



Full Governing Body Meeting

Minutes

Date: 8th April 2014	Time: 4:15pm
Venue: Community Room, Bennerley Fields School	

Governors Present:			Apologies:		
Julie Brown	(JB)	Chair -Parent	John Kelly	(JK)	Community
Sarah Menzies	(SM)	Vice Chair - Comm	Kay Blissett	(KB)	Staff
Janet Seymour	(JS)	LA			
Michelle Boothe	(MB)	LA			
Lisa Ferris	(LF)	Parent	Attendees:		
Deborah Quinn	(DQ)	Staff	Abigail Evans	(AE)	Business Manager
Debbie Gerring	(DG)	Headteacher	Mark Emly	(ME)	Link Advisor
Pauline Wensley	(PW)	Staff (Associate)	Ruth Fowler	(RF)	Clerk

04.14/		Action
1	Apologies	
1.1	Apologies were received and accepted by the Governors for JK and KB	
2	Declaration of Interest	
2.1	MB declared an interest when the decorating quotes would be discussed and agreed to leave the room at this point of the meeting.	
3	Mark Emly – Report to Governors	
3.1	Mark Emly is Local Authority's Acting Deputy Assistant Director from the Education Improvement Service. Mark presented the School Improvement Review Record (SIRR). See attached report.	
3.1.1	ME explained that the report shows the school is on the right trajectory when compared against targets set by Ofsted.	
3.1.2	ME explained that this report was completed in December and recent evidence shows further progress. The report is all about School Improvement and not just about being ready for Ofsted. It should be an ongoing progression.	

3.1.3	ME highlighted the need for Governors to always ask questions such as – “is this really what the school is doing?” / “where is the evidence?” and a continuous Self Evaluation Process.	
3.2	ME went through the report. Page 1 gives evidence of improvement against Ofsted Key Issues raised. Page 2 is the summary of End of Key Stage Data. The benchmark for this is the National Progression Guidance and although there is some variation, across the school the results show a positive strong picture. Governors need to be prepared to answer questions on progression. Page 3 is about Target Setting. Governors to ask, “is there high expectations?” / “are the right targets being set?” The benchmark is the Ofsted Handbook . The report is good and shows some aspects as outstanding. There is a strong SLT and Governor Leadership. Page 4 also shows the school has a positive Self-Evaluation Process. This is now part of daily/weekly school life. The SLT have a clear view of the school now and an ongoing trajectory of improvement.	
3.3	ME commented on the positive atmosphere of the school and pupils. This was backed up by Governors and by various comments about positive experiences.	
3.4	ME stated that the likely time for the next inspection will be next term.	
3.4.1	ME encouraged the Governors to be prepared. Make sure there is evidence and present a good case to the Inspectors. Be pro-active. Use the Ofsted School Inspection Handbook and Subsidiary Guidance . There is specific reference to Governors in both The Governors come under the Leadership and Management in the inspection.	
3.4.2	JB asked the Governors if they would like to use the SIP meeting on 7 th May to do this?	
3.4.2.1	All Agreed	
3.4.2.2	JB asked all to come as prepared as possible for this. The information can be accessed on line.	
3.5	ME confirmed that the Lead Inspector will call on the afternoon before the Inspection to say they are coming. There will be 2 Inspectors for 2 days and lots of classroom visits. Offer information by email, particularly the SES. Take ownership of the inspection. Volunteer information. Be positive. Make sure the Website is up-to-date. Governors think in advance about what points you want to make and where the evidence it.	

