

<p>Present: Maureen Sims – Community Governor (Chair) Jacquie Davies – Headteacher Judith Fisher - Community Governor (Vice Chair) Darren King – Community Governor Bridget CooperEastwood – Parent Governor Harry James – Community Governor (to 7.41pm) Emma Fearn – Support Staff Governor (to 7.53pm) Emma Dodridge – Teaching Staff Governor (from 6.03pm (to 7.53pm) Tim Pritchard – Community Governor Richard Thompson – Community Governor Emma Douglas – AHT (Raising Standards) – Associate Member (to 6.48pm) Faye Miller – AHT (Safeguarding & Wellbeing) – Associate Member (to 7.53pm)</p>	<p>Apologies: None</p> <p>Duration of meeting: 6.00 – 7.58pm</p> <p>MC members will be referred to as governors</p>
<p>In attendance: Jill Hills – Clerk</p>	

1.	Welcome, Apologies and Declarations	Action
1.1	The Chair welcomed those present. There were no apologies.	
2.	Declaration of Business Interests - None	
3.	Any Other Business – None Emma Dodridge joined the meeting at 6.03pm.	
4.	Safeguarding and Wellbeing Report, including Rainbow Award overview	
4.1	The AHT's Safeguarding and Wellbeing Report had been circulated in advance of the meeting. The AHT highlighted the following. The S175 Safeguarding Audit had been completed in conjunction with the Safeguarding Governor which would be submitted to the Local Authority (LA) by the deadline.	
4.2	The Mental Health and Wellbeing Action Plan was now in place. Rupert Hutchinson had taken on the lead for this and had begun the government funded training. Governors asked if this was a new role and what it entailed. The AHT advised that the role had been identified previously but 5 days training was now available which was to be completed by May 2022. The Staff Wellbeing Policy had been rewritten and was included later on the agenda.	
4.3	Governors referred to the completion of safeguarding training included in the report and noted that icollege had exceeded the percentages for all schools in West Berkshire and asked how this had been achieved. The AHT advised that staff understood the importance of safeguarding and that there were robust processes in place for recording of completed training, with staff being reminded when training is due to be renewed. The training log is monitored on a monthly basis and any non-completion is followed up by the Admin Team. The comparison is based on 2019 figures as WBC had stopped collating the training data across all schools. The Headteacher added that having an Admin Officer focusing on HR has made a significant difference given the often tight turn around of new staff.	
4.4	Governors noted that there are currently 5 staff who have completed safer recruitment training and asked if this was something that would be rolled out to other staff. The AHT advised that this was not currently planned as only one member of an interview panel needs to have undertaken safer recruitment training, five was sufficient to meet this requirement. In the main, interview panels usually consist of the AHT S&W with either the AHT T&L, Inclusion Manager and/or a Lead Teacher.	
4.5	Governors referred to a third of staff being fully Team Teach trained which had reduced costs and asked how this would be managed moving forward. The AHT advised that in the past all staff had been Team Teach trained. With the move towards Therapeutic Thinking as a way of reducing the need for and use of physical interventions by staff, it was thought that this would replace the need for the Team Teach approach. However, given the nature of the cohort, icollege had acknowledged that there will always be some instances whereby physical intervention is required and hence some staff are Team Teach trained, although in certain circumstances any member of staff can intervene if this	

