Minutes of the Interim Executive Board of Skilts School
Meeting held on 15th October 2018, 4.30pm

IEB members: Mr Anthony Greenwood MBE – Chair, Dr Moira Gilligan (MG) and Mr Paul Frost (PF)

In attendance: Mrs Laura Grice – Clerk, Mr Dave Yardley (DY) BCC – IEB Liaison Officer, Ms Jane Edgerton (JE) – CEO Forward Education Trust (Part of Meeting), Ms Jas Didially (JD, EDSI, BCC) (Part of Meeting), Mr Heath Mason (HM, Acting Head Teacher) – Skilts School (Part of Meeting), and Mr Dominic Crompton (HT, Head Teacher) – Skilts School (Part of Meeting)

IEB16 Apologies/Board membership update
All members were present, therefore, there were no apologies to be received.

DY informed the IEB that Mr Roland Vernon and Mrs Jackie Tomlinson had been nominated by BCC to join the IEB and were awaiting approval from the DfE.

IEB17 Business interests
There were no interests declared in any items on the agenda.

IEB18 Head/Chair Urgent Actions
The Chair reported that there was one urgent action; the Chair had approved a spend of £1,000, for Health and Safety work on the Fire requirements.

Resolved To approve the Head/Chair’s urgent action.

There was an additional item, which would be deferred until JE’s arrival.

IEB19 Minutes of the previous meeting
The minutes from the IEB meeting held on 19 September 2018 had been circulated prior to the meeting.

Resolved that the minutes be signed as a true and accurate record and a copy to be retained at the school.

Min02 – A membership update had been included on the agenda.

Min06 – The Statement of Action had been included on the agenda.

Min08 – The draft strategic objectives for the Residential Unit had been previously circulated. In response to a member’s question, DY informed members Sue Beer, Head of Schools Skilts School IEB meeting held on 15th October 2018 at 4.30pm
Financial Service, was due to return to work the following week. DY had briefly spoken with Kelly Hall, Finance Officer, who had undertaken one visit but there were no further updates. It was understood there was still a deficit of around £350,000. **A member asked if there would be a Finance report available for the next IEB meeting.** DY confirmed the Finance Officer had begun an audit report, members were assured a finance document would be circulated in advance of the next meeting.

**Min10** – The policies had been previously circulated. There were no questions. The Financial Delegation and Terms of Reference would be deferred to the next meeting. **ACTION: Clerk**

**Resolved**
To ratify the following policies
- a. Safeguarding and Child Protection – **Subject to Codcil Update**
- b. Code of Conduct of the Governing Board
- c. Governor Allowance Policy
- d. No Platform for Extremism Policy
- e. Behaviour Management Policy
- f. SEN Policy
- g. Physical Intervention Policy
- h. Disciplinary Policy
- i. Grievance Policy
- j. Complaints Policy
- k. Whistleblowing Policy
- l. Code of Conduct

Members discussed the Financial Delegation and it was agreed that due to the deficit, all emergency financial requirements were to be emailed to Chair for approval.

**In a change to the agenda members discussed item 7.**

**IEB20 Budget**
This item was deferred until the next IEB meeting. Members requested the budget report was circulated prior to the meeting, to ensure members had sufficient time to review the report. **ACTION: Clerk**

**IEB21 IEB Strategic Objectives**
Members were asked to familiarise themselves with the Academies Financial Handbook, which the Clerk would circulate. **ACTION: ALL**

Members discussed the Residential Unit at length.

The objective to ‘Hold leaders to account for improving standards of teaching’ would be reviewed during the HT’s performance management.

Skilts School
IEB meeting held on 15th October 2018 at 4.30pm

[HIGHLIGHTED TEXT DENOTES GOVERNOR QUESTIONS AND CHALLENGE]
A member highlighted objective seven ‘Resolve the current challenging issues around the school’s financial position’ as asked what would happen if a Finance report had not been received by the IEB meeting on 14 November 2018. DY was confident a report would be received by that date.

Objective three was to ‘Ensure all statutory duties are met’. A number of policies were in circulation so the RAG rating would be updated from Red to Amber. The Clerk would forward the school website audit tool to ensure the website was compliant. ACTION: Clerk

In response to a member’s question, it was confirmed the HT had oversight of the policies.

In a change to the agenda, members discussed item 10.