	SM arrived at 16:30pm	
3.6	AP1 Governors to prepare for Ofsted Inspection and have as main agenda item on the SIP Meeting to be held 7 th May 2014.	Govs
3.7	JB and DG thanked ME for coming.	
	ME left the meeting	
4	Minutes of Meeting held 11th February 2014	
4.1	The minutes were accepted and agreed as a true and accurate record and signed by the chair.	
5	Matters Arising From Previous Minutes	
5.1	Action Points 1,2,3,5,6,7,9 have been completed.	
5.2	Action Point 4 (Ref. 6.3.2) This is ongoing. AE is still trying to set up a high interest account.	
5.3	Action Point 8 (Ref. 11.6.4.3) Sickness Cover Agency – AE confirmed that most private agencies do not offer 1 st day cover. We have signed up for another year already but will review it for the next budget. AP2 DG will look into other available options and AE to review for next budget.	DG AE
5.4	Action Point 10 (Ref. 14.2.2) JB confirmed that Jeanette Hamilton sends the Governors Strategic Briefing information out to all Governors. JB stated that at the Spring Briefing there was the strongest support from Special Schools she has ever seen.	
5.5	Action Point 11 (Ref. 16.2) See Agenda Point 17 for this meeting	
6	Finance and Personnel Committee Update	
6.1	JB stated that it was too soon for most of the action points to have been achieved yet.	
6.2	DQ commented that the HLTA pay has not been protected.	
6.2.1	AP3 AE confirmed that she will follow up on this.	AE
6.3	Action Point 12 – this invoice was a deposit and it has now been paid.	
7	Premises Committee Update	
	MB left the meeting	
7.1	Action Point 2 (Ref. 9) Decorating Quotes: AE explained we have had several quotes but not like for like.	

	<p>These are-</p> <p>Louis Booth,</p> <p>Plastering and Decorating £4,995</p> <p>Other Decorating only £4,827</p> <p>Other Decorating only £4,100</p> <p>Other Plastering only still waiting for quote</p>	
7.1.2	SM stated that we need one more plastering quote	
7.1.2	The governors discussed the options and agreed that once the plastering quotes are in if Louis Booth's quote is still the cheapest for both Plastering and Decorating combined then this is the one to accept. If the plastering quote is less than £900 then it will be brought back to the Governors for further discussion.	
	MB returned to the meeting	
7.2	Action Point 3 (Ref. 13) AE is continuing to try and contact Severn Trent.	
7.3	Action Point 4 (Ref. 14) MB has booked 9 th May 2014 to complete the Health & Safety Walk.	
7.4	Action Point 1 (Ref. 3) Electric Test has been booked on Option 1 we are just waiting.	
7.5	Minute No.8 DG confirmed that she had sent a letter to thank Glennice Birkin for the new pots for the front of school. DG confirmed that Glennice will be invited in to be involved with the planting up of the pots which will be done by the children.	
7.5.1	DG stated that the Governors would like to thank Glennice too. AP4 RF to send Glennice a Thank You letter on behalf of the Governors.	RF
7.6	LF stated that we may be able to get more funding from the Lions	
7.6.1	LF explained that she had done a 10k run for the charity Awareness of Autism in Ilkeston. The organizers have agreed the money raised will be split 3 ways to include Bennerley Fields.	
7.6.2	JB stated that once this has been finalized the Governors would like to send a Thank You letter to Awareness of Autism. AP5 RF to send Thank You letter when possible	RF
7.7	SM noted that the Premises meeting was not quorate. SM asked if the committee structures need to be reviewed?	
7.7.1	DG and LF confirmed that the circumstances were exceptional to include poorly children and a postponement of the original meeting. There is not normally an issue with attendance.	
8	SIP Committee Meeting	
8.1	No Update. Next SIP Meeting 7 th May.	