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	became necessary. Richard Thompsons internet connection was intermittent during the meeting.	
4.6	Governors asked whether the AHT felt that the training budget was sufficient. The AHT advised that on balance it was felt that not all staff needed to be Team Teach trained given the limited number of instances when staff would need to intervene. The Therapeutic Thinking training is provided by the same person who had previously provided Team Teach training. The majority of the training focuses on de-escalation techniques and covers a significant proportion of Team Teach anyway, so that the instances of physical intervention are reduced.	
4.7	Governors referred to the Child Protection and Safeguarding Log and that there were 7 instances awaiting assessment, and that this seemed to be a large number. The AHT advised that this referred to instances that had happened within the first part of the Autumn Term. The cases were therefore with the Contact Advice and Assessment Service (CAAS) who have up to 45 days to complete an assessment either by Child Services or jointly with the police. At the time, icollege was waiting for this process to be completed and whether the student would become a Child Protection (CP) or Child in Need (CIN) case. Governors asked if they had now been resolved. The AHT advised that four have been resolved, one being referred to the Family First Team, two CP and one CIN. The remainder were still under assessment as the 45 day timescale had not yet been reached. The number of instances in the Autumn Term had been higher this year and were often due to something which happened during the summer break. A number of initial concerns have more recently been raised via the police.	
4.8	Governors referred to the instances of online bullying and asked if there was any pattern in terms of ages of students or units etc. The AHT advised that this mainly involved Secondary age students, particularly Years 9 to 11. There were very few, if any, instances arising within Primary Units or POD+.	
4.9	Governors referred to the instances of Peer on Peer abuse and queried that whilst the report stated there had been no racist incidents, it referred further on to there being five racist incidents. Governors sought clarification as to whether this meant that there had been five racist incidents instigated by someone other than their peers. The AHT advised that this was correct. In some instances it would be where students were using racist language whilst shouting at no one in particular or a member of staff, more out of habit than being aimed at another student. Governors asked what actions were being put in place to address this, e.g. via the curriculum. The AHT advised that as well as being engrained within the curriculum, speakers come and talk to students e.g. Thames Valley Safeguarding Officers either in small groups or on a 1:1. Some of the students will be part of a CP so can access support from other services as well.	
4.10	Governors referred to the attendance statistics included in the report and noted that the AHT had been meeting with the Education Welfare Officer (EWO) which should help engage students with learning. Governors noted the good level of attendance compared to national data for 2018/19 amongst Primary learners and SEN learners in the POD and POD+. Governors asked why the attendance for these learners was particularly good. The AHT advised that there were a number of factors which tended to impact on older learners of which one was transport. Primary learners either tend to be entitled to transport to/from units or their parents bring them in, whereas older learners often are required to get themselves to/from units. With older learners, if for example their parents have already left for work in the morning, they may be less motivated to get up and into school. The national data did not differentiate attendance between primary and secondary learners, it was an average for Pupil Referral Units (PRU's) and this could explain why the attendance at icollege primary units was higher than the national figure which covered both primary and secondary. Governors discussed that although attendance figures were between 96 and 100% this was including authorised absences and therefore needed to be considered with caution, as the number of authorised absences was high. Governors need to be aware of and understand the reasons for authorised absences and asked that at the next meeting, the AHT remind governors of what's included and provide examples. The AHT advised that she was looking into the different types of absences and how this information can be analysed and reported. Action: AHT to update Governors on reasons for authorised absences with examples.	AHT S&W MC 15.02.22

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4.11	The Headteacher updated Governors on changes to the WBC Transport Policy which impacted on attendance. Parents now have to complete an online form to request transport for their child which goes directly to the LA. Previously icollege had completed the form with parents at the time of admission. There can be delays with the new system, especially if the application is refused and an appeal is needed. This can impact on attendance, but is outside the control of icollege. Another complication is around learners who move between parents, sometimes over a significant distance and this causes complications with the transport arrangements. In some cases a learner may be on roll in a West Berkshire school who are looking to icollege to provide inreach support, but the learner lives in a neighbouring authority. In these instances the budget for transport rests with the LA in which the learner lives and they do not always want to fund the cost of transport into West Berkshire.	
4.12	The Safeguarding Governor referred to the Early Help Paper which had been included with the AHT Report. This had arisen during the Safeguarding Audit in that Governors need to understand what Early Help relates to. Whilst the paper was comprehensive it was also general rather than specific to icollege. It would therefore be beneficial for it to include, for example, the process for raising low level concerns as a good example of how Early Help guidance is applied. The AHT advised that she would be producing a one page summary of the Early Help Offer available from icollege, including for example the Family Support Worker. The Safeguarding Governor advised that the only area on the Safeguarding Audit where the evaluation had been "incomplete" was around Governors understanding of the Early Help arrangements and whether therefore the brief training provided at this meeting and the document produced, was sufficient for the evaluation to be changed to "fully compliant". The Headteacher advised that she would not feel comfortable submitting the audit with the question relating to Early Help being evaluated as "complete" until the icollege Early Help Offer had been produced. The Safeguarding Governor advised that the training provided at the Safeguarding Network had stressed that the audit should be for the benefit of the school, rather than a tick box exercise. She advised that in her opinion, icollege could submit that Governors were aware of Early Help arrangements but that the detail of this needed to be improved. Action: Produce document explaining the Early Help Offer provided by icollege.	AHT S&W MC 15.02.22
4.13	The AHT advised that the audit submission would need to be updated in relation to the Intimate Care Policy as there was now a need for a policy to be in place in relation to the Primary units. Monica Romano had drafted a policy which was being reviewed by the AHT.	
4.14	The Safeguarding Governor advised that she had been working with the AHT to clarify what contextual data Governors needed and how it would be presented, including working on graph formats etc. This would be discussed in more detail when she met with the AHT in mid January 2022.	
4.15	Rainbow Flag – The AHT advised that an action plan was in place with the focus being on inclusion and visibility around LGBT+. There are at least one or two champions in each unit who have produced a display board. There are January and June 2022 deadlines for evidence of compliance with the award. Further information about the six areas covered and what this entails can be found at rainbowflagaward.co.uk . Governors asked if the evidence being produced was a portfolio presentation. The AHT advised that at the moment evidence was being collated electronically via Sharepoint. Governors asked if the assessment consisted of a review of the electronic evidence or if it included a visit. The AHT advised that everything had been online so far and was uncertain whether they would visit given covid restrictions. Governors asked if each unit was producing evidence specific to them. The AHT advised that each unit is working on similar evidence gathering tasks. The units meet to discuss what evidence they will collect or to agree any actions which need to be put in place. These will be at different levels depending on the age groups of the learners they are working with. Governors thanked the AHT S&W for her report.	
5.	Teaching and Learning AHT Report – verbal update	
5.1	The AHT took Governors through a powerpoint presentation prepared to update Governors on recent events etc. There had been a presentation evening the previous week which was attended by eleven students, Governors and the Mayor. There had been good examples of successes which were a credit to the tenacity of Ali Haynes (Subject Lead - Careers) and the level of follow up support she provides	

