



## Full Governing Body Meeting

### Minutes

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

<b>Governors Present:</b>			<b>Apologies:</b>		
Lisa Ferris	(LF)	Chair / Parent	Julie Brown	(JB)	Chair -Parent
Janet Seymour	(JS)	LA	Sarah Menzies	(SM)	Vice Chair - Comm
Michelle Booth	(MB)	LA			
Deborah Quinn	(DQ)	Staff			
Debbie Gerring	(DG)	Headteacher	<b>Attendees:</b>		
Kay Blissett	(KB)	Staff	Abigail Evans	(AE)	Business Manager
Pauline Wensley	(PW)	Associate	Ruth Fowler	(RF)	Clerk
			Ann Harrison	(AH)	Deputy Head

#### *Procedural*

<b>15.07.14</b>		<b>Action</b>
<b>1</b>	<b>Apologies</b>	
1.1	Apologies were received and accepted by the Governors for JB and SM.	
<b>2</b>	<b>Progress Data Report – Ann Harrison</b>	
2.1	AH presented a Progress Data report – See Attached	
2.1.1	AH explained that the report covers KS1, 2 and 3 – other years are covered in the Head Teacher’s Report.	
2.1.2	AH summarized the main points: <ul style="list-style-type: none"> <li>• KS1 use CASPA for assessment as there is no national expectation.</li> <li>• ‘Category of need’ is ignored as doing this sets higher targets.</li> <li>• This is the first year that gives a true reflection of attainment and this is due to the rigorous methods now used to include APP, B Squared, Lesson Observations and Work Scrutiny’s.</li> <li>• Staff have been on training sessions and AH went to an SSEN session at another school.</li> <li>• There is now more stringent moderation across school, other local schools and other Special schools.</li> </ul>	
2.1.3	AH highlighted achievements and areas of need: (see charts) <ul style="list-style-type: none"> <li>• In most areas there has been a high percentage of Expected Progress and also Above Expected Progress.</li> <li>• Pupils with SLD have a low Above Expected Progress percentage and this is something that will be worked on in the future.</li> </ul>	

2.1.4	AH also stated the figures for Reading and Writing which do not appear in the report: <ul style="list-style-type: none"> <li>• Reading - 86% Expected / 58% Above Expected</li> <li>• Writing - 86% Expected / 44% Above Expected</li> </ul>	
2.2	DG commented on the very positive results across the board and in certain groups e.g. Pupil Premium and Children in Care. DG stated that these are all targeted for Positive Play sessions and extra interventions.	
2.2.1	All Governors agreed that this is a very positive set of data. MB stated that it was marvelous.	
2.3	AH concluded by saying the report reflects also the improvement in the Teaching Team and the benefits of training they have been on.	
	LF thanked AH	
<b>3</b>	<b>Declaration of Interest</b>	
3.1	MB declared an interest if the decorating quotes would be discussed and agreed to leave the room at this point of the meeting.	
<b>4</b>	<b>Minutes of Meeting Held 20<sup>th</sup> May 2014</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. Completed	
5.2	2. Ongoing	
5.3	3. DG to talk to HLTA's asap <b>(AP1)</b>	<b>DG</b>
5.4	4. AE delegated to RF <b>(AP2)</b>	<b>RF</b>
5.5	5. AE to report back when she has information regarding Solar Panels. <b>(AP3)</b>	<b>AE</b>
5.6	6. Minimum age for Gold Cards is Year 9. This is now in progress and all have been signed off. The card applies to the whole of Derbyshire.	
5.7	7. Complete- by email, also JS will share more at the next SIP.	
5.8	8. Safeguarding in Recruitment Training can be found by doing a Google search.	
5.9	9. To be covered later in Agenda.	
5.10	10. 'Self Evaluation' to be completed at next SIP meeting. <b>(AP4)</b>	<b>SM</b>
5.11	11. RF to liaise with SM regarding Training Matrix <b>(AP5)</b>	<b>RF/SM</b>
5.12	12. Completed.	
5.13	13. In Progress. Positively we have been offered extra money from the IMP scheme. There is £15,000 left over from the Fire Alarm System. We now have £60,000 for re-wiring and other issues that will come up when the site assessment is done but this should also cover the gates.	
5.14	14. Completed.	

