



**MINUTES OF GRANGEWOOD SCHOOL LOCAL GOVERNING BODY (LGB)  
BUSINESS FORUM**

Minutes for the Business Forum Meeting  
Held at Grangewood School  
on Tuesday 6th December 2016 8:00 p.m. to 9:30 p.m.

Present:

John Marr	JohnM	Chair and representative on Finance committee
Karen Clark	KC	Head of School
Michelle Antoniadis	MA	Parent
Janine Marlow	JM	Staff – LSA and other staff
Judith Hemery	JH	Director of The Eden Academy Trust
Roger Giles	RG	Safeguarding and member of Asset Management Committee
Trupti Parekh	TP	Diversity
Sue Cherrington	SC	Parent of Moorcroft pupil (from 8:10 p.m.)
Tansy Heymer	TH	Staff - teacher
Carey Philpott	CP	Clerk

The meeting was declared quorate.

Item	Discussions and Decisions	Action
15/2016-17	<p><b>Welcome and apologies of absence</b></p> <p>a) JohnM welcomed everybody to the meeting. He stated that a large part of the meeting will be dedicated to the School Development Plan (SDP), especially in view of the recent Rochford review report. Governors will be asked to each support a particular part of the plan.</p> <p>b) Becky Haggart (BH) had sent her apologies, which the LGB accepted.</p>	<b>Apologies accepted.</b>
16/2016-17	<p><b>Urgent items for Any other Business or Confidential Items</b></p> <p>A pupil has passed away following a short illness.</p>	

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17/2016-17	<p><b>Signing of previous Educational Forum minutes as true record and matters arising from the minutes</b></p> <p>The minutes of the previous Educational Forum meeting of 3<sup>rd</sup> October 2016 had been circulated before the meeting and no comments had been received. Therefore JohnM signed them, initialling each page.</p> <p><i>Item 13b / 2016-17:</i> Governors are still not receiving Parent Mail. KC will add all governors to the distribution list.</p> <p>SC arrived 8:10 p.m.</p>	<p><b>Minutes of Educational Forum 3<sup>rd</sup> October 2016 AGREED.</b></p> <p><b>KC to add governors to Parent Mail distribution.</b></p>
18/2016-17	<p><b>Governor School visits and Governor Training</b></p> <p>No governor has attended any training since the last meeting. The new Governor Support Service training booklet for next term has just been published, and JohnM asked governors to let CP know if they would like to book on any course.</p>	<p><b>Governors let CP know if would like to attend governor training.</b></p>
19/2016-17	<p><b>Main Business Forum</b></p>	
19 1 and 2 /2016-17	<p><b>School Development Plan (SDP) and Rochford Review Report: Interaction of LGB with SDP</b></p> <p>KC highlighted the main areas of the SDP. The following governors agreed to take up the role of Link Governors with the main sections of the SDP:</p> <p>a) <b><u>Communication and ICT: SC</u></b>  In particular to embed communication across the curriculum and explore better ways to meet pupils needs.</p> <p><b><u>Q: Does the school do anything around the social side of children, such as develop friendships?</u></b> A: KC responded that this is encompassed within PSHCE lessons, paired work, and is encouraged. It is part of Learning for Life skills.</p> <p><b><u>Q: How do parents know when friendships are developed, especially as the cohort has a high proportion of Autistic children who cannot communicate this themselves? Due to data protection, the school does not disclose names of other children.</u></b>  A: KC will take this back to the school forum for discussion.</p>	<p><b>Governors linked to SDP areas and will feed back through routine governor reports:</b></p> <p><b>SC – Communication And ICT</b></p> <p><b>KC will discuss informing parents of friendship names at school forum.</b></p>

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	<p>b) <b><u>Assessment and Curriculum : JohnM</u></b>  This will encompass the plans for:</p> <ul style="list-style-type: none"> <li>i. Whole school approach to improve teaching and learning of PE</li> <li>ii. Creative curriculum that fully integrates creative therapy</li> <li>iii. Introduce Classroom Monitor to streamline assessment practices.</li> </ul> <p style="text-align: center;"><b><u>Q: Are all schools having problems introducing Classroom Monitor?</u></b> A: KC replied in various ways, some with communication. The aim is for it to go live in the Spring, after teachers have been trained.</p> <ul style="list-style-type: none"> <li>iv. Outcomes</li> </ul> <p>c) <b><u>Child protection and Safeguarding: RG</u></b></p> <p>d) <b><u>Asset Management: RG</u></b>  RG proposed that Sudhi Pathak (SP) should take on the Chair of Premises instead of himself, and that RG becomes instead the Asset Management representative on the committee. JohnM will speak to SP about the proposal.</p> <p>e) <b><u>HR liason: MA</u></b>  Although MA now works five days a week and will not be able to attend daytime meetings or interviews, KC was confident that the important work of supporting and challenging the SLT could be done by phone or email, it does not need to be face to face.</p> <p>f) <b><u>Excellence for Autism: JH</u></b>  <b><u>Q: What proportion of pupils have Autism?</u></b> A: KC replied 67%.</p> <p>g) <b><u>Diversity and Inclusion: TP</u></b>  TP will rewrite the Rochford review in a form suitable for parents. She will then organise the translation into the majority of languages used by parents, working with the Family Services team to find bilingual parents.</p> <p>h) <b><u>Staff Wellbeing: JohnM</u></b></p>	<p><b>JohnM – Assessment &amp; Curriculum</b></p> <p><b>RG: Safeguarding and Asset Management committee.</b></p> <p><b>JohnM to speak to SP about SP becoming lead role for Premises.</b></p> <p><b>MA: HR</b></p> <p><b>JH: Excellence in Autism</b></p> <p><b>TP: translate Rochford Review into languages suitable for parents</b></p>

