked Staff, Governors and the Clerk for all their hard work during the year and for their continuing support.	
18.	Focus of Next Meeting	
18.1	The next meeting will be on 2 nd February 2021 at 4pm. The focus will be:- presentation topic tbc (Review of SDP progress?) T&L & S&W AHT / Headteachers Reports Curriculum overview Embedding Science to include practical Work experience by students Impact of Path Hill experiences on students as a new aspect of the curriculum Monitoring/Link Visits Policies	

There being no further business, the meeting closed at 6.03pm.

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