### *School Improvement*

<b>6</b>	<b>Safeguarding</b>	<b>Action</b>
6.1	<p><b>Review Safeguarding Activities</b></p> <p>DG stated that the school must be up-to-date on all Safeguarding matters. The school is safe in terms of children, child protection and wider issues.</p> <p>However a Safeguarding Portfolio is now needed. This requires numerous policies and a Safeguarding Audit. The Audit form DG completed a few weeks ago is now out-of-date as a new form has just been issued.</p>	
6.1.2	<p>JS stated that it does not need to be completed until the Autumn term. Although it is good to have the old one completed in case anyone asks.</p>	
6.1.3	<p>DG stated that the named designated Safeguarding staff are:</p> <ul style="list-style-type: none"> <li>• Debbie Gerring</li> <li>• Chris Birtwistle</li> </ul> <p>There are also 3 other members of staff who have received the training:</p> <ul style="list-style-type: none"> <li>• Ann Harrison</li> <li>• Marie Chadwick</li> <li>• Sue Firth</li> </ul> <p>All Staff Safeguarding Training is up-to-date and we now have one Governor too.</p>	
6.1.4	<p>DG proposed spending some time in the SIP committee to discuss the new requirements and portfolio.</p> <p>Governors agreed to this and it will be added to the SIP agenda. <b>(AP6)</b></p>	<b>SM</b>
6.2	<p><b>Receive, Discuss and Approve Safeguarding Audit Form</b></p> <p>As previously stated the form has now been updated so the current form cannot be submitted now.</p> <p>DG proposed submitting the new form at the Full GB in Autumn 2 term. <b>(AP7)</b></p> <p>Governors agreed to this.</p>	<b>DG</b>
<b>7</b>	<b>Committee Updates</b>	
7.1	<p><b>Finance and Personnel Committee:</b></p> <p>The minutes have been submitted for information and LF summarized the main points:</p> <p>The Committee met on June 23<sup>rd</sup> and discussed the ongoing budget. No major outstanding items that cannot be explained have occurred.</p> <p>There is still an on-going issue with trying to invest the £20,000 we have in a higher interest account, however this is being dealt with by AE.</p> <p>The Committee accepted a Procedure for the Payment of Invoices in Advance. This procedure has been submitted as an enclosure to this meeting.</p> <p>DG added that the committee also accepted the appointment of RF as Fundraiser for 4 hours per week, working in conjunction with AE in this role.</p>	
7.1.1	<p>Governors were happy with this report and no questions were asked.</p>	

