



Full Governing Board

Minutes

Date: 27th February 2017	Time: 4:00pm
Venue: Community Room, Bennerley Fields School	

Governors Present:			Apologies:		
Pauline Wensley	(PW)	Chair – Co-Opted			
Sarah Menzies	(SM)	Vice Chair – Co-Opted			
Ann Harrison	(AH)	Headteacher			
Janet Seymour	(JS)	Co-Opted			
Alex Breene	(AB)	Co-Opted	Attendees:		
Deborah Ratcliffe	(DR)	Parent	Ruth Fowler	(RF)	Clerk
Kay Blissett	(KB)	Staff	Abigail Evans	(AE)	SBM
Sedella Hearson	(SH)	Co-Opted	Alistair Crawford	(AC)	Deputy Head
Ian Cresswell	(IC)	Associate Governor			
Josh Baldwin	(JB)	Associate Governor			
Linda Willis	(LW)	Parent			
Sarah McGarva	(SMG)	Staff			

Pre-Meeting Presentation		
27.02.17	Speech & Language – Sarah Throup (ST)	Action
	<p>Sarah Throup gave the presentation as one of the Speech & Language therapists who works in school alongside Clare Mason.</p> <p><i>See additional enclosure.</i></p> <p>The following points were made:</p> <ul style="list-style-type: none"> • The therapists work closely alongside the class teams and have trained staff to undertake Blank Level assessments in class year on year. The therapists do joint planning with teachers. • Blank level assessments and training on how to use alternative means of communication and questioning has had a real impact on pupils particularly with behaviour. Therapists also make sure staff are aware that ability may drop when a pupil is under stress. This method also ensures that students are able to access the curriculum at their appropriate level. • Signs and symbols are used extensively across school and the therapists do regular learning walks to ensure there is consistency. 	Action

	<ul style="list-style-type: none"> • Therapists are part of certain SIP groups, give staff training on Makaton and Cued articulation and they also provide support and advice at Parent/Carer sessions. • Therapists help with task plans and schedules particularly for the older students to aid with independence. They also help with providing Social Stories. • A lot of technology is used and therapist make referrals for specific equipment for students. • Sarah stated that there is a high level of specialist staff across school and this really impressed her when she first started work here. <p>Governors asked the following questions:</p> <p><i>What are the different Blank Levels?</i></p> <p>1 – what is this? / show me...</p> <p>2- who is it? / what are they doing? / what does this mean?....</p> <p>3 sequencing – tell somebody about what has happened.</p> <p>4 abstract – why do you know? / how do you know?.....</p> <p><i>How many pupils need focused specialist input based on Blank levels?</i></p> <p>Approximately 1/3, however pupils have other Speech & Language needs too, they wouldn't get input based on blank levels alone.</p> <p><i>What is a Social Story?</i></p> <p>A script about how to deal with a situation.</p> <p><i>What is the situation with AAC?</i></p> <p>We can refer to the local specialist hub which is in Lincolnshire, but we are still working on it.</p> <p>Governors thanked ST for her time and presentation.</p>	
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Procedural		
27.02.17		
1	Welcome and Apologies	Action
1.1	SH / IC and AB arrived late. No apologies were received.	

2	Declaration of Interest	Action
2.1	None.	

3	Minutes of meeting held 23rd January 2017	Action
3.1	The minutes were accepted and agreed as a true and accurate record and signed by the chair.	

4	Matters arising from previous minutes 5th December 2016	Action
4.1	<i>Attend Academy Meeting, 8th Feb. and report back to Governors at the next meeting</i> Completed	
4.2	<i>Make Academy Fact Finding a standing agenda item.</i> Completed	
4.3	<i>Send list of Governor Roles to all Governors</i> <i>Add Governor Roles to agenda next meeting.</i> Completed	
4.4	<i>Reword review questions for each meeting!!</i> Completed plus ongoing	
4.5	<i>Amend Code of Conduct for Employees policy</i> Completed	

School Visit Reports		
5	Health & Safety	Action
5.1	<p>SH presented her previously circulated report and stated that a lot of work has been done since last year</p> <p>The main points discussed were:</p> <ul style="list-style-type: none"> • Fencing – to be made a priority as this was carried over from last year. It was agreed that the DFC budget would pay for this. • Moss on yard to be cleared asap as this is a slip hazard. • EYFS toilets that are also used for storage. Governors had a long discussion on the need to get this work done as it keeps getting carried over. <p>AP1 – AH to investigate what is being stored and see what interim options are possible until the full works (at a cost of £30,000) can be carried out. AH to report back next FGB.</p> <p>AP2 – AE to see if other works that need carrying out in the school (eg painting etc) could be undertaken by volunteers so that money could be saved and put towards the EYFS toilets project. LW to look for volunteers.</p>	<p>AH</p> <p>AE</p>

	<ul style="list-style-type: none"> Garage – to be cleared out and converted for use by 3/4A. DCC gave plans today with external doors on. The doors will be included in the Adaptations work funded by DCC however the school will need to fund the interior works. Hall – to be more modern with improved ceiling and lighting. PC is getting quotes in. AH stated that this is also now becoming more of a health & safety issue not just cosmetic as another tile fell down the other day. <p>Governors agreed to accept the priorities as stated on the report.</p>	
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6	Governor Training	Action
6.1	<p>PW presented the previously circulated report.</p> <ul style="list-style-type: none"> IC and DR attended Governor Induction training. AP3 – PW to look at training needs of the GB and report back at the next FGB. JS is attending Safeguarding training this Wednesday. Governors attended Finance training and most have completed Prevent training now. 	

