



**Full Governing Body Meeting
AGM 2014**

Minutes

Date: 14th October 2014	Time: 4:15pm
Venue: Community Room, Bennerley Fields School	

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

Procedural

14.10.14		Action
1	Welcome and Apologies	
1.1	RF Chaired the beginning of the meeting until a Chair and Vice-Chair was appointed. RF Welcomed all. There were no apologies.	
2	Appointment of JB as Community Governor	
2.1	RF explained that as JB's Term of Office would expire on 18 th October 2014, we have the opportunity as a Governing Body to elect her as a Community Governor. JB has expressed that she would like this to happen.	
	JB left the meeting	
2.2	SM nominated JB as a Community Governor. JS Seconded the nomination. All Governors agreed to accept JB as a Community Governor.	
	JB returned to the meeting	
2.3	RF welcomed JB as a new Community Governor. AP1- RF to inform Governor Support of the Changes.	RF

3	Election of Chair / Vice Chair	
3.1	RF explained that there had been only one nomination per post for chair and vice-chair. These were JB and SM respectively. RF reminded Governors of the protocol to assign the Chair/Vice-Chair, as accepted at the Full GB meeting 15th July 2014.	
	JB left the meeting	
3.2	PW nominated JB as chair. KB seconded the nomination. All Governors accepted JB as Chair.	
	JB returned to the meeting	
	SM left the meeting	
3.3	MB nominated SM as Vice Chair. DG seconded the nomination. All Governors accepted SM as Vice-Chair.	
	SM returned to the meeting	
3.4	RF welcomed JB and SM as chair and vice Chair and handed the meeting over to JB.	
4	Reconstitution of the Governing Body	
4.1	RF explained that the Governing Body is legally required to reconstitute under the 2012 Regulations by 1 st September 2015. RF explained that under the new regulations Governing Bodies are required to have the following: <i>2 x Parent Governors (minimum)</i> <i>1 x Head Teacher</i> <i>1 x Staff</i> <i>1 x LA</i> All other Governors will be known as <i>Co-Opted Governors</i> - these can include Teachers, Local Authority and Community Governors. The only restriction is that Teaching Staff cannot be more than 1/3 of the full number (e.g. 9 GB members = max 3 Teachers (to include the Head and the Staff governor)) If a current Governor is re-assigned as a Co-Opted Governor their term of office would start again. The Governing Body can decide how many Parent Governors and how many Co-Opted Governors they would like to make the Body as efficient and effective as possible.	
4.1.1	JB explained that the new guidance is all about accepting Governors based on a skills set and the skills needed within the Governing Body. Hence why the Skills Analysis was undertaken in the summer.	
4.1.2	There was some discussion on the need for a gender balance and also that the lack of a Governor from a Business background. It was agreed that having an odd number would be useful in decision making also that 11 is a reasonable number for the Governing Body.	
4.1.3	JB shared the time line schedule for reconstitution (see attached) and suggested the following Instrument of Government:	

	<p>2 x Parent Governors 1 x Head Teacher 1 x Staff 1x LA 6 x Co-Opted</p> <p>This would leave a vacancy for a Parent Governor and a Co-Opted Governor, giving the opportunity to address the needs of the Governing Body.</p>	
4.1.4	All Governors Accepted the Proposed Instrument of Government	
4.1.5	AP2- RF to put Reconstitution on next FGB for Stage 3 of the process.	RF
5	Declaration of Interest	
5.1	All Governors signed and completed the Register of Business Interests forms.	
5.2	MB declared an interest if the decorating quotes would be discussed and agreed to leave the room at this point of the meeting.	
6	Minutes of Meeting Held 15th July 2014	
6.1	The minutes were accepted and agreed as a true and accurate record and signed by the chair.	
7	Matters Arising from Previous Minutes	
	Action Points:	
7.1	1 - Completed.	
7.2	2 – AP3 Kirk Hallam Community Chest - RF to do asap.	RF
7.3	3 – AP4 Solar Panels – no further information.	AE
7.4	4 – Completed.	
7.5	5 – AP5 SM to email Training Matrix to RF (again).	SM
7.6	6 – To be completed at SIP Committee.	
7.7	7 – Completed.	
7.8	8 - <ul style="list-style-type: none"> • Covered at Premises Committee Meeting. • AE reported that the EYFS toilets will hopefully be refurbished under the IMP scheme in the future (not this year as they are having the doors/windows replaced through this scheme). • DG reported that the issue will also be raised at the Landlords visit this Friday. 	
7.9	9 – Completed.	
7.10	10 – Completed.	
7.11	11 – <ul style="list-style-type: none"> • DG explained that there is a very willing and keen group of parents who want to meet informally to help raise funds for the school. They are happy to arrange things but do not want to be a formal group or go for charitable status at this point. They are 	

