

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
OF AMWELL VIEW SCHOOL
ON Monday 6th July, 2026 AT 6:00 P.M.**

PRESENT:

Neil Ward (HT); Sarah Draper (Chair, Co-Opt); Kate Anzalone (Co-Opt); Luke Wilders (PAR); Ellen-May Shipp (STAFF); Marios Solomonides (PAR); Derek Goodall (Co-Opt); Alison Haimes (Vice Chair Co-Opt); Claire Cobain (Assoc Member); Philip Walsh (Co-Opt);

TEAMS:

APOLOGIES SENT: Sally Glossop (LEA Gov); Alex Vainella (Co-Opt); Janet Warrington (Assoc Member); Katie Algate (Assoc Member)

ABSENT:);

IN ATTENDANCE: Carly McNamee (Clerk); Coral Thomas (Senior Parent Support Advisor)

		ACTION	BY
1.	Welcome and Introductions Introductions were made.		
2.	To receive apologies and approve absences: Apologies received and accepted from: Sally Glossop (LEA Gov); Alex Vainella (Co-Opt); Janet Warrington (Assoc Member); Katie Algate (Assoc Member)		
3a.	Confidentiality and Code of Conduct The Chair reminded all governors of their duty to confidentiality at each meeting. The following statement will now appear on every agenda as a further reminder. <i>Governors are reminded of their duty to confidentiality at each meeting because it reinforces the governor code of conduct which outlines your commitment and expected behaviours within the role. Every year, an annual review of the governor code of conduct should be undertaken, and governors should complete the declaration on GovernorHub to say they agree to abide by it.</i>	ALL	
3b.	To declare any conflict of interest. Governors were reminded they must declare any pecuniary interest, financial or other, in any item of the agenda and withdraw from the meeting for that item. None		
4.	To receive notification of any other urgent business for item 9 and accept or reject. None		
5.	To approve the reappointment of Sally Glossop and Claire Cobain All in agreement	Clerk	July 26

	Coral offered to Governor at Arlesdene		
6.	To approve the minutes of 11th May 2026. The minutes of the last meeting were uploaded onto the GovernorHub for the governors to read prior to the meeting. The minutes were agreed as a true and correct record and signed by Chair of Governors. The minutes to be sent to Governance for their records, uploaded to the school website and posted on the Governors Noticeboard in school.		
7.	To consider any matters arising from the meeting of the 11th May 2026. Q. Has Governance been updated regarding the re-appointment of CoG? A. Yes Q. Have we received updated SEND Training Partnership Slides? A. No, Clerk will send these to all Governors It was discussed that the first Finance Meeting took place this evening. The Bursar and PW outlined the financial processes and procedures provided by HFL. Once pupil funding allocations are confirmed, the school will be in a stronger position to finalise the budget. As part of a phased retirement, Bursar is reducing working week to four days - The School Business Manager (SBM) will assume additional responsibilities to support the transition. The Headteacher discussed the appointment of a new Facilities Manager, which will help reduce SBM workload. The new Facilities Manager who is the SBM brother, is starting on the 17th August and will take responsibility for managing contractors and site-related operations. He is an experienced Facilities Manager who currently works for a MAT. He will work part-time (4 hours a day) taking all compliance and site related aspects from the SBM to allow her to work closely with the Headteacher on Admissions, Tribunals and the Buntingford build/re-structure. The Facilities manager will line manage the site managers at all sites.	Clerk	Sent
8.	ALL OTHER MATTERS		
8a.	To receive the Headteacher's Report and ask questions. A discussion took place regarding the use of animals at Amwell View to support pupil wellbeing, including the potential benefits they can have on pupils' emotional wellbeing.		

