



Full Governing Board

Minutes

Date: 10th October 2016	Time: 4:00pm
Venue: Community Room, Bennerley Fields School	

Governors Present:			Apologies:		
Pauline Wensley	(PW)	Chair – Co-Opted	Mick O’Gorman	(MOG)	Staff
Sarah Menzies	(SM)	Vice Chair – Co-Opted	Kay Blissett	(KB)	Staff
Ann Harrison	(AH)	Headteacher	Sedella Hearson	(SH)	Co-Opted
Janet Seymour	(JS)	Co-Opted			
Linda Willis	(LW)	Parent	Attendees:		
Josh Baldwin	(JB)	Associate Governor	Alistair Crawford	(AC)	Deputy Head
			Ruth Fowler	(RF)	Clerk

Pre Meeting Presentation

	Enrichment	Action
	<p>As MOG was absent AH discussed the prepared presentation. <i>(See additional enclosure)</i></p> <p>Governors asked the following questions?</p> <p><i>Do students attend Bushcraft regardless of the weather?</i></p> <p>In extreme weather the Bushcraft instructor comes into school. Also students are allocated accordingly across the terms so that those with medical limitations that cannot go out in the colder months attend when it is warmer weather.</p> <p><i>By and large do the students look forward to Wednesdays?</i></p> <p>Absolutely. There is a real buzz on a Wednesday.</p> <p><i>Do the staff participate in the activities?</i></p> <p>Yes, alongside the Bushcraft instructors.</p> <p><i>How do we know it is beneficial?</i></p> <p>The students keep Learning logs which give evidence of where they have improved.</p> <p>It is very difficult to measure. There are lots of anecdotal reports that are always positive. MOG prepared a case study for one of the funding bids and this clearly showed the positive effect of the program,</p>	

	<p>especially for students starting in Year7 that have come from mainstream.</p> <p><i>Do parents contribute?</i> No.</p> <p><i>Do parents value it?</i> Yes – some were nervous to start with, but all see the benefit.</p> <p><i>Why don't we ask for a contribution?</i> It is something we have discussed. We wanted to get the program firmly imbedded in school life initially.</p> <p>Governors discussed whether now is an appropriate time to start asking for contributions. Comments:</p> <ul style="list-style-type: none"> • Any little bit would help alleviate strains on the budget. • Would be a voluntary contribution so no-one misses out. • We can see the value and the younger ones look forward to coming up so seems like a good time to start asking for contributions. <p>AP1 - AH agreed and will discuss with the SLT.</p> <p>MOG is also looking at tying these activities in with Duke of Edinburgh. There is a financial implication to this that is an issue.</p> <p>AP2 - AC to ask other Deputies if their schools offer DofE.</p> <p><i>Is it suitable for KS2?</i> They have different enrichments – sensory swimming pool, music/cello lessons.</p> <p><i>Do all go swimming?</i> All in KS1&2 and those who benefit from it in KS3.</p> <p>Financially do we still need extra funds from RF? Yes</p> <p>Time line to ask parents? In budget this year – so when the budget is set next year we will look at it then and see if we can ask for parent contributions.</p>	<p>AH</p> <p>AC</p>
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	Introductions	Action
Intro.1	<p>AC introduced himself as the new Deputy Head and thanked Governors for appointing him.</p> <p>JB introduced himself as the New Associate Governor. JB explained that he initially went to mainstream primary school before attending Bennerley Fields. He was bullied in mainstream and not happy. Here at Bennerley Fields he was on the school council and was head boy.</p> <p>After school he went to college but was picked on again like in primary school, so went for an apprenticeship instead as he wanted to do cooking. He tried Cotmanhay Juniors but it didn't work out so he completed the apprenticeship here. He is now happily working at McDonalds.</p> <p>Governors thanked JB and welcomed him to the Governing Board.</p>	
Intro.2	<p>RF took the opportunity to update Governors on the Parent/Carer Governor election.</p> <p>There have been three nominations. Letters and ballot forms will be sent to parents' tomorrow morning with the count taking place Tuesday 18th October at 12:15pm. A Governor needs to be present to monitor the count.</p> <p>JS volunteered to come in.</p> <p>PW registered with a national organization. They have given us a contact of someone who lives in Heanor and works at Rolls Royce who wants to be a Governor. PW will arrange to meet with them asap.</p> <p>AP3- AH to speak to Ian (Bushcraft) if interested and the Vicar at Christchurch</p>	AH

Procedural		
19.09.16		
1	Welcome and Apologies	Action
1.1	Apologies were received and accepted for MOG, KB and SH.	
2	Declaration of Interest	Action
2.1	None.	

3	Confidential Minutes of meeting held 19th September 2016	Action
3.1	Governors present for the section of the meeting reviewed the confidential minutes. The minutes were accepted and agreed as a true and accurate record and signed by the chair.	

