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| **Present****In attendance** | N Willbourn (Chair of Management Committee), M Woolston (Head Teacher), M Blanning, M Moaby, A Woodhouse, D Alphonso T Barnby (Clerk KCC |  |
| **1** | **Welcome & Apologies for Absence**  |  |
|  | 1. Apologies had been received and accepted from the following members:
* O Kelham (Childcare issues)
* K Marlborough (work commitment)
* C Norwood (work commitment)
* C Jackson (work commitment)
1. 6 out of the ten current members were present and the meeting was deemed quorate.
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| **2** | **Declaration of Business Interests** |  |
|  | 1. No business interests were declared against items on the agenda.
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| **3** | **Committee Matters** |  |
|  | 1. Members were informed that a Joint Governor Agreement had been agreed with Westcourt Primary school Governing Board. The agreement would need to be signed by the CMC NWKAPS and the COG of Westcourt Primary School Governing Board. **Action: CMC COG Westcourt**
2. Members were informed by the CMC and MA Blanning that all the paperwork for the reappointment of M Blanning as Local Authority Governor had been submitted to Leadership & Governance for the next Governor Appointment Panel.
3. Members noted that there were the following vacancies on the Management Committee:
* 2 Co-opted Governors, I parent Governor
1. Members noted that the terms of office for N Willbourn and C Norwood would end on the 30th June 2019
 | **CMC COG**  |
| **4**  | **Any other Business** |  |
|  | 1. There was one item of any other business which members discussed, minuted under Part II – Confidential Items.
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| **5** | **Regional Schools Commissioner/ Academy Update** |  |
|  | 1. There had been no further progress regarding the academisation of the North West Kent Alternative Provision Service.
2. There had been no contact with the Rivermead Inclusive Trust since August 2018
 |  |
| **6** | **Buildings update**  |  |
|  | 1. The HT and her staff had worked hard to clear some of the extraneous buildings; The Rosemary Centre (Handover 31.1.19) Centre Class and would hand them back to Kent County Council shortly.
2. The HT had appealed the rates bill for the unused buildings without success.
3. The monies being held in reserve for refurbishment of the Limes and other building work was a cause for concern as it could trigger the Budget Control Mechanism, allowing the Local Authority to claw back the extra money. Quotes for the remedial work would be obtained, once it had been agreed that the Service would stay at Westcourt Centre, which would show a plan for future spending.
4. Members discussed the remedial work that needed to be done at Westcourt Centre, the removal of asbestos from the quadrant to make it useable by the pupils, the expansion of the vocational area, changes to car park area to provide sporting facilities.
5. The members discussed the Local Authority’s Pupil Referral Unit Consultation and noted that although the Service had recently reorganised and slimmed down the proposals would mean a further reduction of 8 places available and a reduction of £164, 000 in income. The Consultation document had been shared with Head Teachers in the three areas using the Service and replies were awaited. The HT informed Members that the system set up with three emergency places per school generally worked well but the Service currently 11 pupils from the London Borough and out of Area taking up the 9 emergency places and for which no income had been received but expenses had been incurred.
6. The HT at NorthFleet Technology College had set up a working party to investigate the impact on local schools and the Pupil Referral Unit.
 |  |
| **7** | **Head Teacher Report** |  |
|  | 1. Members had received The Head Teacher’s report.
2. The following items were highlighted:
* The Service was oversubscribed
* Predictions from first set of mocks for year 11s were positive. All year 11s were engaged and focussed in lessons
* All year 11s were taking English Language and English Literature GCSEs.
* Clear destinations for year 11s
* Year 10s were had not yet settled down.
 |  |
| **8** | **Finance** |  |
|  | 1. Members noted the impact on the budget of having more buildings than currently in use.
2. A new finance officer had been appointed.
3. The Finance Governor would prepare the Schools Financial Value Statement for the next FGB
 |  |
| **9** | **Health & Safety Report** |  |
|  | 1. There had been no health and safety issues to report.
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| **10** | **Safeguarding and Online safety issues** |  |
|  | 1. The number of safeguarding cases open had reduced.
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| **11** | **Policy Review** |  |
|  | 1. The following policies had been reviewed and agreed:
* Equal Opportunities
* Special Educational Needs

With a review date of January 2020 |  |
| **12** | **Monitoring Visits (Reports filed with minutes)** |  |
|  | 1. The CMC and the HT had agreed that the HT would update the CMC weekly, either by telephone or in a face-to-face meeting. Matters discussed would be logged and a report would be produced by the CMC for members to discuss at the Management Committee meetings. **Action: CMC HT**
2. M A Blanning had visited the service to discuss destinations with staff and pupils. His report had been circulated to Members.
 | **CMC HT** |
| **13** | **Member Training**  |  |
|  | 1. No training had been attended.
 |  |
| **14** | **Minutes and confidential minutes of the Meeting Dated 18th November 2018** |  |
|  | 1. The minutes of the previous meeting had been agreed by members and were duly signed by the CMC.
2. The HT had approached Westcourt Primary School regarding a joint panel agreement. This had been agreed but the agreement between the Westcourt Governing Body and the NWKAPS Management Committee had not yet been signed by the COG Westcourt and The CMC NWKAPS. **Action: COG Westcourt and CMC NWKAPS**
 | **COG CMC** |
| **15** | **Confidential Items** |  |
|  | 1. Two items were deemed confidential and Minuted in Part II -Confidential Items:
* Any Other Business
* Buildings 6.3 & 6.4
 |  |
| **16** | 1. Members of the committee discussed the meeting dates and it was noted that 21st February 2019 was during the half-term break. After discussion the meeting date was changed to the 19th March 2019.
2. Dates of the next meetings:
* **19th March 2019**

**• 16th May 2019****• 27th June 2019****All meetings will begin at 4pm at the Westcourt Centre** |  |

Meeting closed at 5.25pm

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

Dated:

 ACTIONS

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| **3.1** | Members were informed that a Joint Governor Agreement had been agreed with Westcourt Primary school Governing Board. The agreement would need to be signed by the CMC NWKAPS and the COG of Westcourt Primary School Governing Board. | **CMC COG Westcourt** |
| **12.1** | The CMC and the HT had agreed that the HT would update the CMC weekly, either by telephone or in a face-to-face meeting. Matters discussed would be logged and a report would be produced by the CMC for members to discuss at the Management Committee meetings. | **CMC HT** |