	Q: Will you receive any funding before the new school opens? A: Yes. We will receive funding for environmental adaptations both to Stanstead Abbots and Tonwell. We will also receive funding to start the recruitment process for expansion two terms in advance. HCC is currently trying to purchase the Tonwell Building from the Diocese, and the plan is to keep it for Early Years provision. The HT would like to gain planning for a new building on the site which would house a soft play, sensory room and Library. Although it's an older building, it will work well for Early Years. Update from Head Teacher at Arlesdene We are looking to open another room for two year olds. We have 6 children moving onto Middleton, the rest will be going into mainstream. The focus is on making sure the funding streams are in place. When children join us, we take them regardless of whether funding arrangements are already in place. Funding from Amwell currently helps to cover the cost of a teacher at Arlesdene. The governing body – From an inclusion point of view, the specialist teachers and their expertise are essential. Without them, the provision couldn't run effectively. Equally, without the right resources, the children would have very limited opportunities and could end up spending most of the day in the classroom. HT – This is one of the reasons we are introducing the SEND training partnership, to help staff develop the skills and understanding needed to support pupils effectively. Middleton and Pinewood follow a more traditional academic approach, with expectations that children will sit and learn in a structured classroom environment. At Amwell, learning needs to be adapted to keep pupils engaged, using approaches such as sensory activities and more practical learning using multiple environments and physical movement to support this. There is a significant difference between the settings. Middleton pupils' complete phonics assessments and SATs, with learning structured much like a mainstream classroom. The governing body – The government have talked about rolling out training to upskill mainstream school staff. We haven't seen anything about this. The Headteacher discussed he is working with the University of Hertfordshire to help attract more trainee teachers into SEND. The aim is to support them while they are training by sharing our teaching approaches. The Headteacher is now back on the UH Steering Group Committee and is regularly		
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	meeting with training providers, The Local Authority and HFL to move this initiative forward. This has moved relatively quickly since the Headteacher proposed the idea and we now have a SEND training Partnership Available with key partners working together to increase opportunities for students at all levels to have access to a special school placement or receive specialist training within a range of training pathways. Already we have BEd students visiting Amwell View and wanting to carry out placements, we are organising tours, and coordinating careers and recruitment days at the University. We are delivering specific training within the ITT taught course, we have hosted and delivered a session for all UH ITT staff at Amwell View and are now working with key leads. For example SLT have worked with the university SEND lead on a case study to help trainees understand and meet individual needs before they begin school placements. So far, everyone is supportive of moving forward with this and identifying schools that we can work with. By mentoring mainstream schools, we can help shape how teachers are trained and supported in meeting SEND needs. Q: Do you have funding for this? A: No. The Headteacher explained that he recognised the need to take positive action regarding training and recruitment, not only for Amwell View but also across Hertfordshire and beyond. The previous professional relationship with the now Dean of Education at UH enabled an initial conversation to discuss this further. The timely arrival of the Ofsted Inspection at UH meant that key leaders very much saw the potential to do something different and lead the way with a new approach. We need to find the time and resource to make this work and hopefully reduce the time and cost of recruitment and retention within our growing organisation. We will provide the resources, guidance, and support, but the schools involved will need to drive it. If it helps us attract more teachers, it's worth doing. Recruitment through adverts isn't enough, so we need to find new ways to bring people into SEND at the right points in their journey and open their eyes to the potential career pathway and the difference they could make. We already have four trainee placements lined up for next year, and our teachers are excited to be involved. The aim is to grow our own future workforce. Q: The four disciplinary cases that have taken place – are there any trends we should be aware of or support we can offer? A: The main themes are increased pressure on staff, human error, and the growing number of pupils with more complex needs. We are currently over our funded pupil number, which is putting extra pressure on classrooms and		
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	staff. Every incident has been dealt with through the correct procedures and has provided an opportunity to learn and improve. Staff experience can also play a part. Please also consider we are a much larger school therefore data/numbers will increase across the board and we need to look at percentage rather than number across the board. None of these cases needed to be referred to LADO. Although to have four cases is more than usual, each have highlighted areas for learning. Attendance: Q: Can I ask about the persistent absence figure of 30%? A: We currently have five pupils on roll who are not attending school. Many of our pupils have complex health needs, and some have spent time in hospital. The national average attendance for special schools is around 87%, so attendance is generally lower than in mainstream schools. In addition, some pupils attend for reduced hours and leave school earlier as part of their individual arrangements. HT (Arlesdene) – Average attendance is currently 86%, which is lower than we'd like. Two pupils have particularly low attendance, at 66% and 49%. One of these pupils is having daily seizures, and Mum is understandably worried about sending them to school. Mum has recently passed her driving test, which should make getting to school easier, as they have been relying on public transport, which has been difficult with their child's needs. Only 6 children at Arlesdene, so every child makes a big difference. One child was away for a month. Q: Will there be a set number of places at Buntingford, and do you expect them to be filled straight away? A: The planned number is 100 pupils, although as we have experienced there is no set number with the power of parental preference and the tribunal process. Pupils from Tonwell will move across to Buntingford, and we expect to open with around 60–70 pupils before gradually transitioning children over. Buntingford will fill relatively quickly as the new pupils will be primary age so attend Tonwell/Stansfield Abbots. The challenge will be recruiting enough teachers and support staff. A significant amount of time is currently spent preparing witness statements and attending tribunals, and we've had to bring in legal support to help with this. The HT has decided to commission a new BB104 Capacity calculation separately from the LA and ensure the correct calculation is used to provide an accurate picture. This will be reviewed each year in preparation for the new wave of tribunals. The current calculation is now 2 years old and does not take into account the new cohort of pupils and the increase in children with PMLD who each have at least 4 pieces of equipment and increased staffing levels due to significant health and postural needs. Governors were advised that a		
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	witness statement could be shared to demonstrate the amount of work involved. We have gone over numbers on both sites (Amwell and Tonwell). It's going to be tricky over the next 18 months while we are waiting for Buntingford to be built. The governing body advised it is the same in mainstream, if they have an EHCP and parental preference you can't say no. No other questions	Clerk	July 26
8b.	To receive policies and approve • Allergy and Anaphylaxis • Supporting Pupils with medical conditions Q: The policy states that the emergency kits contain salbutamol. Is that allowed? A: Salbutamol is the generic name for Ventolin, so they are the same medication. Q: Has there been a change that allows schools to buy EpiPens? A: Yes. The change was introduced following Benedict's Law, which allows schools to purchase spare adrenaline auto-injectors for emergency use. Q: Are these emergency kits available on school transport? A: We would need to check with the transport provider, as responsibility for carrying emergency medication on transport sits with the Local Authority who commission individual transport providers and hold them to account. Q: Is everyone trained in first aid, and would staff know when to use the emergency medication? A: Yes. All staff receive first aid training and are trained to use the emergency medication which is refreshed yearly based on audited need. With regards to administering an EpiPen if there is any doubt in an emergency, it is always better to administer the medication than not. Q: Do the children carry their own EpiPens? A: No. Each child's EpiPen is kept in a clearly labelled red box with their name and care plan. If the child leaves the classroom or goes on a trip, their medication is always taken with them. The headteacher discussed that there are increasing challenges in managing pupils with more acute and complex health needs. The number of children requiring high levels of medical support is rising, and some are attending school with limited nursing provision. This places significant pressure on staff. There is a need for the relevant		