4	Minutes of meeting held 19th September 2016	Action
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 18th July 2016	Action
5.1	AP1 – still to do	
5.2	AP2 – completed	
5.3	AP3 – link has been sent SH to complete. PW to print form.	
5.4	AP4 – completed	
5.5	AP5 – completed	
5.6	AP6 – completed	
5.7	AP7 – to do – PW to speak to MOG about responsibilities as he was absent from meeting	
5.8	AP8 – SM met with AC already and will meet with SW before reporting back to Governors next FGB – AH also monitoring.	
5.9	AP9 – No date set yet. PW working on it. SM volunteered if needed. ongoing	
5.10	AP10 – PW can't preview unless buy. PW to discuss with Federation.	PW

School Improvement		
6	Report from Strategy Committee	Action
6.1	The Strategy Committee met 29 th September 2016 – see minutes. There is a three level plan <ol style="list-style-type: none"> 1. Strategic Vision 2. School Development Plan – more detail and who 3. SIP on a yearly basis 	

	<p>Governors discussed the high level of pupils that have had to be turned down due to lack of space.</p> <p>Governors want to take action. One action is to look at expanding the school buildings so we can take more pupils. PW to write on behalf of the Governing Board – Governors agreed.</p>	
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7	Agree Strategic Vision	Action
7.1	<p>Governors discussed the Strategic Vision.</p> <p>Governors agreed to accept this.</p>	

8	Review Progress of School Development Plan and SIP	Action
8.1	<p>Governors reviewed and discussed the Development plan and SIP</p> <p>Governors discussed the monitoring process and how they are going to monitor progress.</p> <p>Governors agreed to monitor at each T&L focused FGB – AH to present updated document each time for Governors to discuss the progress and ask for evidence.</p>	

9	Questions on Head Teacher's Report	Action
9.1	<p>Governors thanked AH for the report.</p> <p><i>No on roll – 83 – do we have spaces?</i></p> <p>As of now - no. There are two new KS2 students to start. One is definite and one is visiting again first.</p> <p><i>Why is there an increase in Unauthorized attendance?</i></p> <p>One we have got stricter - if no absolute reason is given then the student is marked as Unauthorized. Also it seems high but it has only been few weeks.</p> <p><i>What is the KS3 – Other Voices project?</i></p> <p>MTS made links with Global Education. 3F worked with Derby Moor School and did a project on water and issues around the world. St Martins have links with India and we may be able to work with them. AC is looking at expanding the horizons for our students to know more about the wider world</p> <p><i>Assessments – Has moderation been planned?</i></p> <p>Yes - Special schools take turns in going to each school for moderations.</p>	

	<p><i>Do assessments need to be changed after the moderation?</i></p> <p>Not much – sometimes things need discussing and at the moment is all new with the assessment without levels.</p> <p>AC stated that at Pupil progress meetings – everyone has very high expectations. As the pupils have moved up to new classes their new teachers agree with the judgements given.</p>	
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10	My Concern – Update	Action
10.1	<p>AH discussed the software My Concern. It is a secure system for recording safeguarding notes. Designated leads will have access to all the information. Everyone in school would be a user so that it is easy for them to report concerns.</p> <p><i>Governors asked how much the package costs?</i></p> <p>£500 and it is much safer than paper copies.</p> <p>Governors asked does it store all information about that student?</p> <p>Every student would be on it – but it only records concerns.</p> <p>It also produces graphs so we can analyze the data. It gives a good record and timelines – highlighting any gaps in the school's systems.</p> <p>Governors asked are DCC recommending it?</p> <p>Yes, several other Special Schools already have it.</p> <p>It also gives updated Government Policies.</p> <p>Can we pay for it out of this year's budget?</p> <p>SLT to discuss tomorrow - but there are sufficient funds.</p> <p>Governors asked if there are any Security Issues?</p> <p>None – it meets all the necessary guidelines and security checks.</p> <p>Governors agreed to purchasing this system as long as the budget can manage it.</p>	

11	20 Questions – Questions 1-3	Action
11.1	<p>Governors completed the first three questions.</p> <p><i>See updated enclosure</i></p>	