	<p>forming friendships at the moment through Chris' Parent Sessions.</p> <ul style="list-style-type: none"> • Governors agreed this was a positive step. • PW stated that it is possible in time they may want to become more formal. • AE confirmed that the Fundraising section on the website has been updated and publicity has been given to Toyota and Stanton Bonna. <p>AP6- AE to remove PTA section from the Website.</p>	AE
7.12	<p>12 –</p> <ul style="list-style-type: none"> • AE stated that it was not viable to present the Staff absence data as a percentage. • PW stated that we have the data it is just in a different format to the Pupil Attendance but that is ok. • SM stated that it should be covered by the Finance and Personnel Committee. All agreed. 	
7.13	13 – Completed	
7.14	<p>14 –</p> <ul style="list-style-type: none"> • PW confirmed that a review had been done (see enclosures) and the website is now more up-to-date and is being updated regularly. • AE confirmed that she has been working through the list from PW. Policies will be added as they are approved. • JB stated that Ofsted look at the website when making a visit and look for Pupil Premium – How much? What is it spent on? and Impact? • DG confirmed that there is a statement on the website confirming the Impact- and this is that as a school we do not have a gap (which is the aim of Pupil Premium). The impact is also the variety of sports that are offered and Staff CPD. <p>PW will continue to monitor the Website.</p>	
7.15	15 – AP7 LF will take on this role to be covered on the SIP mid-year	LF
7.16	<p>16 –</p> <ul style="list-style-type: none"> • DG and AE attend Action4Cotmanhay. • DG is developing links with Cotmanhay Junior School. • KB confirmed there are good links with the local Church. 	
7.17	<p>17 – JB confirmed that she now has 8 Chairs from Special Schools interested in meeting up.</p> <p>AP8 JB to arrange a meeting at Bennerley Fields asap.</p>	JB
7.18	<p>18 – 360 Review performance of Chair. No success yet.</p> <ul style="list-style-type: none"> • AE suggested using the 'Schoolbus'. • DG suggested the National College of School Leadership. • JB suggested the National Governors Association. <p>AP9- RF to continue looking.</p>	RF
7.19	19 – AP10 RF to put Succession Planning on December's Full GB.	RF
7.20	20 – AP11 PW and LF to attend Governor Training asap.	PW/LF
7.21	<p>21 –</p> <ul style="list-style-type: none"> • DG confirmed that the Policy Working Party met and has made a significant start in organizing and updating the policies. • JB thanked PW, DG, AE and RF for their work on this. 	

School Improvement

8	Target Setting	Action
8.1	Proposed targets for attainment are presented to the Governing Body for consideration and approval.	
8.1.1	JB stated that AH (Deputy Head) has confirmed that the targets will remain the same as on last year's action plan. They are measured through Caspar and the trajectory is based on National Progression Guidance.	
8.1.2	DG stated that the targets we set are aspirational and are higher than would be expected. On top of this we aim for 80% not 75% of pupils to reach expected progress in relation to these targets,.	
8.2	Approve School Improvement Plan	
8.2.1	DG confirmed that the SIP plans sent out relate to areas that will be covered over the course of the year and will be worked on by small groups of staff. AP12- DG to send the Key Stage Improvement Plans and the Parent/Carer Action Plan.	DG
8.2.2	After discussion Governors agreed that these plans would be covered at the SIP Committee Meeting AP13 Governors to prepare for SIP by deciding which plan they would be most effective as being allocated to. AP14- Governor to prepare for SIP meeting by thinking of any other areas they would like to monitor also.	Govs Govs
8.3	SES Report	
8.3.1	DG confirmed that the SES report states we are performing as Good in all 4 key areas. The EYFS will be judged separately and is pitched as Outstanding. There is evidence to back this up and Teachers are performing at this level.	
8.3.2	SM stated it was lovely reading compared with 2 years ago and we have been presented with the evidence to back this up also.	
8.3.3	SM and JB asked DG to thank the staff and acknowledge their success over the last year. AP 15.	DG