	authorities to have a better understanding of the level of support and the provision these pupils require, as schools are still expected to keep them safe. For some pupils, their day is led more by their health needs than their education, and in some cases, staff spend most of the day providing health support. It was noted that for some children their provision would have historically been supported in a hospital setting, but schools do not receive health funding to meet these needs. There are also differences in how local authorities approach this issue. This remains an ongoing challenge, with three or four more pupils with acute health needs due to start in September. HT to work with HCC, and Health directors to address the admissions process, health provision being clearly identified within EHCP's and a process where health declines and children need the appropriateness and safety reviewed within a school setting. Policies approved Very good policy – Thank you to the SBM		
8c.	To discuss Holiday Clubs: • 2023-24: 33 Staff volunteers • 2024-25: 22 Staff volunteers • 2025-26: 12 Staff volunteers Q: Following the discussion about increased pressure on staff, there haven't been enough staff to run the holiday club as normal. Are there any other reasons, such as low morale? A: Staff are under a lot of pressure supporting children with increasingly complex needs. Many also have families of their own and other commitments outside of work. Our children need familiar staff who know them well, so bringing in external staff isn't an option. The holiday club is paid but voluntary (non-contracted), and we can't enforce staff to work the extra two weeks if they don't want to. We want to keep the club running, as this has been in place for 20 years now and similarly to after school clubs has been led by the HT to support families with wrap around care. Without enough staff it is not safe. We know how important it is for families, which is why the school and GB continue to recognise this with the considerable funding allocation (over £60k per annum) to run all clubs. This is a very difficult decision but if we cannot come up with a sustainable model then the holiday club is not viable to run. It is also worth noting that the time and resource committed to the preparation of this tripled due to the inability to run safely, adjustments, replying to complaints, legal responses etc. This has had a significant impact on staff morale, and I am sure will impact the recruitment process moving forwards. Instead of recognising how much staff go above and beyond they have been met with a barrage of complaints and ill feeling. Unfortunately, some parents have made this more of a personal attack, which is really upsetting for all staff. Q: Is there anything we can do to help? Is this a wider staff morale issue, or is it just related to the holiday club?		

