



## Full Governing Body Meeting

### Minutes

<b>Date: 20<sup>th</sup> May 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)	Vice Chair - Comm			
Janet Seymour	(JS)	LA			
Michelle Booth	(MB)	LA			
Lisa Ferris	(LF)	Parent	<b>Attendees:</b>		
Deborah Quinn	(DQ)	Staff	Abigail Evans	(AE)	Business Manager
Debbie Gerring	(DG)	Headteacher	Ruth Fowler	(RF)	Clerk
Kay Blissett	(KB)	Staff	Ann Harrison	(AH)	Deputy Head
Pauline Wensley	(PW)	Associate	Pat Curtis	(PC)	Teacher
			Pupils		

<b>20.05.14/</b>		<b>Action</b>
<b>1</b>	<b>Apologies</b>	
1.1	Apologies were received and accepted by the Governors for JK.	
<b>2</b>	<b>Pupil Views</b>	
2.1	DG welcomed and introduced 5 pupils from the school.	
2.2	The pupils presented a PowerPoint presentation (see attached).	
2.2.1	The pupils had prepared a questionnaire about the school and asked other pupils for their views. They explained that some questions were worded in different ways and for some they used signing and pictures so that all children would be able to participate.	
2.2	The pupils explained how they analyzed the data to produce the results. They then asked if Governors had any questions.	
2.3.1	SM <b>asked</b> what the KS4 options were that they had talked about as having a positive response to?	
2.3.1.1	These are Mechanical Engineering, Cooking, Art, Construction, Duke of Edinburgh, Fishing, Childcare and Animal Care. The pupils spoke very enthusiastically about these options.	

2.4	JB <b>asked</b> what would now be done with the information?	
2.4.1	The pupils explained that it would be taken back to the school council for action to be taken.	
2.5	DG <b>asked</b> how they felt about the results?	
2.5.1	The pupils said that the results are mostly positive which they feel is a good reflection of the school.	
2.6	SM <b>asked</b> if they felt the school had improved in the last 2 years?	
2.6.1	The pupils feel that they now learn more different things since being in special measures and they are doing a lot of new things.	
2.7	JB said they had done a fantastic job and thanked them very much for being brave and coming to present the work to the Governors.	
	The Pupils left the Meeting at this point.	
<b>3</b>	<b>Report from Subject Leaders – English: Pat Curtis(PC) and Ann Harrison(AH)</b>	
3.1	PC and AH presented the Reading Action Plan on the whiteboard (see enclosures)	
3.2	PC and AH stated that the majority of the actions had been accomplished and gave evidence of the systems now in place to give an accurate record of what level a pupil is working at and their progress year on year.  These include: <ul style="list-style-type: none"> <li>• Benchmarking – which levels books</li> <li>• APP grids as used in mainstream schools</li> <li>• B Squared</li> </ul>	
3.2.1	JB <b>asked</b> does this mean we now make sure that judgments are secure?	
3.2.1.1	PC confirmed that they are confident this is the case because of the robust assessment procedure alongside there being lots of different ways to now measure progress.	
3.3	PC stated that all Key Stages now have age and ability appropriate books. KS 1, 2 & 3 use the ICT program 'Reading Eggs' which pupils can also access at home.	
3.3.1	PC stated that there is still a need for more books at each level as pupils often read all those available before they are ready to move up another level.	
3.4	AH and PC explained that training has taken place at staff meetings with input from the Speech & Language Therapist for the Reading and Phonics Program.	
3.4.1	AH and PC also run drop in sessions to encourage consistency across the school, especially among the TA's. There is also an opportunity for staff to observe lessons.	