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	<p><b><u>Q: Are there specific areas to focus on in terms of wellbeing or is it a general topic?</u></b> A: KC replied it is all round.</p> <p><b><u>Q: Has the school looked at attendance ratings compared with non special schools?</u></b> A: KC responded that it is difficult to compare with mainstream schools because of the different ratios of staff (mainstream schools have fewer LSAs). An analysis was done across the academy by Andrew Sanders, but at the time the schools were not consistent in the way they were collecting data. The analysis will be carried out again in the future, so it will be possible to compare attendance across schools within the academy. JohnM stated that it would be beneficial to re-run the wellbeing survey, which was last carried out in 2008.</p> <p>i) KC showed governors a slide of the new EHCP outcomes for an individual child. A discussion about the new EHCPs compared with the previous statements arose, and Governors were very approving of the new format and contents.</p> <p><b><u>Q: Will parents be advised of the EHCPs at the beginning of the Autumn term?</u></b> A: KC replied, yes. The plan will be agreed with parents and written by the LA. They will be on Classroom Monitor to show progress, which parents will be able to access.</p>	<p><b>JohnM: Wellbeing</b></p>
<p>19 3 /2016-17</p>	<p><b>Safeguarding</b></p> <p>A summary had been distributed to governors. RG visited the school last week to look at the single central record. He will do this every term.</p>	
<p>19 4 /2016-17</p>	<p><b>Parents Survey</b></p> <p>KC reported this has been conducted, and she will be writing a report. 37% of parents responded. Out of those who responded, 87% say their child is happy at school and 92% are confident of the leadership. Areas highlighted where there are issues with parents are:</p> <ul style="list-style-type: none"> <li>a) Homework,</li> <li>b) How school deals with bullying and</li> <li>c) How school deals with diversity issues.</li> </ul>	

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19 5 /2016-17	<p><b>Risk Register</b></p> <p>The risk register prepared by SP had been distributed. JohnM commented that the highest risk, 5, is due to the buildings becoming old, which the governors are already aware of.</p>	
19 6 /2016-17	<p><b>Pupil Premium</b></p> <p>KC explained that the Pupil Premium Grant is ringfenced funding provided to schools which is additional to main school funding. It is allocated according to the number of pupils on roll who are eligible for free school meals and/or pupils who have been looked after, in care, (LAC) for 6 months or more. It has been spent on family services and therapies. The fund does not only need to benefit that child, it can be a group of children. Progress of pupils who receive pupil premium are part of teachers performance management. KC will add a report to the school website.</p> <p><b><i>Q: Do we see these children underform?</i></b> A: KC and JH replied, yes, especially in mainstream schools and LAC children.</p>	
20/2016-17	<p><b>Governor Reports</b></p> <p>a) <b>Finance report:</b> A written financial report written by SP had been distributed. JohnM, as representative on the Finance committee, reported that finances are under control at the end of the first term of the financial year.</p> <p>b) <b>Premises:</b> RG had produced a written report. He added that since writing the report, in relation to the water issue, a cold water feed has been found, which was not previously known to the school. This is being replaced over the Christmas holiday.</p>	
21/2016-17	<p><b>Any Policies to ratify</b></p> <p>None.</p>	
22/2016-17	<p><b>Any Other Business / Confidential items</b></p> <p>KS reported on the sad news that a pupil passed away last week. The school is supporting the family and anyone who would like to attend the funeral next week should let KC know.</p>	<p><b>Tell KC if wish to attend funeral.</b></p>

Item	Discussions and Decisions	Action
23/2016-17	<p><b>Future planned meeting dates</b></p> <ul style="list-style-type: none"> <li>• Mon. 23rd January 2017 12 noon (Education) following governors visit to school</li> <li>• Mon. 13th March 2017 8 p.m. (Business)</li> <li>• Mon. 24th April 2017 12 noon (Education) following governors visit to school</li> <li>• Mon. 19th June 2017 8 p.m. (Business)</li> </ul>	

Meeting closed at 9:30 p.m. There are **no** confidential minutes for this meeting.