7.2	<b>Premises Committee:</b> The last meeting was not quorate but still went ahead and the minutes have been submitted for information.	
7.2.1	Decorating Quotes	
	<b>MB left the room</b>	
7.2.1.2	DG explained there was an issue with the plasterer and what times he could work as he wants to come in on weekends only over the summer holidays. This is not feasible as there is no-one to open up the school. As a result it was proposed that Louis would only decorate 2 classrooms and the other work would be put on hold until a plasterer can be found to work to our time scales.	
7.2.1.3	All Governors <b>agreed</b> to this proposal.	
7.2.1.4	JS <b>asked</b> if Louis will be doing the DT room?	
7.2.1.5	DG stated that school staff are doing this themselves. AE stated that the lighting and flooring will be covered by the IMP scheme.	
	<b>MB returned to the meeting</b>	
7.2.2	Health and Safety JS summarized the Health and Safety walk that MB and KB did with AE. AE to send the report to Governors ( <b>AP8</b> ) The main concerns are the EYFS toilets. AE will raise this with the SLT to see how to move forward. It is possible it could be covered by the IMP scheme.	<b>AE</b>
7.3	<b>SIP Committee:</b> The minutes have been submitted for information and LF summarized the main points <ul style="list-style-type: none"> <li>• A card and gift have been purchased for John Kelly to thank him for his work as a governor.</li> <li>• Janet Seymour has attended safeguarding training. This will be an agenda item at the next SIP meeting once governors have read Janet's notes.</li> <li>• Governors summarised the developments over the year in each of the key areas of the SIP for which they have monitoring responsibility.</li> <li>• There are some outstanding governor skills audit forms. When these are completed they will be analysed at a SIP meeting in order to ensure we have a full skills-based governing body. This is required nationally by September 2015.</li> <li>• A rota for governor presence at the next parents evening was organised.</li> </ul> <p><b>The summaries from governors regarding their monitoring of the school action plan, showed the progress and development that the school has made over the last year.</b></p>	
7.3.1	Governors were happy with this report and no questions were asked.	

<b>8</b>	<b>Head Teacher's Report</b>	
8.1	DG reviewed the report that was submitted as an enclosure.	
8.2	DG asked if the format and information is useful to Governors?	
8.2.1	All <b>agreed</b> it was good and very interesting.	
8.3	DG talked about the Prize Giving event and the importance of giving the children a voice.	
8.3.1	LF commented that it was lovely to see how the older pupils have grown in confidence and in their ability to speak publicly.	
8.4	PW and JS <b>asked</b> about Governors being given dates of events so they can be present.	
8.4.1	DG to ensure Date Letters and Newsletters are sent out to Governors. <b>(AP9)</b>	<b>DG/ RF</b>
<b>9</b>	<b>Business Managers Updates</b>	
<b>9.1</b>	<p><b>Audit Action Plan Update:</b></p> <p>AE discussed the Audit Action report that was submitted as an enclosure:</p> <ul style="list-style-type: none"> <li>• AH is still working on the full Induction Pack.</li> <li>• Inventory – is 95% complete and the final version will be brought to Governors along with items for write-off at the Full GB in Autumn 2.</li> <li>• Health and Safety Policy – AE is going on a course and can then work out what will need to be done.</li> <li>• Pupil IT policy – DG to contact other heads for input and to get this completed.<b>(AP10)</b></li> <li>• Disposal of IT equipment – <ul style="list-style-type: none"> <li>DG <b>asked</b> if it can be recycled?</li> <li>MB <b>asked</b> if there was a safeguarding issue with regards to information stored on old computers that are being kept in the garage?</li> <li>AE confirmed that data is stored on the network and not on individual computers .</li> <li>DG stated that the garage is locked and alarmed.</li> </ul> </li> </ul>	<b>DG</b>
<b>9.2</b>	<p><b>Fundraising Update:</b></p> <p>AE explained the RF's new role would be to do research into the many donation schemes that exist to find the ones that we are eligible for. AE will then make the bids.</p> <p>Recent Fundraising successes are:</p> <ul style="list-style-type: none"> <li>• £1,550 from Ron Brooks</li> <li>• £500 from Action for Autism</li> <li>• £758 from Stanton Bonna</li> </ul>	
9.2.1	<p>RF commented that it would be good to have a PTA as this can be a registered charity which opens up other options for applying for funding. DG stated that we will push for this in September.</p> <p>MB suggested RF do a board at Parents Evenings to promote PTA with photos of what we are trying to raise money for.</p> <p>AE will develop the fundraising section on the website to highlight this also.<b>(AP11)</b></p>	<b>DG RF AE</b>