3.5	AH confirmed that no training has occurred yet in relation to improving comprehension skills. This is important as there is often a mismatch between ability to decode and comprehend.	
3.5.1	JB <b>asked</b> what the difference between decoding and comprehension was?	
3.5.2	It was explained that decoding is the ability to read the words and comprehension the ability to understand what is read. Some children struggle with reading but if the information is read to them they grasp the meaning easily, whereas others can read very well but when questioned on what they have read are unable to explain the meaning.	
3.6	JB <b>asked</b> how this is recognized in pupils?	
3.6.1	AH stated that due to the strong assessment process this is readily picked up and interventions put in place.	
3.6.2	AH also explained that another area to be looked at is children who struggle with phonics but use word recognition and what interventions can be used for them.	
3.7	JB <b>asked</b> what was being done in KS1 and Nursery?	
3.7.1	AH explained that Sue Firth is doing a lot with the younger ones with regard to sounds, rhymes, fun with words and more multisensory learning. KS1 use the Sound Discovery Program the same as KS2, 3 & 4. Lots of photographic and anecdotal evidence is used.	
3.8	SM <b>asked</b> if the interventions are having an impact?	
3.8.1	AH and PC stated that they definitely are and this is shown in the progress monitoring that is done. Also evidenced by comments from parents and students e.g. "my son picked up a book at home for the first time ever!" / "I am good at reading now".	
3.8.2	AH also stated that the pupils respond well to the structure of the phonics lessons and are getting enjoyment from succeeding.	
3.9	JB <b>asked</b> if there was support for parents to help at home?	
3.9.1	It was stated that some struggle as some pupils view reading as 'something they do at school'. Reading Eggs has proved popular at home because it doesn't involve physically picking up a book. Parents are also encouraged to get their children to read anything – a magazine, a comic, anything their child is interested in.	
3.10	AH distributed a Writing Action Plan and explained that it went up to December 2014.	
3.10.1	AH stated that there is a strong link between speaking & listening skills and an ability to learn to write.	
3.11	AH explained that they need guidelines as to when to stop trying to use pen and paper and move onto alternatives such as the Neo Smart (a basic word processor).	

3.12	AH stated they are also looking at ways to evidence levels so it is as certain as with the reading progress. DG confirmed the aim is to have in-house training and to visit other schools (Special and Mainstream) to ensure we are up-to-date.	
3.12.1	AH confirmed the aim is to unpick skills in writing in succession - however this is a big task. They will also look at the new curriculum coming in.	
3.13	SM <b>asked</b> if there was a knock on effect with having no OT, e.g. with positioning and knowing when pupils are ready to learn to write?	
3.13.1	AH confirmed that we can still access the community OT and the OT we did have dealt more with sensory needs.	
3.13.2	AH, DG and PC discussed the need for getting further guidelines on when to use IT, how to empower the teachers and ensuring that each pupil was treated on an individual basis.	
3.14	JB <b>asked</b> if exams can be typed instead of written?	
3.14.1	AH and PC confirmed that this was allowed.	
3.15	JB thanked AH and PC for their presentation and time.	
	AH and PC left the meeting	
<b>4</b>	<b>Declaration of Interest</b>	
4.1	MB declared an interest if the decorating quotes would be discussed and agreed to leave the room at this point of the meeting.	
<b>5</b>	<b>Minutes of Meeting held 8<sup>th</sup> April 2014</b>	
5.1	The minutes were accepted and agreed as a true and accurate record and signed by the chair.	
<b>6</b>	<b>Matters Arising From Previous Minutes</b>	
6.1	Action Point 1 – JB and SM had a meeting regarding the Ofsted Inspection. They struggled to find weaknesses but maybe a few areas of challenge.	
6.1.1	<b>AP1</b> -RF shared information received at the Clerks Briefing that morning and will email to Governors a suggested list of information to have ready for Ofsted.	<b>RF</b>
6.2	Action Point 2 – AE confirmed that this is in relation to next years budget and is an ongoing item. <b>(AP2)</b>	<b>AE</b>
	<b>DQ left the room</b>	
6.3	<i>See Confidential Minutes</i>	
	<b>DQ returned to the Meeting</b>	
6.4	Action Points 4,6,8,13 have been completed	

