



## THE CENTRE SCHOOL LOCAL GOVERNANCE COMMITTEE (LGC)

Tuesday 16 November 2021

To be held at 6.00pm

At The Centre School

### Membership:

Sue Raven (Principal); Kate Lees; Pri Pinnaduwa; Martin Gerrard-Croxon; Stuart Taylor, Richard Watson.

### In attendance:

Clerk: Melanie Basson; Richard Watson

Minute Reference	Summary of action required	Responsible	Status
21.09.2021 Item 4	Clerk to remove statement from TCS minutes dated 22.06.21 regarding questions.	Clerk	Complete
21.09.21 Item 4	Clerk to arrange publishing up to date Statutory Governance Information.	Clerk	Complete
21.09.21 Item 11	TCS to publish TCS Safeguarding policy accordingly	Principal	Complete
21.09.21 Item 11	TCS RSE policy to be shared with LGC members for review. Clerk to arrange ratification and publishing.	Clerk	Complete

### Agenda

Item	Timings	Subject	Format
1	2 mins	Election of Chair	Clerk
2	2 mins	Introductions and apologies <ul style="list-style-type: none"> <li>• MS ends term of office</li> <li>• KN resignation</li> <li>• RW new LGC member</li> </ul>	Oral item - Chair
3	2 mins	Minutes, action tracker and matters arising Minutes of last meeting on 21 September 2021	Papers attached (pages 3-7) -

			Chair
4	2 mins	Declarations of interest	Oral item - Chair
5	2 mins	TCS membership <ul style="list-style-type: none"> <li>• Committee member recruitment</li> </ul>	Oral item – Chair
6	15 mins	Principals update	Papers attached (pages 8-9) - Principal
7	15 mins	School Improvement Plan (SIP) 2021-22	Papers attached (pages 10-14)- Principal
8	10 mins	Farm update	Oral item - Principal
9	2 mins	LGC Link Lead arrangements <ul style="list-style-type: none"> <li>• Safeguarding</li> </ul>	Oral item: Chair
10	5 mins	Policies to be reviewed <ul style="list-style-type: none"> <li>• TCS Online Safety</li> <li>• TCS Behaviour Management</li> <li>• TCS Adults at risk safeguarding policy</li> </ul>	Papers - Chair: To follow Attached Attached
11	5 mins	Member Training acknowledged <ul style="list-style-type: none"> <li>• Annual Safeguarding training: <ul style="list-style-type: none"> <li>○ Child Protection in Education</li> <li>○ Equality and Diversity</li> <li>○ Sexual Violence and Harassment between children</li> <li>○ Prevent Duty– Safeguarding Lead</li> </ul> </li> </ul>	Oral item – Chair
12	2 mins	Future agenda items and confirmation of forthcoming dates <ul style="list-style-type: none"> <li>• Next LGC meeting 18 January 2022</li> </ul>	Oral item - Chair
13	2 mins	Any Other Business <ul style="list-style-type: none"> <li>• Sexual Harassment and SRE</li> <li>• Student focus group</li> </ul>	Oral item - Chair
14	5 mins	<b>Part B (Confidential):</b>	Principal



**The Centre School**  
**Local Governance Committee Meeting**  
**Tuesday 21 September 2021**  
**at The Centre School**  
**MINUTES**

Members Present:	Kathy Notley (Chair), Sue Raven (Principal), Martin Gerrard-Croxon; Pri Pinnaduwa, Margaret Sare, Stuart Taylor.		
In Attendance:	Melanie Basson (Clerk)		
Minute Reference	Summary of action required	Responsible	Status
22.06.2021 Item 4	Challenge Partners visit report 14-15 June 2021, to be circulated to rest of the committee	Principal	Complete
22.06.2021 Item 5	TCS School Improvement Plan (SIP) and Self Evaluation (SEF) to be reviewed and presented to the LGC in the autumn term	Principal	SIP Agenda item 8. Complete
22.06.2021 Item 6	External safeguarding audit on 22 March 2021, and internal safeguarding audit, on 12 May 2021 reports to be presented to the LGC	Principal/Clerk	Complete
22.06.2021 Item 7	Establish what the arrangements are for the Link Trustee for Cambridgeshire for 2021-22	Clerk	Agenda item 2. Complete
22.06.2021 Item 8	TCS LECC Impact statement to be drawn up collaboratively with a view to agreeing a final statement for publishing by the end of this academic year	PP	Complete
22.06.2021 Item 9	The Chair to attend and report back on the Chairs briefing scheduled for 20 July 2021	Chair	Complete
21.09.2021 Item 4	Clerk to remove statement from TCS minutes dated 22.06.21 regarding questions.	Clerk	Complete
21.09.21 Item 4	Clerk to arrange publishing up to date Statutory Governance Information.	Clerk	Complete
21.09.21 Item 11	TCS to publish TCS Safeguarding policy accordingly	Principal	Sent to TCS for publishing

