



## FULL GOVERNING BODY MEETING Minutes

<b>Date: Monday 11<sup>th</sup> February 2014</b>	<b>Time: 4:15pm</b>
<b>Venue: Community Room, Bennerley Fields School</b>	

<b>Governors Present:</b>			<b>Apologies:</b>		
Julie Brown	(JB)	Chair - Parent	John Kelly	(JK)	Community
Sarah Menzies	(SM)	Community			
Debbie Gerring	(DG)	Head Teacher			
Janet Seymour	(JS)	LA	<b>Attendees:</b>		
Lisa Ferris	(LF)	Parent	Abigail Evans	(AE)	Business Manager
Kay Blissett	(KB)	Staff	Ruth Fowler	(RF)	Clerk
Michelle Booth	(MB)	Community	Marie Chadwick	(MC)	Family Support
Pauline Wensley	(PW)	Associate			

<b>11.02.14</b>		<b>Action</b>
<b>1</b>	<b>Apologies received and approved by Governors</b>	
1.1	Apologies for absence were received from JK and were accepted by the Governors.	
<b>2</b>	<b>Declarations of Interest</b>	
	None	
<b>3</b>	<b>Report from Subject Leader – Marie Chadwick</b>	
3.1	MC gave a presentation about her role as Family Support Officer. <b>See attached presentation for full details.</b>	
3.1.1	MC explained that this was a new position within the school and gave details on how she had developed the role over the last year. MC spoke about the importance of family support and how it is necessary to build a relationship and trust with families over time.	
3.1.2	MC demonstrated some of the successes she had had with students. A lot of her support is to give students the tools to be as independent as possible, thus increasing their self-esteem and hence ability to achieve in school.	
3.1.3	MC supports families with practical advice, signposting them to appropriate organizations that offer further support/advice. MC also offers help with medical appointments and form filling. Much of this is done during home visits where MC can build up a relationship and trust with the families.	

	<p>MC is the main bridge between families and school and tries to reach as many families as possible, especially those who historically have been harder to make contact with.</p> <p>In order to cover more families MC also runs parent led sessions at the school covering a variety of topics from sleeping issues, how to deal with changes in routines, to what help and benefits are available.</p>	
3.1.4	MC has received training for her role and is also part of a larger team of multi-disciplinary agencies through whom knowledge and advice is shared.	
3.1.5	For the future development of the role MC is looking to run a Youth Group at the school. Funding and staffing for this will be from the Children's Centre. A Carousel Assembly will be held to introduce the idea to the children and parents/carers and to gain feedback.	
3.2	SM <b>asked</b> how they would be able to give evidence that the Pupil Premium money used to employ MC is being spent appropriately?	
3.2.1	MC explained that a record of all the home visits is kept. This has on it the objective target and whether it has been met or not. It also shows the long term achievement goals.	
3.3	It was <b>asked</b> how it is decided who will get visits, as realistically, not everyone could be fitted in?	
3.3.1	MC explained that it could come from several sources including the 'Person Centered Review', parent's wishes or staff referral. There is also a web page and blog that parents can access for information.	
3.3.2	DG confirmed that with regards to value for money, there is a very strong evidence base that shows if there is family engagement the child succeeds to a higher level. Also MC is reaching parents who weren't reached before.	
3.4	JB <b>asked</b> how MC received feedback on her role?	
3.4.1	Feedback is verbally received from the parents/carers and is then documented on the record sheet.	
3.5	JB <b>asked</b> about CDP for this role?	
3.5.1	MC confirmed that she has had training, especially on behaviour. She is also learning from other agencies and is building relationships and gaining knowledge that is specific for this school.	
3.6	JB <b>asked</b> about the SEN framework and PIPS?	
3.6.1	<b>AP 1 - MC will let RF know where the appropriate place is to be signposted to for this (RF to let Governors know)</b>	<b>MC/RF</b>
3.6.2	MC confirmed that she is sourcing information all the time to know what is available, what organizations there are etc.	
3.7	Governors thanked MC for her presentation.	