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	<p>for learners. For example, one learner had started an Art and Design course but was struggling. By keeping in touch and support provided, the learner has now transferred to a Level 2 Business Studies course which they are enjoying. Another learner is on the Public Services course at Newbury College, another had started work at a local Nursery and had successfully completed their probationary period. There was also one learner who following work experience is now excelling on an apprenticeship and attending a mechanics course at Newbury College to supplement their training. Two former students are attending a Level 2 Health and Social Care course in Reading and are getting themselves to and from college. One student is doing a Level 1 Electrical Installation course. The student who had started at University at the start of the pandemic was also progressing well. The Vice Chair who had attended the presentation evening congratulated the AHT on the success of the event and the good atmosphere it generated.</p>	
5.2	<p>Writing - This had been a barrier to learning for some time and was included on the action plan for the POD and POD+. At progress meetings attended by the AHT, Teachers had been starting to get students writing and examples were shared with Governors.</p>	
5.3	<p>Practical Skills – There was a new Teacher who was a TA at Intervention who has been taking on some practical skills sessions with students. Students had been making cushions and mosaic mirrors. A second new Teacher at Integration had been making trees and snowmen with students.</p>	
5.4	<p>Exams - Ofqual had provided an update on what would happen if exams had to be cancelled due to the pandemic. Teachers are required to prepare students for Teacher Assessed Grades (TAG's) just in case. As a result, more assessments have needed to be put in place which are completed under exam conditions. This is quite hard on students who are also needing to be prepared for exams at the end of the year as well. This is different to last academic year, when by this point, students knew grades would be determined by Teacher assessments rather than exams. Teachers have been briefed on the process e.g. that students cannot be given their final grade, but are given feedback so they have an opportunity to learn and progress should there be an exam at the end of the year.</p>	
5.5	<p>Curriculum Team – The Team has been gearing up with training for Ofsted. The AHT had delivered training for both the Secondary and Primary Team so there is a consistent message across the service which is filtering down to their respective Teams. Feedback had been very positive and staff are working on scripts as to how they would answer typical questions during an Inspection. Staff are looking at how Reading for example can be developed and applied within curriculum subjects e.g. Science.</p>	
5.6	<p>Personalisation – The AHT provided examples of four students who had joined icollege in September 2021 but were experiencing difficulties engaging with learning due to a number of factors. Emma Dodridge, Inclusion Manager had been working with Lead Teachers to put together a package of learning incorporating Outdoor Academy, West Berkshire Youth Service, Mentoring, Family Support Worker and the Furniture Project. The personalisation approach has been very successful and as a result students are more settled and engaging with learning.</p>	
5.7	<p>Governors thanked both AHT's for their input to the MC and how it improves Governors understanding of the education and opportunities being offered to icollege students. The AHT advised that Teachers are exhausted due to the pandemic and pressure on staffing this has created. Staff are being hampered every day, not knowing whether there will be a full compliment of staff on the ground, and are still putting students needs first. Governors expressed their gratitude to all staff for their dedication and for stepping up to fill gaps where needed.</p> <p>Emma Douglas left the meeting at 6.48pm.</p>	
6.	Headteachers Report	
6.1	<p>PPG Strategy Statement – The HT took Governors through the PPG Strategy Statement which she had completed earlier that day, via zoom. The HT explained that the format of the statement is very prescribed by the DfE and now incorporates the use and impact of Catch up and Recovery grants. Links to evidence which supports the approach being taken were included in blue. The information needed to be published on the icollege website by 31st December 2021. As an overview 54% of</p>	