21.09.21 Item 11	TCS SRE policy to be shared with LGC members for review. Clerk to arrange ratification and publishing.	Clerk	Policy ratified by LGC and sent to TCS for publishing
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### 1) Election of Chair

The committee raised no objections to Mrs Notley's re-appointment as Chair to TCS LGC, nor were any nominations received by other LGC members. Mrs Notley was duly appointed as Chair to TCS LGC. Clerk handed proceedings over to Mrs Notley.

### 2) Introductions and Apologies

The meeting started at 6.00pm. Introductions were made and staff were welcomed.

Apologies for absence were received from Kate Lees and these were accepted by the committee.

The committee were informed that Julie Bloor has been appointed as the Link Trustee for Cambridgeshire.

### 3) Terms of Reference and Scheme of Delegation

The Committee Terms of Reference and Scheme of Delegation were circulated to committee members in advance of the meeting and these were adopted.

The committee acknowledged the change of name from Local Education Consultative Committee (LECC) has been re-named Local Governance Committee (LGC).

### 4) Minutes, Actions and Matters Arising

The minutes of the previous meeting held by TCS LECC on 22 June 2021 were approved and adopted as a fair and accurate record of the meeting. The summary of actions was reviewed.

Matters arising

The Principal updated the committee regarding the external safeguarding audit on 22 March 2021, and internal safeguarding audit, on 12 May 2021. Actions raised during the audits have been completed by TCS.

Clerk was asked to remove statement from the minutes regarding the list of questions LECC Leads can ask of the Principal, as detailed at the PP webinar.

The Chair informed the committee that TCS are required to make LGC meeting agendas, minutes and papers, available publicly. Committee members were asked to bear confidentiality in mind and to work on the assumption that meeting documents could be published on the school's website in the future.

*Clerks note: Academies Handbook was updated September 2021, requiring the Trust and its committees to publish papers from its meetings.*

### 5) Declarations of Interest

Committee members confirmed individual statutory declarations of interest were correct and up to date. Clerk to arrange publishing of Statutory Governance Information accordingly.

There were no declarations of interest for agenda items regarding this meeting.

### 6) Membership

Committee members acknowledged Roger Sare's resignation to the committee, who has been thanked for his valued contribution to TCS LECC.

Committee members were informed that one potential LGC member has been identified, to which Clerk was asked to continue with appropriate recruitment process.

The committee discussed plans to identify potential LGC member candidates.

Link Lead roles were noted:

Safeguarding – Mrs Notley

Teaching and Learning and Basic skills – Mrs Lees

Behaviour – Miss Pinnaduwa

Curriculum and Assessment – Mrs Sare

The committee acknowledged that all LGC members are regarded as SEN Link Leads as TCS is a Special School.

## **7) Principal's Report and questions**

The Principals report was circulated in advance of the meeting, to which the Principal expanded upon:

- The committee recognised and appreciated the hard work put into the documents to demonstrate each student's journey through TCS. For each student anonymised baseline abilities, progress since joining TCS and the outcomes of students on leaving TCS were shared with the committee.
- The committee recognised that over half of the current Year 11 students joined TCS in Year 9 and acknowledged that it takes time to identify individual students' needs through EHCPs from primary settings/mainstream settings and from 'Out of Education'.
- TCS admits students from Year 7, throughout a pupil's education and in some cases midway through a term as required.
- TCS has new students this academic year in year groups: Year 7 = 7, Year 8 = 5, Year 9 = 2, Year 11 = 2 and Year 12 = 2.
- TCS Budget is on track.

