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| **Present**  **In attendance** | N Willbourn (Chair of Management Committee), M Woolston (Head Teacher), M Blanning, K Marlborough (Vice Chair MC), C Norwood *(arr 4.07pm*), O Kelham, M Moaby, C Jackson, A Woodhouse, D Alphonso    T Barnby (Clerk KCC), D Gatfield (Finance Officer) |  |
| **1** | **Welcome & Apologies for Absence** |  |
|  | 1. All Members were present at the meeting which was deemed quorate (C Norwood arrived at 4.07pm). 2. All present introduced themselves to the new staff members, A Woodhouse (Deputy Head) and D Alphonso (Head of Maths). |  |
| **2** | **Declaration of Business Interests** |  |
|  | 1. No business interests were declared. 2. All present up-dated the register of Business Interests. |  |
| **3** | **Committee Matters** |  |
|  | 1. The up-dated terms of reference for North West Kent Alternative Provision Service were agreed and adopted by all present. 2. Under delegation to the Head Teacher the line regarding contract limit was removed. 3. The Annual Safeguarding Review had been added to the Governor Business plan. 4. All present signed a register agreeing to abide by the code of conduct for NWKAPS. All present signed to agree and adopt the circle model Monitoring Visit Policy. 5. Members agreed to the re-appointment of M Blanning as Local Authority Governor. A copy of the minutes, once agreed at January 2019 meeting, would be sent with the re-appointment form to the GAP Panel**. Action: Clerk** 6. No parents had come forward to take up the Parent Member role. 7. Joint Governor Panel had not been set up. The viability of joining with another Alternative Provision Unit was discussed and it was decided that the HT and the CMC would approach a more local school. **Action: HT and CMC** 8. The Governor development plan had been written with many of the milestones taking place at the beginning of the year. It was decided that the milestones would be reviewed and spread throughout the year. **Action: CMC** 9. The CMC had reviewed the NWKAPS website. | **Clerk**  **HT CMC**  **CMC** |
| **4** | **Any other Business** |  |
|  | 1. No items of urgent business were raised by members. |  |
| **5** | **Regional Schools Commissioner/ Academy Update** |  |
|  | 1. There had been no further progress regarding the academisation of the North West Kent Alternative Provision Service.   **Question: if a school received a good in a subsequent OFSTED report could/would the academy order be lifted?**  Answer: It is unlikely that the academy order rescinded. Members also noted that in some cases schools had not become part of an academy for several years after the academy order had been placed. (NGA/Government report) |  |
| **6** | **Building work** |  |
|  | 1. Year 11s had settled in well at the Westcourt Centre. Year 10s had been moved into Westcourt Centre and this arrangement was working well. 2. The HT had decided to move the KS3 provision to North Court Centre. This would reduce the amount the Service was spending on travel costs, ensuring that pupils from Gravesend were able to get to Centre Class in Swanley, the number of pupils who would need transport from the Swanley and North Dartford area was considerably smaller than Gravesend at present. Centre Class would be kept as part of the Service for the moment together with The House also on the Centre Class site that housed the Key Stage 2 provision. Building work had taken place to improve the North Court site and security for the pupils. Moving to the Northcourt site would take place in the middle of November 2018. **Action: HT** 3. Nothing appeared to be happening at the Limes regarding the proposed building works. It was agreed that the HT would approach the Area Education Officer to ascertain the future plans were for the Westcourt Centre and when works would begin on refurbishment of the Limes. **Action:HT.** Members of the Management Committee noted that the rates and utility bills for the Limes were being paid for by NWKAPS, together with rates for the Rosemary Centre, Northcourt and Centre Class and Westcourt Centre. The Rosemary Centre would be cleared by Christmas and the keys would be returned to the Local Authority; once handed over the rates and utilities would no longer be charged to the Service. Members discussed the pros and cons of staying in the temporary accommodation and moving to The Limes in Dartford. 4. The cost of refurbishing Westcourt Centre had been £150,000 and it had been agreed that NWKAPS would pay 7/12ths of this amount out of the capital budget that had been set aside for building works refurbishing the Limes. Members were informed that the figure of £500,000 had been carried forward for the last 3 years and a plan for the money would have to be made and submitted to Financial Services to avoid the Local Authority clawing the money back. 5. The finance report would be emailed to Members of the Committee. **Action: FO/clerk** 6. The FO reported that teaching costs had gone up due to the recent pay awards announced by the Department of Education. One Teaching assistant had changes to a member of the teaching staff and the previous deputy head contract had been extended until December. The budget for agency staff had not been needed as posts had been filled quicker than anticipated. Members noted that an email had been received regarding an outstanding query on electricity which now appeared to be sorted out and the provision in the budget would be used elsewhere. 7. The HT had submitted a bid for Headstart funding for development of the quad area and outside areas at Westcourt Centre as well as employment of gardening therapists.   *D Gatfield left 4.45pm*   1. The provision was almost full, with 1 space left in Key stage 3. All 9 emergency places for out of borough pupils had been filled. Members noted that these spaces attracted no funding but had a cost implication. 2. Baseline assessments had been completed and predictions would be presented to the Management Committee at the next meeting. **Action: HT.** Members discussed the reporting of attendance and how to report PSPs (Personal School Plans?) where an agreement had been made for the pupil to attend 1 hour a day. It was noted that case studies for each pupil were kept showing where adapted programmes were in place. Members were informed that in general attendance trends were positive. 3. An OFSTED inspection team had visited NWKAPS on Tuesday the 6th of November. The report had not yet been issued by the Inspection Team. The HT and the CMC thanked the members of the Management Committee who were able to attend and meet with the Inspection Team. | **HT**  **HT**  **FO clerk**  **HT** |
| **9** | **Health & Safety Report** |  |
|  | 1. Gas repairs had been carried out during the October break. 2. Security Gates were nearly complete at the Westcourt Centre. 3. The local Authority had carried out a full Health & Safety Inspection and had been impressed by the records kept by the Centre staff. |  |
| **10** | **Safeguarding and Online safety issues** |  |
|  | 1. There were 11 safeguarding cases open. |  |
| **11** | **Policy Review** |  |
|  | 1. The following policies had been reviewed and agreed:  * Finance * Governor Monitoring Visits   With a review date of November 2019. |  |
| **12** | **Monitoring Visits (Reports filed with minutes)** |  |
|  | 1. K Marlborough had carried out a Monitoring Visit to review Quality of Teaching & Learning – Assessment Tracking. Suggestions for a follow up visit were noted in the report. 2. O Kelham had carried out a safeguarding visit and noted that a contextual paragraph needed to be added to the Safeguarding policy. Overall her impression had been that all systems were in place that needed to be. Suggestions for future visits had been noted in the report. 3. C Jackson had carried out a monitoring visit with regard to Pupil Development, Behaviour and Welfare – Attendance and reintegration. 4. The clerk reminded members that it was good practise not to use names in minutes or reports but to use job titles instead. |  |
| **13** | **Training Needs** |  |
|  | 1. MA Blanning had attended the Local Authority District Governor Briefing. |  |
| **14** | **Minutes and confidential minutes of the Meeting Dated 25th September 2018** |  |
|  | 1. The minutes of the previous meeting had been agreed by members and were duly signed by the CMC. 2. Points 3.11 (HT Whitehill to join MC) and 3.13 (Joint Governor Panel) were ongoing actions. |  |
| **15** | **Confidential Items** |  |
|  | 1. None |  |
| **16** | Dates of next meeting:  **• 17th January 2019**  **• 21st February 2019**  **• 16th May 2019**  **• 27th June 2019**  **All meetings will begin at 4pm at the Westcourt Centre** |  |