<b>4</b>	<b>Minutes of Meeting held on 10<sup>th</sup> December 2013</b>	
4.1	The minutes were accepted and agreed as a true and accurate record and signed by the chair.	
<b>5</b>	<b>Matters arising from Previous Minutes</b>	
5.1	Action Points 1-8 have all been completed.	
5.1.2	Action Point 9 (ref. 809.2.5) The Lions have been contacted regarding funding, they asked if we would want a cash donation or a specific thing. We said cash please. It looks positive but there has been no definite answer yet.	
5.1.3	Action Point 10 (ref. 809.2.7) With regards to recruitment and retention DG stated that we need to look specifically at HTLA's as these are who will lose out on Single Status. It was agreed that we need to let Single Status run its course to begin with and then re-address this issue. <b>AP 2 - To be added to the next agenda for the Finance and Personnel Committee.</b>	<b>RF</b>
5.1.4	Action Point 11 (ref. 809.2.8) Add the DfE's figures for SEN Levels 1 and 2 in the policy. <b>AP 3 - AE to complete asap.</b>	<b>AE</b>
<b>6</b>	<b>Updates from Committees</b>	
<b>6.1</b>	<b>Premises Meeting held 20.01.14</b>	
6.1.1	Item 5 – The Insurance Company has now been in to price up for the door and gazebo roof.	
6.1.2	Item 8 – In order to accept students who are permanently in wheelchairs and cannot weight bare at all DG is in discussions with the LA to gain funding for a toilet hoist and ramps around the school. We are hoping a particular student can start in September so need to get this work completed asap.	
6.1.2.1	MB requested that she be kept involved with this especially if things don't seem to be progressing as she will help with this.	
6.1.3	LF <b>asked</b> who the Health & Safety Governors are? They are Michelle Booth and Kay Blissett	
<b>6.2</b>	<b>SIP Meeting held 29.01.14</b>	
6.2.1	No actions have been taken yet as this meeting was only held last week. Barbara has copies of the latest SIP for any who need a copy.	
<b>6.3</b>	<b>Finance and Personnel Meeting held on 13.01.14</b>	
6.3.1	Action Point 1 (ref. 3.2.2) SM commented on the training the Governors received from AE on 03.02.14. It was very well received and has really improved the Governors knowledge about how finance works within the school. It was bespoke training and the Governors feel much better prepared now.	

6.3.2	Action Point 5 (ref. 3.2.5.2) AE confirmed that signatories have finally been sorted and so she can now set up a high interest account. <b>AP 4 – AE to set up high interest account.</b>	AE
<b>6.4</b>	<b>Extra-Ordinary Meetings held 29.01.14</b>	
6.4.1	Both the Full Governing Body Extra-Ordinary Meeting Minutes and the Finance and Personnel Extra-Ordinary Meeting Minutes were accepted and agreed by the Governors.	
<b>7</b>	<b>Governor Expenses for Approval</b>	
7.1	None	
<b>8</b>	<b>Audit Action Plan Update</b>	
8.1	<b>AP- 5 AE explained that there is not one yet, however it is due in March and is aware it needs to be addressed as a priority.</b>	AE
<b>9</b>	<b>SIP</b>	
9.1	DG gave out a report showing the latest Sip and what actions had been achieved so far. (see attachment) DG confirmed that the report will be sent out prior to the meeting in the future.	
9.1.1	It was noted that the report doesn't show the impact.	
9.1.2	JB commented that the SIP Committee will look at it in more detail and they also look at the impact and monitoring.	
9.2	JB stated that at the last SIP Committee meeting it was agreed that the new SIP would be split and shared out between Governors as before. Until the new allocations are made Governors will use the old plans when doing school visits.	
9.2.1	Governors were encouraged to make school visits , especially for each of the Key Stages.	
9.3	PW and JB discussed some of the monitoring gaps with the new SIP regarding Maths & Numeracy and Reading & Literature.	
9.4	All <b>agreed</b> to go forward with this new SIP.	
9.4.1	It was agreed that SIP would be an agenda item at alternate Full Governing Body Meetings. <b>AP 6 – RF to put on Agenda</b>	RF
<b>10</b>	<b>Fundraiser's Report</b>	
10.1	AE stated there was good news as we have secured £5,000 towards the EYFS playground. We need twice that amount but it now puts us in a good position to try and gain extra funds. AE has written to Ron Brookes-Toyota to request a donation.	