### **Staffing**

- Staff vacancies were noted
- Staff sickness was acknowledged - 17 days to date this term
- TCS have maintained meeting its educational responsibilities but on occasion has resulted in staff being unable to have allocated PPA time.
- Committee members questioned what provision TCS have to cover and fill vacant posts. The Principal reported that TCS face difficulty recruiting suitable candidates and have one member of agency staff to call upon for cover.

The Principal was thanked for their report.

## **8) School Improvement Plan (SIP) 2021-22**

TCS SIP was circulated to the committee in advance of the committee and this was discussed.

TCS are developing a Gold Standard Centre School skills-based programme for all ages building on the good practice that already exists. The programme will have both internal and external accreditations built into it.

PE certification criteria was shared with the committee detailing what is required of students to reach bronze, silver and gold standards. The committee were pleased to hear that this has been well received by students.

TCS held a Summer School, 2021, in which Mr Taylor reported 25 students attended. When asked how students were identified to be invited to attend TCS Summer School, Mr Taylor reported that the criteria used by TCS, was based upon who it was felt would benefit most.

Mr Taylor reported that existing students and new students attended a variety of activities in appropriate sessions. Older students were able to demonstrate leadership as student co-ordinators, which was encouraging. Activities included the opportunity for students to use their literacy and numeracy skills and the chance to take part in new activities.

Activities varied to include visits to farms and the seaside, sporting activities, quizzes, Nerf war, man-hunt, slip and slide, all of which were received very well.

The Principal informed the committee that TCS summer school staff costs were funded by the DfE summer school funding.

#### **9) Farm**

The Principal updated the committee with regards to the progress of the farm. The farm plan was circulated the committee in advance of the committee and this was discussed.

#### **10) Link Lead Visit**

In their role as Link Lead for Behaviour, Miss Pinnaduwa visited TCS on 5 July 2021 and the report was shared with the committee.

Miss Pinnaduwa was thanked for their report.

#### **11) Policies to be reviewed**

TCS Safeguarding policy was circulated to committee members in advance of the meeting. The policy was reviewed and adopted by the committee. Academy to arrange publishing on TCS website and sharing with staff.

Clerk to circulate TCS RSE policy to LGC members for review to be electronically ratified by mid October 2021.

#### **12) Annual Safeguarding/Child Protection monitoring report 2020-21**

The annual Child Protection monitoring report 2020-21 was circulated the committee in advance of the meeting and this was acknowledged.

The Principal informed the committee that all students currently attending TCS received home visits from their teacher in their own environment in advance of attending TCS. All students new to TCS received an individual phone call from their teacher.

Mrs Notley questioned whether staff made home visits alone and whether risk assessments were carried out. The Principal informed the committee that most of the time home visits were attended by two members of staff, but in a few instances, one member of staff visited. Risk assessments are not carried out for home visit parent/carer consultations, as the purpose is to accommodate

parent/carer consultations and not safeguarding visits, where a risk assessment may be need to be considered.

*Clerks note: TCS implemented home visits to parents/carers of students attending TCS due to lack of attendance at parent consultations (distance and travel being the main reason). Parents/carers are informed of when the home visit will take place and have the option to decline. This procedure has proved very successful and welcomed by parents/carers and students as a way to meet their teachers and hold parent consultations.*

Miss Pinnaduwa questioned how the value and impact of home visits is measured and demonstrated to be beneficial to students and TCS. The Principal reported visits to students offer a valuable insight into individual circumstances and home environment, but most importantly support students to feel comfortable with their education provision. Teaching staff are better placed to individualise approaches which are reflected in student engagement, learning and impact on outcomes.

### **13) Member training**

Committee members were asked to complete the mandatory safeguarding training modules through the Educare platform, no later than the October half term:

- Child Protection in Education
- Equality and Diversity
- Sexual Violence and Harassment between children
- Prevent Duty (Safeguarding Link Lead)
- KCSIE Part 1

### **14) Date of next meeting**

The date of the next meeting is scheduled to take place on 16 November 2021, in person.

### **15) Any other business**

The meeting closed at 7.20pm.