9	Governor Expenses for Approval	
9.1	The following expenses were submitted and approved- JB Travel £27.00 JS Travel £21.60 SM Travel £86.40	
10	Audit Action Plan Update	
10.1	See Audit Action plan spreadsheet in enclosures.	
10.1.1	AE confirmed that all remaining points are ongoing and action is being taken which will be updated and reported on at each Full Governing Body Meeting.	
10.2	AE confirmed that the information for the Governor Induction Pack is there but just needs collating.	
10.3	JB stated that the Governing Body still need to complete their Self-Evaluation. Are all happy to use the 20 Questions format from Governor Support?	
10.3.1	All Agreed	
10.3.2	AP 6 RF to put Governor Self- Evaluation on next Full Governors Meeting.	RF
11	Fund Raisers Report	
11.1	See Fund Raisers Spreadsheet	
11.1.1	AE confirmed that we will apply after June for Awards for All for 1 of the Trampolines.	
11.1.1.1	DG asked if we could also use Awards for All for the Spider Climbing Frame as KS2 playground is clearly the worst area in school at the moment.	
11.1.1.2	AE confirmed that we could or we could make the Trampoline a priority.	
11.1.1.3	DQ asked if it was not cheaper to buy both Trampolines together?	
11.1.1.3.1	AE stated that it was not significantly cheaper and showed the quote to the Governors.	
11.1.1.3.2	JB asked if we are going to get different quotes?	
11.1.1.3.3	AE stated we will, it just takes time.	
11.1.2	AE confirmed that after May getting funding for the KS2 playground will be her top priority. We have applied for £2,000 from Ron Brooks and hope to use that as leverage.	
11.2	MB stated that Kirk Hallam have a Community Chest for which we can apply for up to £1,000 as we have students from them. AP7 MB to email address to AE	MB AE

11.3	<p>LF stated that John from Awareness for Autism is very keen to get involved as he likes the school. DG would like to invite him to visit the school to build a partnership together.</p> <p>AP8 LF to give Debbie contact details so DG can make contact.</p>	<p>LF DG</p>
12	Budget Update	
12.1	<p>AE confirmed that following a meeting with Jane Woolley and Neil Beeson the Budget has not been set as it added up to a massive overspend of £106,311 which is offset by the carry forward of £30,746 giving a deficit of £75,565.</p> <p>Due to this AE could not bring the Annex 1 for Governor Approval. We have applied for a 1 month extension for this process to be completed.</p>	
12.2	<p>See Budget Reports in Enclosures.</p> <p>AE showed the comparison of the original Annex 1 submitted against the revised version with cuts made across all areas possible.</p>	
12.2.1	AE explained that the Single Status compensation given is £13,000 but should be £32,000.	
12.2.2	AE confirmed that the post that is currently being filled by Supply Staff will not be advertised resulting in losing the equivalent of one FTE but not resulting in an actual staff redundancy.	
12.2.2.1	AE explained that with all these changes we can reduce the deficit to £0, however Single Status allocation is yet to be confirmed and Governors should be aware that there will be no carry forward in future.	
12.2.2.2	PW asked if this means a change of use of staff within the school?	
12.2.2.3	DG confirmed it would.	
12.2.3	PW asked what the impact on the students would be with the slashed budget?	
12.2.3.1	<p>DG stated that this is the concern.</p> <p>Departments will now only have a £500 budget.</p> <p>We want Speech & Language Therapist cover across the week and 1 to 1 ½ days of OT cover. We are currently in negotiations with the NHS. We have reduced the budget by £30,000 to £55,000 and need to continue the service as it adds value and actual impact to what we do.</p>	
12.2.3.2	JB asked what the impact of the OT is on pupil progress?	
12.2.3.2.1	PW confirmed that the impact is on the whole person. When pupils function better they learn better. The OT recognizes sensory needs to help pupils access learning and overcome physical disabilities to improve fine and gross motor skills.	
12.2.3.2.2	JB asked how progress could be monitored?	