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	learners are eligible for Pupil Premium Grant (PPG). In total, icollege had received £64,000 of funding this year consisting of PPG, Recovery Grant and Tutoring. Governors referred to the number of Children In Care (CIC) included on the statement and queried that although the statement quoted 3 learners, the AHT S&W had stated 8. The HT explained that there could well be 8 by now as this was a draft document and the HT would need to go back and check that the figures are fully up to date as the situation changes rapidly.	
6.2	The HT highlighted that the largest section of the document for icollege related to Wider Strategies as this included reference to the bespoke packages of learning which are put in place as discussed in 5.6 above. The section includes an element of contingency as not all learners start with icollege in September and therefore some funds are held back to support learners joining during the academic year.	
6.3	The next section related to Outcomes for the previous year which is difficult as there is no benchmarking data to compare outcomes to due to the pandemic. The HT had therefore included progress data.	
6.4	In respect of Interventions, the HT explained that whilst the section may appear light in content, this was due to the prescriptive nature of the DfE Guidance. The examples provided within the guidance covered a Primary, Secondary and Special School. In nearly every case, the pandemic had been quoted as a mitigating factor as to why elements of the strategy hadn't happened. However, icollege students had continued to make progress despite the pandemic.	
6.5	In respect of Externally Provided Programmes, the HT explained that it is not clear what the DfE had intended should be included in this section and no examples had been provided within the Guidance.	
6.6	In order that Governors had an opportunity to review the document and to raise any queries, the HT requested that any comments/questions be raised with her in time for them to be incorporated and the statement published on the website before the end of term. Action: Governors to email any comments/questions on the PPG Statement with the HT and copied to all by 6pm on 14th December 2021.	All Governors 14.12.21
6.7	Sports Premium Grant (SPG) – The HT advised that the planned use of this funding had fallen behind due to the pandemic. A lot of the funding had intended to be used on offsite provision and activities, the majority of which had been forced to close due to covid restrictions. Some of the offsite provision that icollege had passes for e.g. 4Kingdoms where an annual pass would cost £100 per year, could not be used in the same way currently as they were running Christmas activities which were being charged for separately. The decision had been taken to discontinue with an annual pass for Beale Park as for the amount of time the Park is open during term time does not provide value for money for icollege. Passes which are being used are Finkley Down Farm, Bucklebury Park, National Trust and The Living Rainforest. Two members of staff have been undertaking training for the Level 3 Forest Schools qualification so they are able to deliver this programme. This had been included in the strategy for last year but training had to be postponed due to the pandemic. icollege now needed to pay rental for the use of the land for Forest Schools and work was taking place to ensure that insurance cover was in place in the event of accidents or damage to the land. Sports kit and Trailblasing equipment had been purchased so that icollege can deliver outside activities itself.	
7.	Minutes of the Meeting on 5th October 2021 & Matters Arising (where not elsewhere on the agenda)	
7.1	The minutes of the MC on 5 th October 2021 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.	
7.2	Matters Arising A number of matters arising were discussed including:- 8.5 Recruitment of a Parent Governor – Governors had tried to recruit a Parent Governor via the Newsletter without success and discussed that the possibility of emailing parents directly had been raised and whether this was worth reconsidering. The Clerk advised that the intention had been to	