6.5	Action Point 5- LF confirmed that Awareness for Autism are still collecting the funds.	
6.6	Action Point 7- AE to follow up on information for Kirk Hallam Community Chest. <b>AP 4</b>	<b>AE</b>
6.7	Action Point 9 – MB has contacted the Public Health Officer and will arrange a meeting with her – to update Governors as and when.	
6.8	Action Point 10 – AE has found a company that will supply to schools. They will do a survey then send a report.	
6.8.1	KB to look into companies that supply churches to see if this could be an option. <b>AP 5</b>	<b>AE KB</b>
6.9	Action Point 11 – Most of KS4 have had photos taken if they are from the Erewash Area. If they are a different council they need to apply to that council. The information has also been passed onto Mick in KS3. DG stated we will concentrate on the Erewash ones first then look at out of council pupils. Also to find out what the minimum age is. <b>AP 6</b>	<b>DG</b>
6.10	Action Point 12 – JB and RF have sent letters to Special Schools to gauge interest in meeting up. Two schools have replied positively so far.	
<b>7</b>	<b>Finance and Personnel Committee Update</b>	
7.1	Nothing to Report	
<b>8</b>	<b>Premises Committee Update</b>	
8.1	Nothing to Report	
<b>9</b>	<b>SIP Report and Committee Update</b>	
9.1	DG presented a SIP Update Report (see enclosures)	
9.1.1	It was also noted by JB and SM that within the school there has been an increase in – <ul style="list-style-type: none"> <li>• Participation Rates</li> <li>• Types of Sport</li> <li>• Partnerships with Other Schools</li> <li>• Competitive Sports</li> </ul>	
9.1.2	MB commented that it is wonderful to see a lot going on in school.	
9.1.3	JB <b>asked</b> what the coaching was?	
9.1.3.1	DG explained it is when 2 people get together and 1 of them has an issue they discuss together and the coach explores different options with them to help them reach a solution.	

9.1.3.2	KB stated that this had started off positively however when communication was to occur the other way there was no response. KB added that on the positive side it was beneficial to meet with other professionals.	
9.1.3.3	DG confirmed there was mixed success but it is good to have made links.	
9.2	The Minutes from the SIP Committee Meeting were discussed.	
9.2.1	Action Point 2 – JB discussed the different options for Safeguarding Training. <ul style="list-style-type: none"> <li>• An e-learning package is in progress however there is no price for this yet.</li> <li>• Governor Support Offer training for £285</li> <li>• Another company can do a 2 hour session for £175</li> </ul>	
9.2.1.1	JS confirmed that she is going on a free course on Saturday 14 <sup>th</sup> June with regard to Safeguarding and she will feed back to the rest of the Governors. <b>AP 7</b>	<b>JS</b>
9.2.1.2	DQ stated that Safeguarding in Recruitment can be done online.	
9.2.1.3	SM stated that all governors should do this course. <b>AP8 JB to send Training link to SM</b>	<b>JB</b>
9.2.2	Action Points 5,6,10,11 – completed	
9.2.3	Remaining Action Points to be discussed at next SIP meeting	
<b>10</b>	<b>Governor Self Evaluation</b>	
10.1	The form “20 Questions for Governing Bodies” was discussed and compiled (see enclosures).	
10.2	It was decided that due to time constraints Questions 1-10 would be completed this meeting and Questions 11-20 at the next Full Governors Meeting. ( <b>AP 9</b> )	<b>Govs</b>
10.3	<b>AP 10 – Skills Audit Form to be completed by Governors JB to send out Skills Audit Forms to Govs- asap Govs to complete forms and send to RF- 14<sup>th</sup> June RF to collate information by SIP meeting- 2<sup>nd</sup> July</b>	<b>JB Govs RF</b>
10.4	<b>AP 11 – SM to ensure Training Matrix is up to date</b>	<b>SM</b>
<b>11</b>	<b>Audit Action Plan Update</b>	
	AE presented the Audit Action Plan – with all updates highlighted in yellow (see enclosures)	
<b>12</b>	<b>Budget: Approval of Annex 1 and Annex 5</b>	
12.1	AE presented the Annex 1 on screen (see enclosures).	
12.1.2	AE highlighted any savings that had been made and that internal charges had not been set in the Annex 1 last year.	

12.1.3	<p>AE showed a comparison between last year's budget and the new Annex 1. Significant discrepancies were discussed-</p> <ul style="list-style-type: none"> <li>• Increase in staffing costs due to Single Status and 1% pay increase.</li> <li>• Teaching Staff increase due to employment of permanent teacher and TA instead of using long term supply cover.</li> <li>• Savings made in all other budget headings.</li> <li>• Increase in income due to re-profiling of children.</li> </ul>	
12.1.4	SM <b>queried</b> where the people carrier money was, had it been put in the general budget?	
12.1.4.1	AE confirmed that it was now in the general budget.	
12.1.5	JB congratulated the Senior Leadership on being able to put the school in a much better position and no longer with a deficit budget.	
12.2	AE presented a graph of the 4 year budget plan to demonstrate spending has now been set at a sustainable level (see enclosures)	
12.2.1	JB <b>asked</b> if there would be any carry forward in future years?	
12.2.1.1	AE confirmed that this year there would be £3,669 and in future years the carry forward should increase.	
	<b>LF Left the meeting at 6:10pm</b>	
12.2.2	DG stated that although this year will be hard the budget is set with the view of being sustainable which is very important.	
12.2.3	AE added that we also have a monitoring system in place now.	
12.3	PW <b>asked</b> what the impact of this budget would be in the children's education and opportunities?	
12.3.1	<p>DG confirmed that as has been previously stated the biggest impact is the loss of the OT and also some out of classroom learning activities.</p> <p>Also the Key Stage and Class budgets have been radically reduced.</p>	
12.3.1.1	<p>DG stated that to offset some of this she had written to parents to inform them that contributions for snack and trip money will be asked for from now on.</p> <p>DG also showed that careful thought had been put into prioritizing which out of class activities would continue so as to have the least impact on pupils.</p> <p>DG confirmed that our value base as a school has not changed even though our budget has.</p>	
12.4	PW <b>asked</b> how we will be able to monitor any impact as Governors?	