Financial Matters

9	Audit Action Plan Update	Action
9.1	AE discussed the Audit Action Plan (see enclosures) and explained that all remaining items are ongoing or still outstanding.	
9.2	Induction Pack: AE explained that a Pack had been completed and was trialed with a new member of staff. DG confirmed that this was successful and the Induction Pack will now be used.	
9.3	SAP: Write-off of Items: AE explained that this is a priority and will happen as soon as possible.	

9.4	<p>Health & Safety Policy:</p> <ul style="list-style-type: none"> • AE is completing H&S course this week. • A standard DCC policy can be used, however priority is to be given to Risk Assessments that should be written by those involved in the activity. • Staff Plan – for January <ul style="list-style-type: none"> 1st Staff meeting- Training in Risk Assessment. 2nd Staff Meeting- Prepare first draft of Risk Assessments. 3rd Staff Meeting- Complete Risk Assessments with support. <p>DG stated that we are aware of the gap in this area and confirmed that Risk Assessments are done when activities are undertaken outside of school. Also there are done informally within school -they have just never been written down.</p> <p>KB stated there is a Risk Assessment for the hamster.</p> <p>JB stated that it is good the gap has been recognized and an action plan has been put in place to rectify this.</p>	
9.5	ICT: MOG (KS3) is now the ICT Co-Ordinator. An ICT Policy for Pupils has been finalized and will be presented to Governors later this meeting for acceptance.	
9.6	Solar Panels: Ongoing	
10	Fundraising Update	
10.1	AE presented the Fundraising Spreadsheet and stated that RF has now been doing her fundraising hours and has had success already.	
10.2	<p>Breakfast Club:</p> <p>DG stated that an increasing number of children are coming to school having had no breakfast or still being hungry. Funding has been secured by Magic Breakfast for a years supply of food (Bagels, Cereal and Fruit Juice) plus £300 towards start-up costs such as a Bagel Toaster and a Freezer.</p>	
10.2.1	SM asked who will take the lead in running the club?	
10.2.1.1	<p>DG stated that she is aware of the importance of not taking staff away from the classroom. She has a staff member in mind but they have not yet been formally asked. The club will run during registration by means of delivering the Bagels to the classrooms. The older pupils can be involved in this also.</p> <p>The food is there for everyone including staff and volunteers. It can also be used if a summer/holiday scheme is run.</p>	
10.2.2	JB asked how they are able to fund it?	
10.2.2.1	DG stated that the funding is from the DFE and runs out at the end of October so we have applied immediately.	
10.3	<p>Peoples Millions:</p> <p>AE confirmed we are on the reserved list and will receive confirmation on 28th October. We will then need to prepare a short film. We can't tell anyone we have applied but at the same time need to be prepared as much as possible.</p>	
10.4	RF stated that she had been on a Fundraising course and this will help with future bids. It is also worth looking laterally – ie.it may be possible to get funding for things we pay for out of the budget – we could do this and then take that money for other things we are having difficulty finding funding for.	