IEB22 Approval and Adoption
The Framework of Financial Management and Statement of Day to Day Financial Management of the budget to the Head Teacher were deferred until the next meeting. ACTION: Clerk

IEB23 Policies for Adoption
All policies were ratified under IEB19 Matters Arising.

JE and JD joined the meeting at 5.23pm.

IEB24 Head/Chair Urgent Actions
Donation
A £1,000 donation from ?? had been ring-fenced in the budget, this would be used to pay for a rewards trip for the pupils.

Vacancies
Site Manager
Following the removal of live-in staff, there was a vacancy for a Site Manager. Members agreed that a Site Manager would be recruited on a fixed term contact until 31 August 2019.

Teaching Assistants
There were two children who required additional support and had SEN funding. JE asked members to consider recruiting two level two Teaching Assistants. In response to a member’s question, JE confirmed it was difficult to attract staff to work in SEMH schools. The schools culture had changed and that is what had kept the current staff. JE stated the school did not wish to loose good people.

Members agreed that two level two Teaching Assistants would be recruited on a fixed term contact until 31 August 2019.

Skills School
IEB meeting held on 15th October 2018 at 4.30pm

[HIGHLIGHTED TEXT DENOTES GOVERNOR QUESTIONS AND CHALLENGE]
Resolved  To recruit a Site Manager and two level two Teaching Assistants on fixed term contacts until 31 August 2019.

There was an additional item minuted confidentially

**IEB25 Urgent Additional Items**

**School Estate**
The Chair welcomed JD to the meeting. JD informed members a vast amount of money had been invested in the schools estate as the very old buildings were difficult to meet the needs of the children.

This was the second time that the school estate had raised concerns. Each year schools were required to ensure they were compliant and the Chair of Governors would sign a form to confirm this, however, it was not the case. The Chair stated that BCC were poorly served by the previous Governing Board.

JD detailed the schools issues, which included the heating system, safeguarding by creating safe zones externally and unsafe buildings on site, which had been made inaccessible. **A member asked which buildings were deemed unsafe.** JD confirmed these were the Head Teachers house, Caretaker’s Bungalow which were now not in use and possibly a member of staff’s house. JD confirmed that the member of staff’s house did not have a lease. There was also a risk that the residential block could be decommissioned if the roof ties were found be similar to the head teacher’s house. **A member asked when JD would know further details?** JD would be able to update members once the Technical Engineers had visited.

The school were awaiting the outcome of a conditions survey but the long term plan was to relocate the school to a new build in the Birmingham boundary.

**In response to a member’s question,** JD stated that if the building was not condemned, BCC would continue to plan the new build. If the buildings were no longer suitable, temporary accommodation could be placed on site or within the Birmingham boundary. **A member questioned transportation if the school was relocated.** It was confirmed transport would continue to be provide for children. JE stated the preference was to only have to move the children once.

**A member asked if the school were constrained with what would happen to the land.** JD stated that the house was not a listed building and was not attached to a Trust.

BCC were looking where savings could be made and JD had created a business case.

**The Chair asked if there was a timeline available.** JD would provide the IEB with a definitive timeline.  

**ACTION: JD**

The Residential Unit had begun an informal consultation, there had been concerns raised by a parent that unit provided respite; alternative provisions would be found for the young Skills School.  

IEB meeting held on 15th October 2018 at 4.30pm

[HIGHLIGHTED TEXT DENOTES GOVERNOR QUESTIONS AND CHALLENGE]
people. There had not been overwhelming support or opposition for the plan. Members were informed that the Local Authority had stopped places within the Skilts residential unit.

Members discussed the implementation date at length and it was agreed further information on the schools finances were required before a decision could be made.

An Extra Ordinary IEB meeting would be held on 7 November 2018, 6pm at Hallmoor School.  

DY would inform Sue Beer, Head of Schools Financial Services of the meeting.  

ACTION: DY  

JD would circulate the draft document to IEB members.  

ACTION: JD  

Resolved To close residency at an agreed point in the coming financial year due to drop in funding and the non-allocation of pupils with residence written on their EHCPs to the school. The timeline would be decided upon in due course and subject to the IEB satisfying itself that BCC has secured alternative support for those pupils who were currently receiving residence.

Members thanked JD and she left the meeting at 6.42pm.

IEB26 Safeguarding  
The Safeguarding report had been previously circulated.