<b>10</b>	<b>Review Attendance of Pupils/Staff/Governors</b>	<b>Action</b>
10.1	<b>Pupils:</b> Covered in Head Teachers Report	
10.2	<b>Staff:</b> AE showed data that has been collated so far. DG has contacted other heads as to how their data is presented. It is done as a percentage the same as the children's. AE to present data with percentages at next Finance and Personnel Committee meeting. (AP12)	<b>AE</b>
10.3	<b>Governors:</b> The appropriateness of sharing specific governor attendance was discussed and it was decided that RF should keep a record of attendance and flag to chair any issues – e.g: <ul style="list-style-type: none"> <li>• A number of meetings (Committee or Full) not being Quorate.</li> <li>• A Governor missing 3 consecutive meetings.</li> <li>• Etc.</li> </ul> <b>(AP13)</b>	<b>RF</b>

### *Communication*

<b>11</b>	<b>Communication Matters</b>	
<b>11.1</b>	<b>Update School website:</b>	
11.1.1	LF explained that Governors need to ascertain that certain information is on the website and is up-to-date.	
11.1.2	DG assured Governors that the information is on there and there is a list in school of what is required.	
11.1.3	PW volunteered to be the Governor to check this and report back to the SIP Committee mid-year and Full Governors at the end of year. <b>(AP14)</b>	<b>PW</b>
<b>11.2</b>	<b>Parent View</b>	
11.2.1	LF volunteered to review what is required of Governors in relation to Parent View and report back to the SIP Committee mid-year and Full Governors at the end of year. <b>(AP15)</b>	<b>LF</b>

### *Governing Body Matters*

<b>12</b>	<b>Governing Body Effectiveness</b>	<b>Action</b>
<b>12.1</b>	<b>Review of Governing Body Effectiveness–Complete 20 Questions:</b> The review was completed- see attached. Action Points Raised: <b>AP16:</b> Q15 Increase Communication with local Community. <b>AP17:</b> Q16 Increase networking with Governors from other Schools. <b>AP18:</b> Q17 Find 360 review performance for Chair. <b>AP19:</b> Q18 Keep Succession Planning as an Agenda Item on FGB.	<b>All</b> <b>JB/All</b> <b>RF</b> <b>RF</b>
<b>12.2</b>	<b>Training Feedback:</b> JS attended Safeguarding Training and emailed feedback to other Governors.	

<b>12.3</b>	<b>Training Requirements:</b> PW and LF to attend Governor Training in the Autumn Term ( <b>AP20</b> ) SM to provide training matrix(already an action point)	<b>PW/LF</b>
<b>13</b>	<b>To Consider and Agree Arrangements for the Nomination of Chair / Vice-Chair for 2014/2015</b>	
13.1	A proposal for the nomination of Chair / Vice-Chair was submitted as an enclosure.	
13.2	After discussion Governors <b>agreed</b> to accept this arrangement.	
<b>14</b>	<b>Governor Expenses for Approval</b>	
14.1	The following expenses were submitted and approved- SM Travel £86.40	
<b>15</b>	<b>Policies</b>	
<b>15.1</b>	<b>Policy Action:</b> RF showed the list of Policies within the school, broken down between Legally and Audit Required Policies/ School Policies / Subject Policies. RF explained the issue of Policies not being reviewed regularly and there being no system in place for Policy review and renewal. Governors are responsible overall for Policies in school, however many are school specific and require input from the Head and/or other teachers. Responsibility for certain policies can be delegated to an individual or a committee. The Clerks role is to give Governors information of renewal dates and changes in legislation. It was suggested that a Working Party be set up for September to address policies and set up a system of responsibility and review dates. <b>Volunteers for Policy Working Party:</b> DG / PW / AE / RF <b>To Meet:</b> 9:30am 16 <sup>th</sup> September 2014 ( <b>AP21</b> )	<b>DG PW AE RF</b>
<b>15.2</b>	<b>LA Policies:</b> It was decided that these policies need further investigation before they can be approved they will be covered by the Policy Working Party.	
<b>16</b>	<b>Correspondence and Information for Governors</b>	
16.1	PW suggested having a Governor Information Board at Parents Evenings to raise awareness.	
16.1.1	MB stated that at the last Parents Evening she did not feel as if she had a role. Governors need to be specific when they approach parents. Having a 'Governor' Badge would help.	
16.1.2	DG suggested that perhaps Governors could do one parents evening, one learning market and the Christmas Performance over the year.	
16.1.3	AE encouraged the importance of Governors being visible.	
16.1.4	The need for Governors to be kept informed of events was mentioned again.	