12.2.3.2.3	PW stated that a before and after comparison report could be done. E.g. Where a child has been unable to settle to any activity beforehand but can now focus is a huge progress.	
12.2.3.2.4	Governors agreed .	
12.2.3.2.5	JB stated that this type of service cannot be accessed by any other route.	
12.2.3.2.6	DG stated that she has been informed by Kathryn Hughes (NHS manager) that we will not get any Community Service that is not for physical needs and definitely not for sensory needs.	
12.2.3.2.7	MB asked that she be told of such information, especially specific quotes from people, as she may be able to use it to help. NHS money has been given back to County, some to be used for Public Health. AP9 MB to speak to Public Health Officer with regard to funding for Therapists.	MB
12.2.4	TA supply cover. DG confirmed that for certain meetings, e.g. Annual Reviews, TA cover will no longer be supplied. We will use staff more flexibly around the school.	
12.2.5	DG stated that Buildings has decreased to £1,000 and we will use the DFC for planned decorating.	
12.2.6	MB asked about solar energy options and using companies that install for free and take the excess energy produced for profit. Spare land as well as roof space can be used. AP10 DG to look into Solar Power options.	DG
12.2.7	Vehicle Hire has been halved.	
12.2.7.1	Governors asked what the impact of this would be?	
12.2.7.2	DG stated that the trips will still take place but Key Stages will not be able to go out altogether which is a shame as it has had a very uniting effect.	
12.2.7.3	A discussion was had as to whether hiring a bus with a tail lift was cost effective for Eagles class. It was decided that a taxi would not be appropriate for the one pupil who needs the tail lift as this gives a sense of isolation.	
12.2.7.3.1	SM asked how much we ask parents to contribute?	
12.2.7.3.2	DG confirmed that since she started we have not asked for voluntary contributions but this may have to be revised. No child would ever miss out if a contribution was not received.	
12.2.7.3.3	JB stated that pupils could have a Gold Card which enables free bus travel within Derbyshire. AP11 DG to organize forms for Gold Cards.	DG
12.2.7.4	MB will also look into gaining funds from the Community Leadership Pot.	
12.2.7.4.1	DG thanked MB for her help and support.	

12.2.7.5	Uniform Fund – this is used to help students who struggle to buy their own uniform.	
12.2.7.6	JB asked if having no uniform would be possible?	
12.2.7.6.1	The benefits of having a uniform were discussed to include having a sense of identity, helping students be able to distinguish between school and non-school days, the value when out on school trips.	
12.2.7.6.2	DG confirmed that Marie Chadwick is organizing a Second Hand Uniform set-up.	
12.2.8	Printing & Stationary. This is quite high and DG confirmed that it will be brought to staffs attention to only laminate when necessary and beneficial.	
12.2.9	DG confirmed the importance of the Enrichment Budget (see Spreadsheet for breakdown). It has been cut by £5,000 and staff have been very supportive with offering activities they can do themselves.	
12.3	The income analysis was discussed – see spreadsheet.	
12.4	PW stated that to summarize we have set a balanced budget but it is at a loss of activities and resources that we don't want to lose.	
12.4.1	This was agreed. DG stated that we are angling for more money as we don't want to lose the progress that the school has made. MB stated that she too can put pressure on as an LA Governor. SM stated that we need to get more charities involved.	
12.5	SM asked if we need an extra meeting to set the final Annex 1?	
12.5.1	DG confirmed this is not necessary as we have an extension till 9 th June and the next Full Governors Meeting is 20 th May.	
12.6	SFVS AE showed the completed SFVS with all the evidence attached. It needs to be ratified by Full Governing Body.	
12.6.1	All Governors agreed to the SFVS.	
12.6.1.1	MB stated that Governors are very well informed and encouraged to ask robust questions.	
13	Head Teachers Report	
13.1	DG explained that the Head Teachers report cannot be sent out 2 weeks before the meeting as the data would not be there.	
13.1.1	Governors were happy to receive the report a few days before as they had done this time.	
13.2	The Report was discussed.	
13.3	JB asked about KS1 Maths being in the Lower Quartile?	