IEB27 Statement of Action  
The Statement of Action had been previously circulated alongside the Post Ofsted Action Plan (POAP). The Statement of Action had been written in February 2018 and the POAP had been considered fit for purpose by the DfE. JE explained the statement, noting it was only for the day provision.

The Residential Standards report had been previously circulated. This item was minuted confidentially.

IEB28 Head Teacher’s Performance Management  
Members discussed the Head Teachers appraisal targets, which were agreed.

Resolved: Members agreed that JE would sit on the Head Teacher’s appraisal panel.

Members adjourned the meeting at 6.57pm. Members returned to the meeting at 7.04pm. HT and HM joined the meeting at this point.

JE updated HT and HM on the information regarding the Residential Unit and temporary staffing. A meeting would be held with staff on 12 November 2018 at 3.45pm, the IEB would be in attendance.

Skilts School  
IEB meeting held on 15th October 2018 at 4.30pm

Chairs Initials

[HIGHLIGHTED TEXT DENOTES GOVERNOR QUESTIONS AND CHALLENGE]
IEB29 Head Teachers Report
The Head Teachers report had been previously circulated. The HT highlighted the key points which were as follows:

- There had been 4 days of exclusions within the first 6 weeks, which was a positive outcome.
- Attendance was 93%. There were three children who are no longer attending but were still on role. The school were making weekly safe and well checks and setting and marking work. Excluding these children, attendance was above national average.
- Performance management for teachers had been undertaken and would be reviewed at the mid point.
- The behaviour trends were highlighted.
- The Health and Safety issues had been addressed. The Fire Risk assessment had been completed and the school were compliant. Some additional non-statutory items were still outstanding.
- A member asked how behaviour was being benchmarked. HT stated it was benchmarked against similar schools and Skilts negative behaviour was lower. Members commended the staff.
- A member asked if the number of false fire alarms had reduced. HT confirmed the installation of alarm covers had helped and a policy had been implemented. Behaviour had improved in the corridors, children were now monitored at all times.
- A member asked if the number of children trying to escape had decreased. HT stated this was a group of children who organised activities to try to escape, this was no longer happening. Staff were aware and activities for pupils during break times and lunchtimes had increased as well as the level of learning and engagement since the last academic year.
- A member questioned the SAG Group. It was confirmed the group had meet on 11 October 2018 and identified and addressed issues.

The Residential Standards report was discussed. The HT explained that the report matched the system used within the school and informed members of the formalised system used to update day and resident staff.

The Statement of Purpose was to be updated.  

ACTION: HT

Members commented on staff’s positive attitude following the second Ofsted report and thanked HM for his ongoing support.

Strategic Objectives
A member asked how the school were ensuring engagement with stakeholders. HM confirmed a weekly newsletter was sent to all stakeholders and that a questionnaire would

Skilts School
IEB meeting held on 15th October 2018 at 4.30pm

[HIGHLIGHTED TEXT DENOTES GOVERNOR QUESTIONS AND CHALLENGE]
be circulated at the Christmas Fayre. Weekly, and when required daily, phone calls were made to parents. Schools council took place half termly and staff had a daily staff briefing and a weekly debriefing.

HM would share the parent feedback grid with members.  

ACTION: HM

Budget
Members stated that they needed to ensure robustness of the schools financial position. It was requested that any documents to be discussed at the meetings would need to be sent to the clerk at least five school days prior to the meeting for circulation. In response to a question, it was confirmed the minutes would be filed in school and signed minutes would be kept by DY.

It was agreed that the HT would attend all future IEB meetings.

IEB30 Schedule of meetings:
The meeting dates were agreed as follows:
Extra Ordinary IEB – Wednesday 7th November 2018 – 6pm (Hallmoor School)
Wednesday 14th November 2018 – 4.30 pm
Wednesday 12th December 2018 – 4.30 pm
Monday 14th January 2019 - 4.30 pm
Tuesday 26th February 2019 - 4.30 pm
Friday 22nd March 2019 - 4.30 pm

With there being no further items of business, the Chair thanked everyone for their attendance and contributions and closed the meeting at 8.10pm.

Chair...

Date: 14th November 2018.

Skilts School
IEB meeting held on 15th October 2018 at 4.30pm

[HIGHLIGHTED TEXT DENOTES GOVERNOR QUESTIONS AND CHALLENGE]