10.1.1	The £5,000 will buy the climbing frame but we also need to pay for the ground works and to make the entrance welcoming – planters etc. -the children can be involved with setting this up and the maintenance.	
10.2	AE explained that BIFFA do not do funding for developments on school property.	
10.2.1	JB <b>asked</b> if they would fund enrichment activities off school premises?	
10.2.2	<b>AP 7 - AE to find out if Biffa will do this.</b>	<b>AE</b>
10.3	AE confirmed that we can still do the ‘People’s Millions’ and ‘Awards for All’. We are looking to use this money for 2 sunken trampolines large enough for 1 adult and 1 child each.	
10.4	AE stated that the PTA are also raising funds and are trying to register for charitable status.	
10.4.1	JB <b>asked</b> if the PTA is strong?	
10.4.2	AE stated that yes they are, they raise a lot of money.	
10.5	The Sensory Garden is still underway. Richard James has been working with the children and is also doing some work off site.	
10.6	DG talked about the School Council. They are looking at raising their own money and are setting up a tuck shop. They have also been encouraged to try and get involved with a charity.	
10.6.1	DG discussed putting the School Council on the budget.	
10.6.2	JB <b>asked</b> where the minutes can be found for the school council?	
10.6.3	AE confirmed they are on the website.	
<b>11</b>	<b>Budget Update</b> (see enclosures)	
11.1	AE explained that this meeting would be to give an overview, the details would be discussed at the Finance Committee Meeting.	
11.2	The budget is a 3 year plan that is updated monthly.	
11.3	The Funding we receive from the Government and for Special Needs will remain relatively stable.	
11.4	The total income however is decreasing over time and the total expenditure is increasing. This will leave us at a deficit once the health carry forward from last year has run out.	
11.5	Travel costs appear to be an issue but this is more a technical issue with where they show in the budget (see AE for clarification)	
11.6	The biggest expenditure is on staffing.	
11.6.1	The breakdown of staffing shows a high proportion being spent on Supply and Agency Staff.	
11.6.2	AE and DG explained that this is due to staff changes that have occurred (some unexpected and some foreseen) Also that it is slightly misleading as it should have been allocated to be paid for from the carry forward we have and not form the contingency fund.	

11.6.3	DG confirmed that we now have a structure in place and everything is in the correct coding going forward.	
11.6.4	SM <b>asked</b> about the agency we buy into to cover sickness absence.	
11.6.4.1	AE explained that this doesn't come into the budget as we get 70-80% back, but not until after the end of year. As long as this is monitored properly it doesn't matter when it comes in.	
11.6.4.2	JB <b>asked</b> if it was best value?	
11.6.4.3	<b>AP 8 - AE to look into this.</b>	<b>AE</b>
11.6.4.4	SM <b>asked</b> if staff sickness is monitored?	
11.6.4.5	DG confirmed that it is and there are very strict procedures.	
11.6.5	AE explained that as Supply agencies are expensive we are looking at running our own pool of Bank TA's to save money.	
11.6.5.1	It was agreed that this is definitely better practice.	
11.7	AE explained that of the income we get, three quarters of it is out of our control. There is now a system in place for the Pupil Premiums so that we can check we are getting as much funding as possible for each pupil. <b>AP 9 – AE to report this information to the next Finance Meeting once complete.</b>	<b>AE</b>
11.8	MB commented that they are very grateful to AE for the bespoke training she gave, also all the work AE is doing on the budget and ensuring we are in a better position next year.	
	DG confirmed that AE is finding bits of money we are due all the time. Also that with the new coding in place we will be able to set a proper budget for the coming year.	
<b>12</b>	<b>Finance Committee Training Skills Matrix</b>	
12.1	SM confirmed that the matrix is now complete and where there had been some gaps in skills these have now been covered by the training the Governors have received.	
12.2	The Governors are also grateful to have AE for her numerical and analytical skills.	
12.3	It was also agreed that the Governors are now asking 'probing questions' and the 'relationship between Governors, Stakeholders and Staff' is very good, open and honest.	
12.3.1	SM stated that it was good that the different areas e.g. SIP/Finance etc. are allocated based on the strengths of the Governor.	
12.4	SM requested that if anyone would like further training to let her know and to make sure that it is recorded in the minutes.	