11	Staffing- DG	
11.1	3 Mid-Day Supervisors have retired, one already, one on 7 th November and the other after Christmas. AH, DQ and JA have been involved in the recruitment of 3 new Mid-Day Supervisors and all 3 posts have now been covered.	
11.2	ISS has left as a KS3 teacher and is now working for SSEN. This has given the opportunity for SB to move from KS2 to KS3 which is working out much better. A supply teacher (CN) has been covering Tigers Class and this has been very successful. She has a lot of experience. The post has been advertised and no suitable candidates applied. The application process has been extended by one day (this is allowed) and this has given CN the opportunity to apply.	
11.2.1	JB asked how the Middle Leader gap will be filled in KS2?	
11.2.1.1	DG stated than CN is qualified and experienced to fill this gap also. DG said she is more hopeful now about the situation!	
11.3	Supply TA's: After the success last year in recruiting Bank TA's we have advertised again for the position. 5 good caliber candidates have applied and are doing trial days over the next 2 weeks. Teachers will report back if they are suitable or not.	
11.3.1	SM asked are they being paid for the trial day?	
11.3.1.1	No, they are doing it voluntarily which is very much appreciated.	
11.3.2	PW asked if this means we cut down using agency staff?	
11.3.2.1	Yes – there are 2 benefits – it is cheaper and we get consistency in staff.	
11.3.3	SM stated it is good as it means we get high caliber staff and also it is a good route in to a permanent role in the future.	
11.4	DG stated that there is increasing pressure on staff due to the immense budget restraints and much time is spent dealing with staff issues.	
11.4.1	SM stated this explains why there is a higher absence rate of staff – because there are not enough staff.	
11.4.2	PW asked what can Governors do to alleviate this?	
11.4.3	AE stated that the Business Manager at Subbin Wood School is heading up a campaign to get more money for Special Schools. The cost to simply get a pupil through the door of a Special School is £12,500 we receive £10,000. DCC has received extra funding for schools and we are trying to ensure we receive a fair share as Special Schools.	
11.4.4	A discussion ensued with regards to the £½ million that has been given to DCC ring-fenced for schools. The outcome of the discussion was: <ul style="list-style-type: none"> • AP16-JB and SM to prepare a letter from Governors to send to Chris Alcott. • AP17-MB advised writing to Kevin Gillet and Jim Coyle also. MB and JB to liaise. MB is prepared to lobby on the schools behalf. • AP18- AE and JB to liaise with Subbin Wood School to encourage the Special Schools uniting together. 	JB SM MB AE

Planning the Governing Body Work

12	Committee Review	
12.1	Committee Structure	
12.1.1	<p>The following Committee changes were made:</p> <ul style="list-style-type: none"> • Finance and Personnel Committee will remain the same with LF to join permanently to fill the vacancy. • DG to come off the SIP committee. • Disciplinary Committee vacancy to be filled by PW. • Complaints Committee vacancy to be filled by MB. <p>All agreed to keep the remaining committee structures.</p> <p>AP19- RF to send formal Committee Structure to all Governors</p>	RF
12.1.2	<p>JB stated that we have a prospective new Parent Governor. He was given a tour yesterday and hopefully was not scared off.</p> <p>RF explained that we need to hold a parent election, we cannot just appoint him.</p> <p>AP20 JB to contact parent in the next 2 days to confirm interest and explain the situation.</p> <p>AP21 RF to send out election letters 17th November to get the process started.</p>	JB RF
12.2	Delegation of Functions and Terms of Reference to be agreed and signed	
12.2.1	All agreed to the Terms of Reference and these were signed by the Chair of Governors and the Chair of each Committee.	
12.3	Membership	
12.3.1	JB has been appointed as a Community Governor. No other Governor's Terms of Office are due to expire soon.	
12.4	Named Governors	
12.4.1	<p>The following Named Governor changes were made:</p> <ul style="list-style-type: none"> • KS1 – PW • Attendance – MB (correction) • Child Protection – JB (addition) <p>All agreed the others should remain the same.</p> <p>AP22 RF to send formal Named Governor Structure to all Governors</p>	RF
13	Suggested Schedule of Work for the Governing Body	
13.1	Committee Meeting Dates:	
13.1.1	<p>SIP Committee:</p> <p>11th November 2014 1:00pm</p> <p>16th February 2015 4:00pm</p> <p>8th June 2015 1:00pm</p>	
13.2	<p>Finance and Personnel Committee:</p> <p>19th November 2014 11:00am</p> <p>4th March 2015 11:00am</p>	