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	<p>move the existing Parent Governor into a Community Governor vacancy and then try to recruit another Parent Governor. However, there was currently sufficient interest and applications in the pipeline for all vacancies to be filled without needing to do this. Governors discussed that whilst it would be good to have a parent of an existing student on board, however as the Management Committee could fill all its current vacancies, this would not be pursued at this time.</p> <p>14.2 LA employees eligibility to be a governor – The Clerk had sought clarification from Governor Services who had confirmed that as the Governor Code of Conduct was the same for all types of Governor, then in this situation they would prioritise their role as Governor rather than an employee of West Berkshire Council. They would be required to withdraw from the meeting if an items on the agenda presented a specific conflict of interest in the same way that any other Governor would.</p> <p>14.4 Confirm Harry James as Finance Chair – At the last meeting, in his absence, Harry James had been put forward to continue as Chair of the Finance Committee. The Chair had confirmed with him after the meeting that he was happy to do so and therefore his appointment as Chair required ratification at this meeting. Governors unanimously agreed to appoint Harry James as Chair of Finance for a further year.</p> <p>14.5 Governors annual declarations – The Chair asked those Governors who had not yet updated their annual declarations on Governor Hub to do so as soon as possible. Action: All remaining Governors to ensure annual declarations were up to date.</p>	All asap
8.	Strategy Day – next steps	
8.1	<p>Next Steps - The Chair and HT had met following on from the Strategy Day and had started to put together a draft of the key challenges which had been identified on the day. These had been circulated to Governors. Key high level objectives had also started to be added as a starting point for the first meeting of the Working Party. A number of Staff from across the service and Governors had signed up for the Working Party, the next step being to agree a date for them to meet. There had unfortunately been a delay in setting the meeting up due to covid and holding this type of discussion over zoom was problematical. The HT advised that both she and the Chair had completed their respective sections of the SDP/GDP and the two needed to be pulled together. The HT was aiming to get this completed by the 10th December 2021. Action: HT to combine SDP and GDP elements together.</p>	Headteacher 10.12.21
8.2	<p>Governor Recruitment - The Chair advised that there were three applicants poised ready to join the MC. These were Rebekah Dee who is a Teacher at Park House and Annette Priestly who attended the Strategy Day and has also visited Units. The intention was to appoint them both as Local Authority Governors at the February MC. Although LA Governors the role is the same as that of a Community Governor. The third applicant Joseph Clarke would be appointed as a Community Governor, also at the February meeting. These appointments would mean that all MC vacancies were filled.</p>	
8.3	<p>Skills Audit – The next stage would be to complete the Skills Audit to ensure that the skills of existing and new Governors are matched to the various roles and responsibilities. Any gaps in the collective knowledge of the MC would be identified so that training and development could be put in place. The Chair requested that those Governors who hadn't completed their skills audit questionnaires to do so and return to the Clerk as soon as possible. Action: All remaining Governors to complete skills audit questionnaires.</p>	All Governors 07.01.22
8.4	<p>Governor Roles – The Chair advised that all Statutory Governor Roles had been allocated. However, it was important to support the broader development of the Strategic Plan by Governors contributing to each of the areas identified in the Strategic Star.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid purple; padding: 5px; background-color: #e6e6fa;">IDENTITY: Identify & promote the values & unique character of iCollege</div> <div style="border: 1px solid purple; padding: 5px; background-color: #e6e6fa;">COLLABORATION: With local & national partners & communities</div> </div>  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid purple; padding: 5px; background-color: #e6e6fa;">DEVELOPMENT: Clarify long term goals through research</div> <div style="border: 1px solid purple; padding: 5px; background-color: #e6e6fa;">EXCELLENCE: In all that we do, as modelled by staff & in learner outcomes</div> </div> <div style="border: 1px solid purple; padding: 5px; background-color: #e6e6fa; margin: 10px auto; width: fit-content;">FINANCE: Clear funding streams to ensure confidence in future planning</div>	