Meeting closed at 5.35pm

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

Dated:

ACTIONS

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| **3.12**  **(Carried Forward 25.9.18)** | It was noted that the new HT at Whitehill Primary School was keen to join the Management Committee, the HT would invite them to attend the next meeting with a view to being co-opted | **HT** |
| **3.13**  **(carried Forward 25.9.18)**  **3.7 (8.11.18)** | Members discussed the need for a Joint Panel agreement (signed by the Chairs of the governing board/management committee) with another school in case there was a complaint or exclusion panel and there were not enough independent members to sit on the panel. The HT would speak to other PRU HTs. This could also be set up with a local school.  Joint Governor Panel had still not been set up. The viability of joining with another Alternative Provision Unit was discussed and it was decided that the HT and the CMC would approach a more local school. | **HT CMC**  **HT CMC** |
| **3.5** | Members agreed to the re-appointment of M Blanning as Local Authority Governor. A copy of the minutes would be sent with the re-appointment form to the GAP Panel once the minutes had been agreed at the meeting in January 2019. | **Clerk, CMC** |
| **3.8** | The Governor development plan had been written with many of the milestones taking place at the beginning of the year. It was decided that the milestones would be reviewed and spread throughout the year. | **CMC** |
| **6.2** | Moving Key Stage 2 to the Northcourt site would take place in the middle of November 2018. | **HT** |
| **6.3** | It was agreed that the HT would approach the Area Education Officer to ascertain the future plan for the Westcourt Centre, whether it was available to NWKAPS for future use and when works would begin on refurbishment of the Limes. | **HT** |
| **6.5** | The finance report would be emailed to Members of the Committee. | **FO** |
| **8.9** | predictions would be presented to the Management Committee at the next meeting. | **HT** |