12.4.1	JB confirmed that things will be picked up under the monitoring plan that the Governors have, e.g. the Key Stage Lead Governor's School Visits.	
12.5	After further discussion all <b>Agreed to accept</b> the Annex 1.	
12.6	AE presented the Annex 5 on screen (see enclosures).	
	AE explained that the difference in hours is purely to do with the way the formula averages out the data. The Local Authority's Finance Officer has confirmed this.	
12.6.1	PW <b>asked</b> how this compares to other schools?	
12.6.1.1	DG stated that we are benchmarked against other schools and we are very standard. We are all in a similar position.	
12.6.2	All <b>Agreed to accept</b> the Annex 5.	
12.7	AE presented the Fundraising spreadsheet on screen (see enclosures).	
12.7.1	AE confirmed that she was keeping in contact with the various funders and keeping them informed with important information such as we now have planning permission in place.	
12.7.1.1	AE confirmed that we have £5,000 for the Early Years Playground.	
12.7.2	DG stated the benefits of having a dedicated fundraiser but highlighted that it is time consuming and not sustainable hours wise for AE to do it all. DG asked the Governors to consider employing extra staff for the future as it would be counterproductive to lose the funding we can get in.	
12.7.2.1	SM <b>asked</b> how much per year this would cost?	
12.7.2.1.1	AE and DG said it would be a maximum of £5,000.	
12.7.2.1.2	JB <b>raised concerns</b> that this would wipe out any carry forward.	
12.7.2.1.3	AE stated that some of the funders also provide grants to cover admin salary costs too.	
12.7.2.2	Various options were discussed, e.g. using a volunteer, sharing other's fundraisers? None were deemed suitable long term.	
12.7.2.3	<b>AP 12</b> -It was <b>decided</b> that AE and DG should discuss further and present a concrete plan with definite figures at the next Finance and Personnel Committee Meeting.	<b>AE/DG</b>
<b>13</b>	<b>Attendance</b>	
13.1	It was stated that this was covered in the SIP minutes but to re-iterate that the Governors completely support Debbie in the matters of attendance in particular the issues of holiday leave.	
13.2	DG confirmed that Holiday requests is a big issue. DG will send a letter out reminding parents to not request holidays in term time. DG looks at each case individually and recognizes more rigid boundaries need to be set.	



13.3	JB <b>asked</b> if there was a lot of 'off sick' Mondays and Fridays?	
13.3.1	DG confirmed this is not the case, it is holidays only that is an issue, there are no 'dishonest' things'.	
13.3.2	PW and MB confirmed that this is a national issue.	
<b>14</b>	<b>Governor Expenses for Approval</b>	
14.1	The following expenses were submitted and approved- JB Travel £80 SM Travel £86.40	
	<b>MB left the meeting</b>	
<b>15</b>	<b>Electronic Security Gates at School Entrance</b>	
15.1	DG expressed the concerns of parents in relation to safety as children can get out of the front door as it is quite slow to close. The proposal is to put electronic gates at the main entrance with a keypad and a link to reception.	
15.2	SM <b>asked</b> who would pay for it?	
15.2.1	DG stated that a discussion would have to be had with the LA as this is a safeguarding issue. <b>AP 13 DG and AE to look into this matter</b>	<b>DG AE</b>
<b>16</b>	<b>LA Policies</b>	
16.1	The Behavior Policy was discussed.	
16.2	JB <b>asked</b> if it was written in line with LA guidelines?	
16.2.1	DG stated that no it isn't, it is written in line with what we do.	
16.2.2	PW stated that it reflects practice.	
16.2.3	SM said it is in line with Pro-Act SCIP.	
16.2.4	DG stated that we needed to get this one spot on it is very pertinent.	
16.3	All <b>accepted</b> the Behavior Policy.	
<b>17</b>	<b>Correspondence and Information for Governors</b>	
17.1	JB shared a letter from JK giving in his resignation as a Governor.	
17.1.1	All Governors were sad to hear this news. After discussion it was decided to accept JK's resignation and also to offer him the opportunity to become an Associate Governor. Also to ensure he is given a good send-off with gifts / assembly. <b>(AP14)</b>	<b>JB RF Govs</b>