	24 th June 2015	11:00am	
13.3	Premises Committee: 17 th November	11:00am	
	23 rd February	11:00am	
	15 th June	11:00am	
13.4	It was agreed that the Full Governing Body meetings would remain on a Tuesday at 4:15pm		
14	Policies		
14.1	Policies to be Discussed, Amended and Approved by the Full Governing Body		
14.1.1	Admission Arrangements After discussion the above policy was accepted and agreed by the Governing Body.		
14.1.2	Code of Conduct for Governing Body After discussion the above policy was accepted and agreed by the Governing Body.		
14.1.3	Finance Procedures After discussion the above policy was accepted and agreed by the Governing Body.		
14.1.4	Financial Regulations After discussion the above policy was accepted and agreed by the Governing Body.		
14.1.5	Governor Competencies After discussion the above policy was accepted and agreed by the Governing Body.		
14.1.6	Governor Allowances After discussion the above policy was accepted and agreed by the Governing Body.		
14.1.7	Staff Discipline, Conduct, Grievance Procedures After discussion the above policy was accepted and agreed by the Governing Body.		
14.1.8	Induction Pack for Governors After discussion the above policy was accepted and agreed by the Governing Body. SM stated that it was a good method to signpost where to get all relevant information from.		
14.1.9	Statement of Best Value After discussion the above policy was accepted and agreed by the Governing Body.		
14.1.10	Schools Direct Debit Card Policy After discussion the above policy was accepted and agreed by the Governing Body.		
14.1.11	Behaviour Principles Written Statement After discussion the above policy was accepted and agreed by the Governing Body.		

	RF also thanked PW for her work on this policy.	
14.2	Policies Reviewed by Allocated Person/Committee to be signed off by Full Governing Body	
14.2.1	Absence Monitoring (H/T) After discussion the above policy was accepted and agreed by the Governing Body.	
14.2.2	Acceptable Use of IT for Pupils (HT/AE) After discussion the above policy was accepted and agreed by the Governing Body.	
14.2.3	Benchmarking (HT) After discussion the above policy was accepted and agreed by the Governing Body.	
14.2.4	Business Continuity and Disaster Plan (HT/AE) After discussion the above policy was accepted and agreed by the Governing Body.	
14.2.5	Charging Policy (HT) After discussion the above policy was accepted and agreed by the Governing Body.	
14.2.6	Confidential Reporting Code (HT) After discussion the above policy was accepted and agreed by the Governing Body.	
14.2.7	Critical Incident Management Plan (HT) After discussion the above policy was accepted and agreed by the Governing Body.	
14.2.8	Roles and Responsibilities (HT) After discussion the above policy was accepted and agreed by the Governing Body.	
14.2.9	Safeguarding Case Management System Access Protocol DG explained that this was a new policy that is necessary in order for school to have access to Framework1 – a system used by the police and Social Care to get alerts regarding Safeguarding issues. It is a highly secure website and only designated staff will be given access on certain computers. After discussion the above policy was accepted and agreed by the Governing Body.	
14.3	School Information Published on Website	
14.3.1	This has partly been covered under item 7.14	
14.3.2	PW asked if it was possible to have a secure area on the website for confidential information to be accessible to Governors?	
14.3.2.1	AE said it is possible but would cost.	
14.3.3	PW asked if all policies need to be on the website as not all are necessary for parents?	
14.3.3.1	A discussion followed regarding what policies are necessary and options for making the other policies available to Governors. It was decided that this would be discussed at the next Policy Working Party meeting.	

	AP23- RF to put on agenda for Policy Working Party	RF
15	SEN&D	
15.1	DG explained that this is a new Code of Practice that affects children with Statements. Statements will be replaced with Education, Health and Care Plans. The changes will be explained to parents as their children receive their annual reviews. The paperwork will be sent off as normal and someone in the LA will convert the Statement into a Plan.	
15.2	SM asked what the difference is?	
15.2.1	DG stated that the ideology is to make services more joined up for families. However, in reality there is not much difference and Health and Social Care are not necessarily going to come to the review meetings.	
15.3	JB asked who is going to take ownership? Who is going to finance it?	
15.3.1	DG said it is a work in progress. CB(SENCO) has been on training. LA have employed extra people to write the Plans. What is new is that ALL Special Schools need to have transferred over this year.	
15.3.2	JB stated that there are Parent Forums around the County. Parents are not very positive. The principles are good but the reality is an issue. Rationally it may potentially cost more money!	
15.4	DQ asked if it will affect children getting a statement? Will it take longer?	
15.4.1	DG said not necessarily as under the new guidance children can receive a Plan from birth.	
15.5	JB stated that there also needs to be a 'Local Offer' this is a Directory of Services.	
15.5.1	AP24- AE to put link from school website to DCC 'Local Offer' webpage.	AE
15.6	JB stated that each child will have a personal budget for their needs but the LA has mentioned that by 2018, due to cuts only statutory services may be offered outside of school.	
15.7	AP25- It was agreed to put this on the December agenda again.	RF
16	Safeguarding	
16.1	Safeguarding Audit Form to be presented for consideration and approval	
16.1.1	DG explained the form to Governors and went through the areas with lower scores: <ul style="list-style-type: none"> • Q8 – We have a Code of Conduct but are investigating if this is the same thing. • Q12- DG stated that DG, CB, MC and AH are the School's Safeguarding Team. <p>DG explained that Private Fostering is when a child is fostered by a family friend or a relative further removed than an Aunt/Uncle. This raises issues with Parental Responsibility and is very complicated.</p> <p>AP26- DG to put something together regarding this issue</p> <ul style="list-style-type: none"> • Q13/14- this is being covered by the ICT Working Group • Q15 – This will be covered by the SIP group. 	DG