	A: We can't enforce staff to work the holiday club, and they don't have to give a reason for not volunteering. Many have their own children and family commitments. It is also worth noting that teachers have never worked holiday clubs as they work during the holidays anyway as the teacher role is much wider than just turning up to work. With regards to support staff, many have second and third jobs to be able to afford to live. Many of whom work directly for parents under PAYE contracts to offer direct payment care for children before and after school and during holidays. We have done everything we can to encourage staff to take part, but working in any school and teaching is already a very demanding job without the flexibility of taking leave at individuals desired time. There is a reason that the majority of schools do not run holiday provision internally and that no other special school in Hertfordshire has this offer. Again, this is not part of staff contracts, we can't ask why they choose not to do it. While some classes have been particularly challenging, overall staff morale is positive-they just don't want to take on extra work during the holidays. Q: Parents have commented on the perceived reduction in staff numbers, and the decrease in after-school club places has increased concerns. These changes have been noticeable from a parental perspective. Will there be any plans to address this? A: We had an issue with Arbor, but we are working on this and will be creating more places. Q: The after-school club has gone from three days a week to two. That's the equivalent of losing a week's work every month. What is the reason for this reduction? A: We have a significant increase in training requirements following the change in need and government directive. We have to try and use the club contracted time under rotation to meet this demand. The majority of other specialist provisions across Hertfordshire have adjusted the school day along with holidays to make this work but Amwell View refuses to do this and impact the children and parents' educational offer. For example, other special schools finish early every Friday, and many have two week half terms etc. We use club time for staff training, which is really important for supporting the children and helping us retain staff. We're trying to balance supporting families with making sure our staff have the training and support they need to reduce recruitment and retention issues while delivering safe, high-quality provision. CoG: We have received a complaint from a parent regarding the reduction in the holiday club provision and we are seeking legal support. The headteacher informed the Governors that a parent was not happy that the summer club has had to be		
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	reduced. The parent questioned the CoG by email and has now sent the school a FOI Request. The CoG explained that the Headteacher had met with her on Monday 16th March 2026 to discuss starting Active8 Multi-Sports. He explained that he wanted to do something that his children would be able to get involved with and it was important to him. The CoG said that she felt that there was no impact on the school and confirmed her approval. She then discussed the application of hire terms with the SBM and Bursar and agreed the terms in line with the letting policy Charging and Remissions. The Headteacher explained that school is seeking legal advice to reply to the FOI Request. Unfortunately, we can't force staff to work during the school holidays, and our priority is retaining the staff we have to keep the school open and running safely. We are disappointed that we've had to reduce the number of holiday club days. The wider challenge is recruiting and retaining staff in SEND, and our staff already give an enormous amount to support our children throughout the year. Social care is the only sustainable way this provision can continue. We can't let it affect the education we provide in school. The Local Authority and social care need to work together to provide a long-term solution to the lack of clubs available for children and people with SEND. Having founded and co-founded two charities that provided community provision for many years this is an area where charities need support. The time and energy parents have could be used to support these amazing volunteers who give their time up to help. Send communication email to all parents. It is important to say we haven't cut down the days, just days we can offer. Share draft email with FGB before sending.	Clerk Clerk	Sep 26 Sep 26
8d.	To receive the Governor's Training Matrix and identify any training needs. Q.When is Safeguarding? A.Clerk will find out and update Clerk to send out reminders to Governors. Exclusions: We work very closely with parents and MDT if children start to struggle to safely access the school environment for any reason. This includes holding emergency EHCP reviews when necessary. Recent examples where we	Clerk	July 26