17.2	DG informed Governors of a Tribunal that is taking place in relation to an accusation of Disability Discrimination. DG is preparing evidence to dispute. It is taking a lot of time and mental energy. There would be no financial implications to the school but it is not a good thing to be happening.	
17.2.1	Governors assured DG of their support and commented on how it does not reflect at all what the school is really about.	
17.3	DQ explained that there is increasing difficulty to get to day time meetings.	
17.3.1	Various options were discussed as after school meetings are difficult for parents. It was decided to make final decisions in September when the new Committee set –ups are decided. One option would be to alternate times to make meetings available for all.	
17.4	RF informed Governors that they will have to reconstitute in line with the 2012 regulations starting in September 2014, to be completed by 1 <sup>st</sup> September 2015.	
17.5	It was confirmed that the Finance and Personnel Committee Meeting, 23 <sup>rd</sup> June and the Premises Committee Meeting, 30 <sup>th</sup> June would both be at <b>11:00am</b> and not 1:00pm.	
<b>18</b>	<b>How does this meeting impact on the outcome for pupils?</b>	
18.1	The Budget has a major impact on pupils, however the effects will be monitored by Governors.	
18.2	The Electronic Gates are vital as this is a Safeguarding issue.	
18.3	The Pupil Voice demonstrated positive progress within the school.	
18.4	The teachers are making good progress with reading and writing having a positive impact on pupils.	
<b>19</b>	<b>Dates of next meetings:</b> Tuesday 15 <sup>th</sup> July 2014 at 4:15pm	

JS closed the meeting at 18:45pm

<b>Summary of Meeting Action Points</b>				
		<b>Action</b>	<b>Who?</b>	<b>When?</b>
<b>1.</b>	6.1.1	RF to email Ofsted information to Governors.	RF	asap
<b>2.</b>	6.2	AE to ensure Sickness Cover Agency Options are best value for money	AE	Ongoing
<b>3.</b>	6.3.8	DG to talk with HLTA's	DG	asap
<b>4.</b>	6.6	AE to follow up on information for Kirk Hallam Community Chest	AE	asap
<b>5.</b>	6.8.1	Solar Panels- AE to report back once has information from company. KB to look at companies that supply churches.	AE KB	asap
<b>6.</b>	6.9	Find out minimum age to apply for Gold Cards. Decide what to do for pupils outside Erewash Council	DG	asap
<b>7.</b>	9.2.2	JS to share information from Safeguarding Course.	JS	Next FGB 15.07.14
<b>8.</b>	9.2.1.3	JB to send Safeguarding in Recruitment Training link to SM.	JB	asap
<b>9.</b>	10.2	Complete Governor Self Evaluation.	Govs	At Next FGB 15.07.14
<b>10.</b>	10.3	JB to send out Skills Audit Forms to Govs- Govs to complete forms and send to RF- RF to collate information by SIP meeting-	JB- Govs- RF-	asap 14.06.14 02.07.14
<b>11.</b>	10.4	SM to ensure Training Matrix is up to date	SM	asap and ongoing
<b>12.</b>	12.7.2.3	Present definite figures for employment of Fundraiser for 4 hours per week at next Finance and Personnel Meeting	DG/AE	23.06.14
<b>13.</b>	15.2.1	To look at getting funding from council for Electronic Security Gates.	DG AE	asap
<b>14.</b>	17.1.1	<ul style="list-style-type: none"> <li>• JB to write to JK to accept resignation.</li> <li>• JB to invite JK to become Associate Governor.</li> <li>• RF to inform Governor Support.</li> <li>• Governors to arrange send-off / gifts</li> </ul>	JB RF Govs	asap