	<ul style="list-style-type: none"> • Q16 – The school has identified vulnerable children that this applies to. A group are being taken to a Special Play and the SIP groups are addressing any issues. <p>AP27- RF to add JB as Named Governor for Anti-Bullying.</p>	RF
16.1.1.2	The Governors approved and accepted the Safeguarding Audit Form.	
16.1.2	SM asked in relation to Safeguarding what is happening about the main gates?	
16.1.2.1	DG stated that money has been secured for the gates, they have been ordered and we are waiting for them to be fitted.	
16.2	Supporting Pupils at School with Medical Needs	
16.2.1	<p>JB reminded Governors of the new guidance that was issued in April and that it is much more complex than our current Medicines Policy. We do have pupils with complex medical needs and although staff are trained for these there is no policy in place to cover this.</p> <p>No Policy has been released by DCC yet and we are still searching for one. In the meantime it has been suggested by Governor Support that we can accept the Guidelines as a working document.</p>	
16.2.1.2	After discussion the above Guidelines were accepted and agreed by the Governing Body.	
16.2.2	AP28- RF to add Supporting Pupils at School with Medical Needs to next Full GB Meeting.	RF

Governing Body Matters

17	Governor Visits to School	
17.1	Arrange Governors' Visits onto School	
17.1.1	It was agreed to fix Key Stage visits however DG is happy for other visits to be flexible as long as they are pre-arranged.	
17.2	Feedback from Visits	
17.2.1	<p>JB shared the information from the visit JB and SM made 22nd September 2014 – RE: Head Teacher/Governor Briefing – the following was discussed:</p> <ul style="list-style-type: none"> • Staffing changes and requirement. • Priorities for the year based on SLT assessment, data results and Governor assessment. • Classroom visits were made to maintain contact and observe the impact of financial restraints. 	
18	Correspondence and Information for Governors	
18.1	<p>AE highlighted that DG had prepared the newsletter as a YouTube video.</p> <p>All agreed this was very good and enjoyable.</p> <p>KB stated that her class had watched it and loved it.</p>	
18.2	JB encouraged Governors to attend the Strategic Briefings – Dates are on the DCC website.	