	have had to look for alternative provision have remained supportive, collaborative and in the child's best interests so the need for exclusion did not arise. Parents have been understanding and supportive and see that their child's needs remain the focus, which has helped avoid formal exclusions. The school continue to support the children and their families while long term placements are sourced. Although these are always difficult decisions, this approach means formal exclusions are hopefully avoided as this process has no benefit to the child or family moving forward.		
8e.	Introduction: Senior Support Parent Advisor; Coral Thomas Coral introduced herself and explained that she previously worked for the Local Authority and has found working at the school to be a very positive experience. She has worked with Amwell for the past 10 years, mainly supporting Year 9 and above. Her current role is broad and has developed to meet the needs of families. It includes supporting transitions, post-16 options, referrals, coffee mornings and working with pupils from age 3 upwards by spending time in classrooms and getting to know them. The headteacher commented that one of Coral's biggest strengths is her experience of working with multi-disciplinary teams, social care, and health services on complex cases. She is skilled at bringing professionals together and ensuring actions are followed through. Working closely with the Senior Leadership Team, she plays a key role in keeping everything moving and making sure the young person and families remain supported throughout. Feedback from parents and staff has been extremely positive, with many commenting on the support she provides. Headteacher described the appointment as one of the best decisions the school has made, adding that Coral works full-time, including during the school holidays. Q: Do you have any involvement with Direct Payments? A: Not directly. It can be a difficult system to navigate, but I can support families by following things up and advocating on for you.		
9.	GOVERNOR VISITS		
	To discuss future governor visits and schedule dates in the diary. We are holding an Amwell View Mini Marathon on 17 July, from 9:45 am to 11:00 am. There will be walking, running, jumping, and participants being pushed, so everyone can get involved. If any governors would like to come along as part of a governor visit, we'd love to see you there.		
10.	To receive any other urgent business as notified in item 4.		

	Q. Will you have a problem funding for teachers pay rise? A. Hertfordshire are funding 2.5% of the salary increase, AV will fund the remaining 1% which has resulted in a saving from the 2.5% that we budgeted. HCC and HFL enter a process to budget the expected increase which is based on a Main Scale 6 teacher salary and the number of pupils. As we have a large number of teachers that are early in their career this also has a financial benefit to AV. *Arrange exit interview with Sarah and Lucy The governing body gave very positive feedback on the recent Stay and Play achievement session, commenting that it was well delivered, well received, and more impactful than the assembly. Transport A significant worsening of service. Tony Fitzpatrick (Director of Education) isn't replying – we need to go higher to Jo Fisher (Director of Children's Services). The governing body – came into school and met with Aliesha and Dave. CoG is going to write a letter to Jo Fisher.	Clerk	July 26
		CoG	Sep 26
	Meeting closed Next meeting to be Monday 5th October 2026 – 6-8pm.		

Minutes approved (date).....

Important Dates for your diary:

- ◆ Tuesday 7th July – School Birthday and Butterfly Event
- ◆ Wednesday 15th July – 5-7pm Leavers Festival – Post 16 Pupils + invited ex-pupils
- ◆ Monday 20th July – Leavers Service and Lunch – Parents and family members of leavers
- ◆ Thursday 23rd July – **2:30pm Pupils Break Up – End of Summer Term**
- ◆ Wednesday 2nd September – School Opens to Pupils

FGB Meeting Actions:		Responsibility	By
1	Send SEND training Partnership slides with Governors	Clerk	Sent
2	Training Matrix – send reminders to Governors	Clerk	Jul 26
3	Arrange exit interview with LM	Clerk	Jul 26
4	Share draft email re Holiday club with Governors	Clerk	Sep 26
5	Transport letter to Jo Fisher	CoG	Sep 26
6	Inform Governance of re-appointments	Clerk	Jul 26
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Governor Visits 2024-2025						
Governor	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Sarah Draper	07/10/2024	04/12/2024 10/12/2024		11/03/2025		
Alison Haimes					02/05/2025	
Derek Goodall			17/01/2025	28/02/2025		
Kate Anzalone		11/11/2024 04/12/2024 12/12/2024				
Nikki Donohoe						
Sally Glossop						
Sam Young		22/10/2024	06/01/2025	30/04/2025		
Philip Walsh	07/10/2024				02/05/2025	
Katie Algate						
Claire Cobain						
Luke Wilders						

Governor Visits 2025-2026						
Governor	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Sarah Draper	22/10/2025					
Alison Haimes	17/10/2025 22/10/2025					
Derek Goodall	23/10/2025					
Kate Anzalone	15/10/2025 20/10/2025					
Sally Glossop						
Sam Young		04/11/2025 11/11/2025				
Philip Walsh						
Katie Algate						
Claire Cobain						
Luke Wilders		04/11/2025 11/11/2025	25/03/2026			
Marios Solomonides		13/11/2025				
Alex Vainella						

Anwell View School
Minutes of the Full Governing Body meeting 17th November 2025

Part II Confidential – not for publication

Signed..... (Chair) Date.....