The LGC agreed the above to be a true and accurate record of the meeting on: 1 November 2021

# Principals Update The Centre School November 2021



## 2021 – 2022 Attendance Data

Total number of TCS students on roll: **104**

Students attendance for all year groups for the period 3 September 2021 to 22 October 2021 was **78.92%**

### **COVID Data:**

Days lost to:	COVID isolation:	<b>17 (7 Students)</b>
	COVID illness:	<b>77 (10 Students)</b>
	Total Days:	<b>94 (16 Students)</b>

### Exclusions

- 13 students have been excluded for a total of 25 days.
- 7 for 1 day only
- 6 for 18 days between them
  - 2 x 4 days
  - 2 x 3 days
  - 2 x 2 days
- 5 of the 6 students with more than one exclusion are Year 9
- This group has been particularly difficult and disruptive
- Parents are on board and working with us and the work we have all been doing is beginning to pay off
- Exclusions are often used to allow the rest of the school to re-group and to give staff the opportunity to work with those students who are doing well
- Physical threats or assaults on staff will not be tolerated

### School Improvement

We have made excellent progress towards establishing our Gold Award, examples will be shared at the LGC meeting.

### 2021: Reading and Spelling

Student cohort – September 2020

**Year 7: 8 new students, 4 PP / FSM**

63% (5) of students baselined with 1 or more areas of reading that can be described as severe difficulty and / or below average.



25% (2) of those students can be described as experiencing severe difficulty with all areas of reading assessed.

63% (5) of students baselined with a spelling age of less than 9 years

25% of students baselined with a spelling age of less than 5 years

#### **Year 8: 5 new students, 2 PP / FSM**

60% (3) of students baselined with 1 or more areas of reading that can be described as severe difficulty and / or below average.

40% (2) of those students can be described as experiencing severe difficulty with all areas of reading assessed.

60% (3) of students baselined with a spelling age of less than 9 years

#### **Year 11, 13 and 14**

RAG rating shows that there is significant justification for year 14 for many of our students, they are making good progress.

Tuition in English and Maths hasn't yet started but identified students are those from year 10 up where we believe there will be impact.

Progress in Vocational subjects is excellent.

#### **Staffing**

Staffing continues to be an issue although we have successfully recruited a UQT who started this week.

Geraint Brown is working with us. His first session was with Stuart Taylor who will update the LGC on the work they did together.

Geraint's next session is with the Principal, with plans to update our over-arching curriculum document, although it's likely the key messages will remain as they are 'raison d'être'.

## **The Centre School SIP 2021-22**

### **Headline**

The Centre School aims to ensure that all students have access to a quality education which gives them the skills needed and develops their independence and resilience to prepare them for the next steps in their lives.

In order to do this, we will: -

- Develop a Gold Standard Centre School skills-based programme for all ages building on the good practice that already exists. The programme will have both internal and external accreditation built into it.
- The intent of the programme is to offer a positive educational experience with evidence that captures the unique functions and successes of the school. We will show progress through pathways that are academic, vocational and personal.
- The Centre School certification will be built upon the very best practice so that it is recognised by providers of FE, Apprenticeships and Employment. Crucially it will showcase progress in the key areas of resilience, engagement and relationships.

Intent	Implementation	Impact
<p>1. To develop a Gold Star Award for students.</p>	<ul style="list-style-type: none"> <li>The award will cover all aspects of school life and will be in place by December 2021.</li> <li>Students will build components towards the award throughout school.</li> </ul> <p>Initial lead Sue Raven</p>	<ul style="list-style-type: none"> <li>Students will be aware of what they are working towards and what gaps they will need to cover in order to achieve a Gold Award. (House Teams to monitor)</li> <li>Employers/Colleges will be made aware of the award and it's components.</li> </ul>
<p>2. To add to BTEC /Gateway Level 1 qualifications leading to our own 1.5 qualification in BTEC/Gateway subjects.</p>	<ul style="list-style-type: none"> <li>BTEC staff will begin to develop units building in essential work placements and work with employers.</li> <li>Staff will share thoughts and ideas in regular meetings.</li> </ul> <p>Lead Stu Taylor</p>	<ul style="list-style-type: none"> <li>Students will be able to build on Level 1 qualifications thus showing progress.</li> <li>Employability will become a key part of this award.</li> <li>Employers will be part of the accreditation process.</li> </ul>
<p>3. To build SEMH measures of engagement, resilience and relationships into the award programme. These aspects will become an essential</p>	<ul style="list-style-type: none"> <li>To come to a school understanding of engagement, resilience and relationships and how working on these skills will impact upon students' lives.</li> <li>To work with staff to ensure that the point score for the Extended Curriculum is appropriately recorded.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be prepared for the next stages of their lives.</li> <li>Recording will show a reduction in incidents and poor behaviour and refusal to engage, both for individuals and across the school.</li> </ul>