13.3.1	It was explained that this means a few students were not on trajectory to meet their targets and interventions would already be in place to tackle this. An improvement should be seen by summer. Also teaching methods in KS1 have now been changed.	
13.4	KS2 piloted the TEACCH Approach and have seen the greatest improvements. This method will now be rolled out across the school.	
13.5	KS3 is doing well. SM asked why PHSE is lower than Maths and English?	
13.5.1	DG explained that although lower it was still on track and a more detailed breakdown will be provided in the summer.	
13.6	MB stated that KS4 is positively glowing.	
13.7	It was stated that the Questionnaires gave a very positive view of the school and there were lovely comments from parents.	
13.8	DG stated that our target is to get 80% of pupils in the median to upper quartile as it is proven that aiming higher encourages higher achievement.	
13.9	DG stated that the progress reflects the skillfulness of the teachers.	
13.10	SM asked about the Soft Federation?	
13.10.1	DG confirmed that all 10 Special Schools have now signed up to the Soft Federation. Bennerley Fields is offering Good Governance and Pupil Voice and will take the lead on these things. Other schools will offer different strengths.	
13.10.2	JB confirmed that she will finalize the letter to the Governors at these schools for RF to send out.	
13.10.2.1	AP12 JB to send letter to RF to send to Governors of Special Schools.	JB RF
13.11	Governors thanked DG for the report. SM stated she also likes the ownership taken by the Key Stage Heads.	
14	LA Policies	
14.1	DG presented the School Child Protection and Safeguarding Policy.	
14.1.1	All Governors agreed to adopt this policy.	
14.2	PW asked if this resulted in a change of practice?	
14.2.1	DG confirmed that it didn't. DG confirmed that all staff are up-to-date on their training and there are 4 people in school as Designated Person Trained.	

15	Correspondence and Information for Governors	
15.1	JB encouraged all to look at the Strategic Briefing that will be on Youtube.	
15.2	See JB report in enclosures (attach)	
15.3	<p>Parent Governor Vacancy</p> <p>JB stated that we need to minute what action has been taken to fill this vacancy.</p> <p>It was confirmed that letters have been sent out to all parents at the start of the school year.</p> <p>Governors approach parents individually throughout the year.</p> <p>Governors have been present within the school and personally handed out flyers to parents.</p> <p>It is advertised in the News Letter and the Head Teachers Letter.</p> <p>DG has a potential candidate and will keep Governors informed.</p>	
15.4	JB requested that all Key Stage Governors ensure they have made School visits.	
15.5	<p>Training:</p> <p>RF has been on the Welcome to Clerking Course</p> <p>JB and PW have been to the Strategic Briefing</p>	
	LF left the meeting at 18:35	
16	How does this meeting impact on the outcome for pupils?	
16.1	<p>It will keep the school running</p> <p>The Head Teachers Report shows we are heading towards a 'Good'</p> <p>Teaching and Data is improving every time we meet and this is evidence we are heading in the right direction.</p> <p>It is a shame that the budget is negative and we need to keep a close eye on this to ensure impact is limited.</p>	
17	Volunteer to Chair Full Governors Meeting 15th July 2014	
17.1	AP13 JB to speak to LF	
18	<p>Dates of next meetings:</p> <p>Tuesday 20th May 2014 at 4:15pm</p> <p>Tuesday 15th July 2014 at 4:15pm</p>	

JS closed the meeting at 18:45pm

Summary of Meeting Action Points				
		Action	Who?	When?
1.	3.6	Governors to prepare for Ofsted Inspection and have as main agenda item on the SIP Meeting to be held 7 th May 2014.	Govs	SIP Meeting 07.04.14
2.	5.4	DG and AE to look into other Sickness Cover Agency options to ensure we are getting best value and review for next budget.	DG AE	asap and by next budget setting
3.	6.2.1	AE to follow up on HTLA pay not being protected.	AE	asap
4.	7.5.1	Send Glennice a Thank You letter on behalf of the Governors.	RF	asap
5.	7.6.2	Send Awareness for Autism a Thank You letter on behalf of the Governors.	RF	when donation received
6.	10.3.2	Put Governor Self- Evaluation on next Full Governors Meeting.	RF	next FGB
7.	11.2	MB to email Kirk Hallam Community Chest information to AE.	MB AE	asap
8.	11.3	LF to give DG contact details for John from Awareness for Autism. DG to invite John to visit the school and start building a partnership with him.	LF DG	asap
9.	12.2.3.2.7	Speak to Public Health Officer with regard to funding for Therapists.	MB	asap
10.	12.2.6	Look into Solar Power options.	DG	asap
11.	12.2.7.3.3	Organize forms for Gold Cards	DG	asap
12.	13.10.2.1	Send letter to Governors of Special Schools	JB RF	asap
13.	17.1	JB to speak to LF about chairing 15 th July FGB	JB	asap