16.1.5	KB stated that there is a Picnic in the Park in the Summer Holidays that is open to Pupils, Staff and their families which the Governors would be most welcome at: <ul style="list-style-type: none"> <li>• 6<sup>th</sup> August 12:00-2:00pm</li> </ul>	
<b>17</b>	<b>How does this meeting impact on the outcome for pupils?</b>	
17.1	<ul style="list-style-type: none"> <li>• Monitoring of the excellent Attainment and Progress of Pupils.</li> <li>• Safeguarding Review was essential.</li> <li>• Ensuring the Governing Body's Effectiveness will have a positive impact on the school and pupils.</li> <li>• Decision to appoint Fundraiser to help with better equipment for Pupils.</li> <li>• Policy Working Party to ensure legal requirements are met.</li> </ul>	
<b>18</b>	<b>Dates and Times of Next Meetings: AGM 14<sup>th</sup> October 2014 at 4:15pm</b>	

LF 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>	5.3	DG to talk to HLTA's asap.	DG	asap
<b>2.</b>	5.4	RF to follow up information for Kirk Hallam Community Chest.	RF	asap
<b>3.</b>	5.5	Solar Panels – AE to report back when there is information.	AE	ongoing
<b>4.</b>	5.10	SM to put Governors Self Evaluation on agenda for next SIP meeting.	SM	next SIP
<b>5.</b>	5.11	Governor Training Matrix to be put together	RF/SM	asap
<b>6.</b>	6.1.4	Discuss Safeguarding Portfolio at SIP – put on Agenda.	SM	next SIP
<b>7.</b>	6.2	Complete Safeguarding Audit Form. Put on Autumn 2 Agenda for Full GB.	DG RF	Autumn 2 Full GB
<b>8.</b>	7.2.2	Send Health & Safety Report to Governors. Raise issue of EYFS toilets with SLT.	AE	asap
<b>9.</b>	8.4.1	Ensure Date Letters and Newsletters are sent out to Governors.	DG RF	ongoing
<b>10.</b>	9.1	Contact other heads with regards to Pupil IT policy.	DG	asap
<b>11.</b>	9.2.1	Re-Establish PTA and set up as a charity Rally new parents, particularly at Parents Evening. Update Fundraising section on website.	DG RF AE	ongoing
<b>12.</b>	10.2	Present Staff Absences as a percentage.	AE	next F&P comm.
<b>13.</b>	10.3	Keep record of Governor Attendance and flag issues to chair.	RF	ongoing
<b>14.</b>	11.1.3	Ensure website is up-to-date with information required by Governors.	PW	SIP-mid year FGB-end year
<b>15.</b>	11.2.1	Ensure Governors are meeting requirements in relation to Parent View.	LF	SIP-mid year FGB-end year
<b>16.</b>	12.1	Increase Communication with local Community.	All	ongoing

<b>17.</b>	12.1	Increase networking with Governors from other Schools	JB/All	ongoing
<b>18.</b>	12.1	Q17 Find 360 review performance for Chair.	RF	asap
<b>19.</b>	12.1	Q18 Keep Succession Planning as an Agenda Item on FGB	RF	next FGB
<b>20.</b>	12.3	Attend Governor Training.	PW LF	Autumn Term
<b>21.</b>	15.1	Policy Working Party to meet 16.09.14 and report to Governors as appropriate.	DG/PW AE/RF	ongoing