<p>component of Gold Star accreditation.</p>	<ul style="list-style-type: none"> <li>To work with staff to ensure that they are building the above into lesson point scores.</li> </ul> <p>Initial lead Sue Raven then House Heads</p>	<ul style="list-style-type: none"> <li>Point scores will continue to show improved behaviour in lessons.</li> </ul>
<p>4. All students in Years 11,12 and 13 to participate in work experience as part of the Gold Award Programme.</p>	<ul style="list-style-type: none"> <li>Work experience to become a key part of the vocational programme. It can take a variety of forms e.g. block, one day per week, taster days, etc.</li> <li>Evidence to be provided in photographic and written form, plus a report from the employer.</li> </ul> <p>BTEC staff to lead</p>	<ul style="list-style-type: none"> <li>Participation will improve life chances, underpin learning in school and students will have an understanding of vocational opportunities open to them.</li> <li>Employers will be part of the accreditation process.</li> </ul>
<p>5. To develop a 5 year plan to get the farm up and running and built into the curriculum.</p>	<ul style="list-style-type: none"> <li>Build on the visits we have participated in to other schools.</li> <li>Write a 5 year plan so that we can go to potential funders. Work on a fund-raising plan.</li> <li>Use the Extended Curriculum to get things into place from September 2021 and to involve students in the future development of the farm.</li> </ul> <p>Lead Chris Dunkley</p>	<ul style="list-style-type: none"> <li>The first stage of the farm plan will be implemented.</li> <li>There will be an impact on the practical skills we can offer and also on Mental Health and well-being.</li> </ul>
<p>6. To bid for funding to establish a life-skills centre in the Atrium.</p>	<ul style="list-style-type: none"> <li>Secure funding so that we can convert part of a large room to a 'flat' where students can learn essential life skills. These skills will be a component of the award programme e.g. budget and shop for a simple meal, cook and serve to visitors, washing, ironing etc.</li> </ul> <p>Lead Sue Raven and Tony Quinn</p>	<ul style="list-style-type: none"> <li>Local people invited to lunch will have experienced The Centre School whilst students will have learnt valuable life skills.</li> <li>Students will have a clear understanding of independent living and accompanying life skills.</li> </ul>

<p>7. To ensure that the SRE policy is fully implemented and adhered to.</p>	<ul style="list-style-type: none"> <li>• Parents/carers and students will be reminded of, or be made aware of, the policy and ensuring that there is agreed understanding of acceptable behaviour, not only within context of school but also with the community.</li> <li>• The curriculum will ensure that students understand the policy, why it exists and what is not acceptable behaviour.</li> </ul> <p>Lead Martin Croxon</p>	<ul style="list-style-type: none"> <li>• Inappropriate comments and behaviour will be reduced, and students will gain a better understanding of this issue.</li> <li>• The school will find ways of accessing and evidencing that students are learning from the curriculum.</li> </ul>
<p>8. Expand our Post 16 offer to meet a variety of need and develop traineeship programmes.</p>	<ul style="list-style-type: none"> <li>• We need to develop exciting opportunities from September 2022, particularly around placements and progression within placements.</li> <li>• The development of traineeship programmes will be explored.</li> </ul> <p>Lead Barry Griffiths and Sue Lester</p>	<ul style="list-style-type: none"> <li>• Students will be able to further develop during Years 12 and 13 using different programmes and offers.</li> </ul>

Ongoing developments that will need to be built into training programmes etc: -

1. Bromcom/Cpoms introduced September 2021
2. QTS/QTLS programme to continue
3. Reading/Basic Skills training to continue
4. Build up and enhance the staff team
5. Coaching programme with Ivor to continue
6. Trauma Informed Schools training to continue
7. Attendance