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	<p>For example, Tim Pritchard is focusing on Careers and Richard Thompson is helping to support the development of the website as well as other areas of expertise. The Chair invited RT to share with Governors more of the detail of what was in mind. RT explained that following on from the summation of the hard work being undertaken at icollege in AHT T&L's presentation earlier in the meeting to personalise development for icollege learners, one of the ideas was around developing a Community Outreach role. This would help to gain support within the community for the work icollege does and potentially leverage for support for funding etc. The idea had arisen following on from a conversation with a member of staff during the Strategy Day who had been very passionate about the art work students produce and that they would love to be able to get this displayed for the public to see. In discussion with colleagues RT had identified an opportunity for art work to be displayed at the Greenham Common Control Tower during April 2022. The Common also work with the Berkshire Wildlife Trust who may also be interested in supporting icollege along the lines of Forest Schools. They are already providing similar support to Castle School and the local Mencap. There was potentially opportunities for older students to gain work experience within the community and building their self esteem. As an example, next year the Greenham Common Tower are looking at the development of a Wild Flower Garden which could link in to those students who are already involved in gardening within Units. All of these activities were likely to be free of charge other than them asking that refreshments are purchased from their café. One of the colleagues is a Drama Lecturer at Reading University who was keen to do some outreach work around Drama and English. All would need to be subject to the usual safeguarding and risk assessment measures. Companies could be approached to see if they had staff who were willing to come and talk to students about careers and aspirations, which was easier to deliver rather than asking for financial contributions to support a project or activity.</p>	
8.5	<p>The Headteacher referred to the "i-can" project which is developing ties with the community including the raising of money via the Greenham Trust, Good Exchange and the Rotary Club. The Headteacher suggested that it would be beneficial for RT to link into the group working on this as a way of developing ideas further. Action: Headteacher to put RT in touch with the "i-can" project group.</p>	Headteacher Asap
8.6	<p>The Chair asked any other Governors who may have ideas about how they could get involved and support the work of icollege to come forward with those ideas. It was hoped that as time progresses and living with covid becomes the norm, there will be increasing opportunities for all Governors to become more involved with the work of icollege.</p>	
8.7	<p>The Chair advised that RT had also volunteered to take on the role of Link Governor for Pupil Premium (PPG).</p>	
9.	Website	
9.1	<p>The HT updated Governors on the development of the website. The Logo redesign was at the second stage and had been sent out and commented on by staff and Governors. The clear preference was for concept four. This was being further refined into a further four examples of what the logo design could look like. These had been circulated today to staff, Governors and students.</p>	
9.2	<p>Photographs had been taken on 16th to 18th November and were now available to review. However, it had been difficult to work out where to put them so people had access to review them but to also be mindful of safeguarding requirements. Sharepoint does not support the format the photos had been provided in. The IT Co-ordinator is working on finding a solution. The HT was really pleased with the quality and variety of shots provided. The learners response to the photos had been tremendous. Governors who had participated with the photographs advised that it had been a positive experience with learners being willing to interact with them. The HT advised that they are looking into whether photos of individual learners can be given to them as Christmas presents for their families, similar to the way a school photo would. Work is being undertaken to narrowing them down to c30 photos which will be used on the website. One issue had arisen given the movement of students in and out of icollege and how the photos can continue to be used once they have either left to move onto work, further education/apprenticeships or back into mainstream school. The HT had been working with Thomas Ng (WBC) to see how this could be resolved so that consent can be obtained for the photos to continue to be used when students are no longer at icollege.</p>	

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9.3	Discussions had taken place around what the format of the website would look like. There would be a home page with each Unit having its own landing page and the process of determining what would be contained within each of the landing pages was underway. In total, there would be c30 pages of information which should all link together. Within icollege work is being undertaken on the Values for the service as a whole and then for each of the Units as in some areas whilst the values are consistent, there are also differences.	
9.4	Once icollege is confident that the new website is ready to go live, then the current provider will be given a months notice and then the site will be taken down. Governors asked if there was a target go live date. The HT advised that they are working towards the site being available from the February half term, or possibly before. There would be admin around the change to the logo's etc as these will need to be changed on both documents in use within icollege and in due course, on signs on front of buildings etc.	
10.	Feedback from Committees	
	Finance Committee	
10.1	Finance Committee minutes for 29.06.21 and 02.11.21 had been circulated with the agenda with a verbal update from the meeting on 25.11.21. The Finance Chair advised that there had been very little change in respect of the forecast budget as per the P7 High Level Budget Summary which had been circulated with the agenda as shown below:-	
	<p>P7 (October 21) Finance Summary: Main School Budget</p> <p>Expenditure Budget - £2,918,870 Expenditure - £1,501,772 51% (Expected position 58%) Forecast Spend £2,905,809</p> <p>Income Budget - £3,210,090 Income - £1,725,479 Forecast - £3,167,646</p> <p>Budget £288,840 surplus Overall forecast £261,837 surplus</p>	
	<p>Capital Funds Summary: 98477 Budget - £53,070 (available to spend) Expenditure - £26,915 50% (expected position 58%)</p> <p>Income Budget £53,070 (including £47,269 carry forward) Forecast £55,042 (received £7,772 and not £5,800 as budgeted)</p> <p>Current forecast £28,126 surplus</p>	
	<p>Sports Premium Summary: 98413 Budget - £26,340 (available to spend) Expenditure - £916 4% (expected position 58%)</p> <p>Income Balance brought forward £18,340 Budget In year funding £8,000 Received £3,333 (5/12ths) Forecast £8,000</p> <p>Total £26,340 to spend by July 2022</p>	