<b>13</b>	<b>Terms of Reference</b>	
13.1	All agreed to the Terms of Reference and these were signed and dated by the relative Chairs of each Committee.	
<b>14</b>	<b>Correspondence and Information for Governors</b>	
14.1	JB gave information about the Training JB and SM had been on from a package we buy into. It was very informative.	
14.1.1	JB will email Training Information to Governors if anyone wants to go on any.	
14.1.2	JB confirmed that it is very useful to network with other Chairs and Governors, especially those in Special Schools.	
14.1.3	JB has been in contact with Jeanette Hamilton at Governor Support, regarding 'sharing good practice' in Special Schools. Jeanette Hamilton will email Special School Governors to gauge interest in getting together to do this.	
14.2	JB explained that she is trying to raise the profile of Special Schools at the Governors Strategic Briefings. She has had some success as at the Spring Briefing there will be a section on Data Analysis especially for Special Schools.	
14.2.1	SM suggested that Governors at other Special Schools could be emailed and encouraged to attend so we can raise the profile together.	
14.2.2	<b>AP 10- JB to prepare email with information and send to RF. RF to forward to Governors of Special Schools (AE has details)</b>	<b>JB RF</b>
<b>15</b>	<b>How does this meeting impact on outcomes for pupils</b>	
15.1	The Finance Training has made Governors much more effective about how to challenge the budget.	
15.2	MC's report demonstrated her wider role and how it fits into the school.	
15.3	DG commented on how many times she had heard different members say 'I love what I do' and this can only impact positively on the rest of the school, uplifting the whole culture of the school.	
15.4	The on-going fund-raising is of a huge benefit to the students.	
<b>16</b>	<b>Dates and times of next Meetings</b>	
16.1	Tuesday 8 <sup>th</sup> April 2014 at 4:15pm Tuesday 20 <sup>th</sup> May 2014 at 4:15pm Tuesday 15 <sup>th</sup> July 2014 at 4:15pm	
16.2	Both JB and SM are unable to make the meeting 15 <sup>th</sup> July 2014 and have asked for a volunteer to chair the meeting please. <b>AP 11 – Volunteer to chair meeting 15.07.14</b>	<b>ALL Govs</b>

JS closed the meeting at 6:15pm

<b>Summary of Meeting Action Points</b>				
		<b>Action</b>	<b>Who?</b>	<b>When?</b>
<b>1.</b>	3.6.1	MC will let RF know who the appropriate place is to be signposted to re. SEN framework and PIPS (RF to let Governors know)	MC RF	asap
<b>2.</b>	5.1.3	'Single Status/ HTLA's re. recruitment & retention' to be added to next Finance and Personnel Meeting Agenda.	RF	Next Finance Meeting
<b>3.</b>	5.1.4	Add the DfE's figures for SEN Levels 1 and 2 in the policy.	AE	asap
<b>4.</b>	6.3.2	Set up High Interest Account	AE	asap
<b>5.</b>	8.1	Audit Action Plan to be completed.	AE	March
<b>6.</b>	9.4.1	SIP to be on alternate Full GB Meeting Agendas.	RF	May '14
<b>7.</b>	10.2.2	Find out if Biffa will fund enrichment activities off school premises.	AE	asap
<b>8.</b>	11.6.4.3	Is the Sickness Cover Agency we use the best value for money?	AE	asap
<b>9.</b>	11.7	Report update on Pupil Premium data.	AE	Next Finance Meeting
<b>10.</b>	14.2.2	Governors from other Special Schools to be sent information on Spring Governors Strategic Briefing and encouraged to attend.	JB RF	asap
<b>11.</b>	16.2	Volunteer needed to chair Full GB Meeting 15 <sup>th</sup> July 2014	ALL	asap