Policies		
12	Policies to be reviewed and agreed by Governors	Action
12.1	<i>Business Continuity and Disaster Plan</i> Governors reviewed the policy and after discussion the above amended policy was accepted and agreed by the Governing Body.	
12.2	<i>Capability of Staff-Professional Competence of Teachers</i> Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body.	
12.3	<i>Child Protection & Safeguarding Policy</i> Governors reviewed the policy and after discussion the above amended policy was accepted and agreed by the Governing Body.	
12.4	<i>Confidential Reporting Code</i> Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body.	
12.5	<i>Critical Incident Management Plan</i> Governors reviewed the policy and after discussion the above amended policy was accepted and agreed by the Governing Body.	
12.6	<i>Document Retention Policy</i> Governors reviewed the policy and after discussion the above amended policy was accepted and agreed by the Governing Body.	
12.7	<i>Fire Safety</i> Move to next FGB	AE
12.8	<i>Health & safety Policy</i> Move to next FGB	AE
12.9	<i>Homework Policy</i> Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body. Governors asked if this is actually happening? Teachers set the timetable. Yes, the homework is actually happening. Rewards are given on Friday for those who do Home Work AP5 – H/W to be included in HT next report.	AH
12.10	<i>Lettings Policy</i> Governors reviewed the policy and after discussion the above amended policy was accepted and agreed by the Governing Body. AP6 - RF to put lettings on website to attract more business– reach out to local community.	RF
12.11	<i>Non Verbal Communication Policy</i> Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body.	

12.12	<i>Teacher Appraisal</i> Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body.	
12.13	<i>Teacher Pay Policy</i> Governors reviewed the policy and after discussion the above amended policy was accepted and agreed by the Governing Body.	

School Visit Report		
13	Safeguarding	Action
13.1	<p>JS presented an <i>additional enclosure</i> and discussed the meeting she had with AH.</p> <p>AH confirmed that the Safeguarding team met on Thursday as discussed.</p> <p>Governors were informed they need to sign the necessary information to confirm they have read the Safeguarding policies. Signing sheets are in the school office. AP7</p> <p><i>Governors asked what is Private Fostering?</i> When fostered by a family member. AH – needs to access the training regarding this.</p>	GOVS

14	Child Protection	Action
14.1	This is covered by the above report as it comes under Safeguarding.	

15	Family Support	Action
15.1	<p>PW discussed the previously circulated enclosure.</p> <p>JA (Family Support Worker) is settling in very well and is making lots of links.</p> <p>Governors discussed Positive Play and the impact on pupils if the amount of time offered is reduced.</p> <p>AH stated that as there was a gap between MC leaving and JA starting the money saved will be used to increase the number of Positive Play hours to four days. There are two TAs who can take on these hours. One is already trained and one is starting the course this term.</p>	

	<p>Governors asked - do Governors approve how much is spent on these things?</p> <p>AH stated that we look at the needs of students each year and that helps determine what we will provide. This is discussed with Governors in the annual review of setting the budget.</p> <p>Governors discussed the school pediatrician.</p> <p>AH stated that the new pediatrician has not run a clinic here yet although they have taken on the case load.</p>	
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Close of Meeting		
16	What has this meeting achieved that will benefit our children?	Action
16.1	<ul style="list-style-type: none"> • Enrichment -should continue – pupils have come on leaps and bounds. • Strategic future of the school is sound. • Visioning afternoon – Friday 21st October pm - AH to invite all Governors.AP8 • Safeguarding • Policies – also discussed are we doing them as well as agreeing them. 	AH

17	What could have been done to improve the meeting?	Action
17.1	More Governors	

26	Dates and times of next meetings	Action
26.1	<ul style="list-style-type: none"> • Monday 7th November 2016 at 4:00pm - R • Monday 5th December 2016 at 4:00pm – T&L • Monday 23rd January 2017 at 4:00pm – T&L • Monday 27th February 2017 at 4:00pm - R • Monday 27th March 2017 at 4:00pm - R • Monday 8th May 2017 at 4:00pm - R • Monday 19th June 2017 at 4:00pm – T&L • Monday 17th July 2017 at 4:00pm - Review 	

PW closed the meeting at 5:45pm

Summary of Meeting Action Points				
		Action	Who?	When?
1.	PMP	Discuss with SLT charging for Bushcraft/Adventurous Activities to be accounted for in 2016/17 budget.	AH/AE	asap
2.	PMP	Ask other Deputies if their schools offer DofE.	AC	asap
3.	Intro2	Speak to Ian (Bushcraft) and the Vicar at Christchurch to see if they are interested in becoming a Governor.	AH	asap
4.	5	Carried forward Action Points: <ul style="list-style-type: none"> • Prevent Training – SH to complete/ PW to print certificate. • PW to speak to MOG regarding Governor Responsibilities allocated • Set date for Head Teacher Appraisal. • 360 Review of Chair. PW to discuss with Federation. 	SH/PW PW PW PW	
5.	12.9	Home Work to be included in next Headteacher's report.	AH	Next HT Report
6.	12.10	Put lettings on website to attract more business.	RF	asap
7.	13.1	Sign Safeguarding Policies in school office.	GOVS	asap
8.	16.1	Invite Governors to Vision Planning afternoon.	AH	asap