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		Actions
10.2	HFG Working Party – icollege review – update – The Finance Chair advised that there had been very little change since the last meeting. The HT advised that there had been a meeting between herself, the WBC Legal Team and the Exclusions Officer. The report to the HFG Working Party will need to have been written by 5 th January 2022. Michelle Sancho (WBC Lead) will be meeting with the Chair of Governors to discuss the content of the report and the recommendations being put forward to the HFG and Schools Forum. The HT advised that there was the potential for the funding to become more complicated than it already was. For example, icollege offers an Inreach service to schools which is funded 50/50 between the school and the LA. Discussions have been around the fact that the LA isn't responsible for the Inreach package, just for permanent exclusions (PEX) and commissioned places. Therefore if the Inreach programme was to continue then there could be a suggestion that the school pays the full cost. The HT had raised with Michelle Sancho, that the 50% funding by the LA represented "invest to save" as the service was a way of preventing PEX. There is data showing how many learners who access Inreach remain in school to substantiate this. Should schools be required to fund the full cost then this would be problematical for them financially.	
10.3	Internal Financial Review Terms of Reference – The Finance Chair advised that he had met with the HT and SBM to discuss the TOR's but had not had the opportunity to revise the document in time for this meeting. Action: Finance Chair to circulate TOR's for the Internal Financial Review.	Finance Chair 17.12.21
10.4	Personnel Committee 30.11.21 – The Personnel Chair advised that the meeting had looked at the Risk Assessments which despite the emergence of Omicron, had needed very little change. Governors had looked at Staff absences and the Continuing Professional Development Policy which was included later on the agenda for this meeting.	
11.	Link Visits	
	Safeguarding Governor report	
11.1	The report arising from the Safeguarding monitoring visit on 18 th November 2021 had been circulated with the agenda. Discussion earlier in the meeting had already touched upon the Safeguarding Audit. There had also been discussion around the use of images on the website. The Staff Code of Conduct was reviewed which is now being accepted electronically by each member of staff. The AHT S&W advised that 53 members of staff have so far signed up using the electronic process. The Single Central Record (SCR) had been reviewed virtually with the SBM with the intention that the next visit will be in person (covid permitting).	
11.2	Inspiration Visit 30.09.21 - Judith Fisher had produced a report following her virtual visit to Inspiration in September. The Lead Teacher had provided information relating to EHCP's (Education, Health and Care Plans) and the work involved in the process of submitting an application for an award of an EHCP, which had been very useful. Progress tracking was also discussed.	
11.3	Governors visits to Units – The Chair advised that hopefully Governors would be able to recommence face to face visits to Units in the Spring Term and with this in mind, asked Governors to start to think about linking visits to their respective roles. For example, Bridget Cooper Eastwood would be visiting in the Spring Term to focus on Pupil Voice. This had not been possible up to now as there had been a number of cases of covid at Hill Barn School.	
12.	Policies	
12.1	Continuing Professional Development (CPD) Policy – At the last MC a number of questions had been raised by Emma Fearn. EF advised that she had read the revised policy and felt that it would make staff feel valued and that it laid out a clear path as to how to access training and professional development, if staff wanted to. The Chair advised that the other question raised had been about linking the policy to the values of icollege. Governors confirmed that they were happy that this had been addressed and unanimously approved the CPD Policy.	
12.2	Health & Safety Policy – Governors noted that the policy still referred to Maureen Sims as being the Health & Safety Governor, when this was now the role of Harry James. Subject to this amendment, Governors unanimously approved the Health and Safety Policy.	
12.3	Critical Incident Plans – Governors queried the Out of Office telephone number which appeared to be	

Chair Signature: ...Approved 15.02.22.....

Date:.....