	JB attended the Briefing on 13 th October 2014.	
18.3	There is a Derby Governors Conference on 22 nd November 2014 10:00am-3:00pm all are welcome to attend if interested.	
	MB left the meeting	
18.4	RF attended the Briefing for Chairs and Clerks and informed Governors about the 'Levels' system ending and how we need to be prepared to Assess without Levels as this is something Ofsted are likely to ask Governors. Although 'P' levels are staying this change still has a relevance to us as some pupils are on levels 1-4 and do go on to sit low level GCSE's. There is a lot of confusion as the Government has yet to release further information other than pupils will be assessed against Age Related Expectations and no-one really knows what is going to happen yet.	
18.4.1	DG explained what action the school has already taken and the plan so far: Assessing Without Levels: <ul style="list-style-type: none"> • Old curriculum has been mapped onto new curriculum. • DG and AH have been on training. • Staff will be trained on Inset days and develop Personal Learning and Thinking Skills. • Pupils will be measured by skills – and the beginnings of a plan has been made for this. • DG and AH will visit one of the Outstanding Trial Schools in London, who chose to go down the Skills Base Progression line, for further information. • This year levels will remain in place as there is no alternative and we will continue to work on a transition plan. 	
18.4.2	JB asked how will we look at data – will CASPA be irrelevant?	
18.4.2.1	DG stated not necessarily as this measures 'P' levels.	
18.4.3	PW asked if 'B squared' will be abandoned?	
18.4.3.1	DG stated that possibly it would be.	
18.4.4	DG stated that the feedback from the Pilot Schools is that they like the freedom it gives to plan the curriculum but that more of a steer is needed from DFE as to what they will want. Also end of Key Stage data will not be abandoned.	
18.4.5	SM stated that it is good that the school is already on track with these changes.	
18.5	DG shared the good news that the Tribunal that had been raised regarding Disability Discrimination has been Struck out of Court by the Judge. All agreed this was great news and empathized about the time and energy that had to spent regarding this issue.	
19	How does this meeting impact on outcomes for pupils?	
19.1	<ul style="list-style-type: none"> • Policies have an impact on the day to day running of the school. They provide a framework for running the school effectively. • Staffing and Budget – although this is not a positive impact we 	

	are aware of the issues and can take action to do something about it.	
20	Dates and Times of Next Meetings: 16th December 2014 at 4:15pm 27th January 2015 at 4:15pm 17th March 2015 at 4:15pm 28th April 2015 at 4:15pm 14th July 2015 at 4:15pm	

JB closed the meeting at 6:45pm

Summary of Meeting Action Points				
		Action	Who?	When?
1.	2.3	Inform Governor Support that JB has been elected as a Community Governor.	RF	Asap
2.	4.1.5	Reconstitution to be added as Agenda item on next FGB for Stage 3.	RF	Next FGB
3.	7.2	Follow up information on Kirk Hallam Community Chest.	RF	Asap
4.	7.3	Solar Panels- update when there is info.	AE	Ongoing
5.	7.5	SM to email training matrix to RF.	SM	Asap
6.	7.11	Remove PTA section from website.	AE	Asap
7.	7.15	LF to take on role for Parent View.	LF	Ongoing
8.	7.17	Arrange meeting for Chairs from Special School.	JB	Asap
9.	7.18	Find 360 review of Chair.	RF	Asap
10.	7.19	Put Succession Planning on next FGB.	RF	Next FGB
11.	7.20	PW and LF to attend Governor Training.	PW/LF	Asap
12.	8.2.1	Send Key Stage Improvement Plans and Parent/Carer Action Plan to Governors.	DG	Asap
13.	8.2.2	Governors to prepare for SIP by deciding which plan they should be allocated to.	Govs	Next SIP
14.	8.2.2	Governors to prepare for SIP by deciding if there are other areas they wish to monitor.	Govs	Next SIP
15.	8.3.3	Thank staff and acknowledge their success over the last year.	DG	Asap
16.	11.4.4	JB and SM to prepare a letter from Governors to send to Chris Alcott	JB/SM	Asap
17.	11.4.4	MB advised writing to Kevin Gillet and Jim Coyle also. MB and JB to liaise. MB is prepared to lobby on the schools behalf	MB/JB	Asap
18.	11.4.4	AE and JB to liaise with Subbin Wood School to encourage the Special Schools uniting together.	AE/JB	Asap

19.	12.1.1	Send Committee Structure to Governors	RF	Asap
20.	12.1.2	Contact interested parent Governor	JB	16 th Oct 2014
21.	12.1.2	Send out Parent Governor election letters	RF	17 th Oct 2014
22.	12.4.1	Send Names Governor Structure to Governors	RF	Asap
23.	14.1.11	What policies and how they should be made available to Governors – put on Policy Working Party Agenda	RF	Next Policy Meeting
24.	15.5.1	Put link from school website to DCC 'Local Offer' webpage.	AE	Asap
25.	15.7	Put SEN&D on next FGB	RF	Next FGB
26.	16.1.1	Prepare guidance relating to Private Fostering	DG	Asap
27.	16.1.1	Add JB as named Governor for Anti-Bullying	RF	Asap
28.	16.2.2	Add Supporting Pupils at School with Medical Needs to next Full GB Meeting	RF	Next FGB