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		Actions
	a digit short. The HT advised that some numbers are shorter but would check. Action: Check Out of Office telephone number is correct.	Headteacher asap
12.4	Governors asked whether it would be worth considering having a Duty Manager who would be available 24/7 in the event of an incident. The HT advised that this could be considered but that there were other measures in place, e.g. an alarm system linked to a Duty Manager at WBC. The Caretaker could also be contacted if necessary. Action: Consider whether having a Duty Manager would be beneficial in the event of an incident. Harry James left the meeting at 7.41pm.	Headteacher asap
12.5	With reference to page 6, Governors discussed that it was not clear who did what and whether this could be revisited to see if it could be made clearer. Action: HT to review allocation of responsibilities on page 6.	Headteacher asap
12.6	With reference to page 29, there was a heading "School Based Training" however, the rest of the page was blank. Action: HT to review to see if anything is missing.	Headteacher asap
12.7	Governors agreed that the Critical Incident Plans could be e-approved once the above queries had been resolved.	
12.8	The Chair advised that with the exception of the Lone Working Policy, all of the other policies listed below had only had dates changed:- Accessibility Plan and Access Audit Exclusion of Pupils Freedom of Information Assessment Recording and Reporting Policy Marking Policy Substance Misuse Policy Teaching and Learning Policy Physical Intervention Policy/Guidance Teachers Pay Policy Social Networking Responsibility Guidance Staff Wellbeing Policy Support Staff Pay Policy Staff Code of Conduct Drugs and Alcohol advice for Schools	
12.9	Lone Working Policy – Governors asked if the Family Support Worker (FSW) had been asked to comment on the policy as this is the role where most often lone working occurs and can be tricky to apply measures around safety etc. It would therefore be beneficial to know if they had reviewed and were comfortable with the measures included in the policy. Action: HT to check whether FSW had reviewed the Lone Working Policy.	Headteacher asap
12.10	The HT had provided a resume of the policies included on the agenda and asked whether only those policies which are statutory needed to come to the MC for approval. With the non-statutory policies, whether these could be allocated to an individual Governor to review and discuss with the lead member of staff for that areas of responsibility, and then report back to the MC. This would help triangulate policies with monitoring visits which could include in reports which policies Governors had seen in action. For example, if a Governor reviewed the Marking Policy with the AHT T&L, they could then observe the policy being applied as part of a monitoring visit. Likewise, if during a visit Governors asked learners how they would raise a safeguarding concern this would provide evidence of how policies are working in practice. Governors discussed that it would be beneficial for Governors to work in pairs so they could exchange ideas. Governors agreed in principle with the suggestion but that this would need to be given further thought as to how the policies were triangulated in order to ensure that none were overlooked. Action: Consider further how the review of policies could be allocated to specific pairs of Governors and how their operation could be incorporated into Link Visits.	Chair & Headteacher

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		Actions
12.11	The Chair referred to the Mental Health and Wellbeing Policy which was on Governor Hub which had been updated following some questions being raised. As the revised policy had only been made available earlier in the day, the Chair suggested that this would be a good policy to start the process off and asked for a Governor to work with her over the next couple of weeks. In the absence of a volunteer, the Chair asked all Governors to review the policy and raise any questions by email. Action: Comments on the Mental Health and Wellbeing Policy to be forwarded to the Chair and HT.	All Governors 17.12.21
13.	MC Skills Audit and Financial Skills Audit	
13.1	The MC Skills Audit had been discussed under 8.3 above. In respect of the Financial Skills Audit, the Clerk advised that she had emailed the Finance Chair the recent update from the Internal Auditor relating to the Schools Financial Value Statement (SFVS) which had included a link to the original Financial Skills Audit introduced at the same time as the SFVS. The Clerk was awaiting a response as to whether it was prudent for icollege to stick with this Financial Skills format. Action: Clerk to follow up response with Finance Chair.	Clerk/Finance Chair asap
14.	IPR Review – formation of Pay Committee	
14.1	The Chair advised that the HT had requested that Governors reviewed the Group size of the school and was therefore asking for the MC to approve the setting up of a Pay Committee to specifically focus on the review. This had been discussed at a recent Finance Committee and Tim Pritchard and Darren King had volunteered to form part of the Committee. Draft Terms of Reference had been circulated by the Chair for Governors to review and approve. These had already been subject to a further update which the Chair would circulate directly after this meeting. The reason for the update was due to the need to have three members on the Committee for it to be quorate. Others would be able to attend in order to provide evidence or advice to the Committee but would not be voting members. Due to the Chairs other roles within icollege it would be preferable for her not to be a voting member. The Finance Chair would be a natural choice given the overlap with finance, but a Chair other than the Finance Chair would also be needed. The Chair therefore sought agreement from the MC to set up a Pay Committee with Terms of Reference to follow for approval. Governors discussed the need to ensure that the Chairs of the Pay Committee and the Finance Committee should be separate roles so as to provide a level of independence. The Chair advised that with this in mind she had raised with Tim Pritchard and Darren King that one of them would need to act as Chair for the Pay Committee. Governors unanimously approved the setting up of a Pay Committee to review the icollege Group Size. Terms of Reference to be agreed. Action: Circulate updated Pay Committee TOR's.	Chair asap
15.	Any Other Urgent Business - None	
	Emma Fearn, Emma Dodridge and Faye Miller left the meeting at 7.53pm prior to the Part II section of the meeting as the items to be discussed related to staffing matters.	
16.	Focus of Next Meeting:- 15th February 2021 at 6pm T&L & S&W AHT / Headteachers Reports Skills Audits Presentation from Counsellor GDP/SDP SFVS 2021/22 – deadline for submission 31.03.21 Policies	

There being no further business, the meeting closed at 7.58pm.

Chair Signature: ...Approved 15.02.22.....

Date:.....