7	KS3 Visit	Action
7.1	<p>JS presented her previously circulated report and stated that she looked at ICT generally – especially programs that can be used through the school.</p> <p>Governors asked how independent the students were in using ICT? Very independent – putting music to planets as part of a space project – very good presentations of work at the end.</p>	

8	SEND	Action
8.1	<p>KB presented her previously circulated report and stated that she mainly focused on Annual Reviews. One of the biggest problems is getting parents to attend and Sue Firth is working on this with Julie the Family Support Worker.</p> <p>Governors asked the following questions:</p> <p><i>Does Sue Firth take all the Annual Reviews?</i> All except KS4 which are done by AH and AC</p>	

	<p><i>How are pupil's opinions taken into account?</i></p> <p>Majority of pupils attend the review, sometimes for whole review sometimes part of it. Pupils often prepare a Powerpoint presentation about what they like and don't like.</p> <p>Even the younger ones with less communication do a scrap book so they have something to show.</p> <p>No matter what their level of communication they get to take part. It is their meeting.</p> <p><i>How are the transfers to EHCP's going?</i></p> <p>There is a hold up with DCC completing them although they are focusing on Year 6 and 9.</p> <p><i>Is this having a negative impact on pupils?</i></p> <p>The EHCP is written very differently, it is more parent friendly although it contains the same information as the statement. The impact comes as it does not cover any medical needs. This is especially important at transitioning stage (e.g. post 16)</p> <p>AP4 – PW to write to chief of educational services to complain about the slow progress of transferring to EHCP's and the negative impact this is having on pupils.</p>	
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Governor Termly Responsibilities		
9	20 Questions – Questions 12-14	Action
9.1	<i>See Updated 20 Questions enclosure.</i>	

10	Named Governor Responsibilities	Action
10.1	Governors discussed the list and updated it. AP5 – RF to send updated Named Governor list to Governors asap	

11	Update / Information from Chair/Clerk	Action
11.1	RF stated that the LA has now approved PW as the LA Governor. This means that IC can be appointed as a Co-Opted Governor. PW and IC left the meeting. Governors unanimously agreed to appoint PW as the LA Governor and IC as a Co-Opted Governor. PW and IC returned to the meeting. The Governing Board welcomed PW and IC in their new roles.	

11.2	<p>See previously circulated reports</p> <p>Governors discussed the report and the updated Governor handbook. PW highlighted the change in the roles of the Governor. It was decided that this was an important topic that Governors needed to address.</p> <p>AP6 – RF to allocate time at the next T&L focused FGB to discuss updated Governor roles.</p> <p>Governors were encouraged to attend the strategic briefings.</p>	
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12	Academy Information Update	Action
12.1	<p><i>See previously circulated enclosure.</i></p> <p>Governors had a discussion on the report and the importance of starting to make some decision now.</p> <p>AH informed Governors that she had spoken to staff so they were aware of the options that are open to us and reassured them that it would not be job losses.</p> <p>PW shared a letter from Cotmanhay Junior School inviting our Governors to attend a meeting with them as they are also looking at Academy options.</p> <p>It was decided that an extra fact finding meeting needed to be held to discuss this matter in more depth.</p> <p>Extra fact finding meeting to be held 20th March 2017 at 4:00pm</p> <p>AP7 – AH to prepare a report for the meeting on the various academy options open to us so that the meeting can take a focused approach.</p> <p>AP8 – RF to forward the document ‘Taking control of your school’s destiny’ from NGA website to Governors.</p> <p>AP9 – Governors to find out as much about Academies and feedback from other schools that have joined them in preparation for the fact finding meeting.</p> <p>AH stated that the focus needs to be about making the best decisions for our students.</p>	

Policies		
13.1	<p>Data Protection</p> <p>Governors reviewed the policy and after discussion the above amended policy was accepted and agreed by the Governing Body after the following amendment is made:</p> <ul style="list-style-type: none"> AH for Headteacher (still DG!!) p6 <p>Governors asked how we ensure supply staff know how to comply with data protection?</p> <p>They sign a confidentiality agreement and they do not have access to data.</p>	Action
13.2	<p>External Contributors/Speakers Policy</p> <p>Governors reviewed the policy and after discussion the above new policy was accepted and agreed by the Governing Body.</p>	
13.3	<p>Extremism and Radicalisation</p> <p>Governors reviewed the policy and after discussion the above new policy was accepted and agreed by the Governing Body.</p>	
13.4	<p>Separated Parents</p> <p>Governors reviewed the policy and after discussion the above new policy was accepted and agreed by the Governing Body.</p>	
13.5	<p>Social Media</p> <p>Governors reviewed the policy and after discussion the above new policy was accepted and agreed by the Governing Body.</p>	

Financial Update		
14	Budget Monitoring	Action
14.1	<p><i>See previously circulated enclosure.</i></p> <p>AE provided Finance Training for Governors.</p> <p>Governors discussed the various budget graphs and asked the following questions:</p> <p><i>What are the Contributions?</i></p> <p>Any cash that comes into the office (snack trips etc). Any donations from fundraising etc.</p> <p><i>Why is Travel under budget – have trips to the community dropped?</i></p> <p>No trips have not reduced</p>	

	<p>AP10 AE to investigate and report back at next FGB why Travel is under budget.</p> <p><i>Is cashflow affected by the spike in internal charges etc?</i></p> <p>No – we don't really have cashflow as everything goes through DCC.</p> <p>AE stated that Governors could submit questions to AE prior to meeting if they want to.</p>	
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15	Pre-Budget Planning	Action
15.1	<p><i>See previously circulated enclosure.</i></p> <p>The following areas were discussed:</p> <p>SAS - Staff sickness insurance</p> <p>AE informed Governors that the annual charge could be reduced by £12,000 if we reduced stress cover from unlimited to 15 working days. AE would also like to include the admin staff this time at an additional cost of £200.</p> <p>Governors agreed to accept the quote with the proviso that £12,000 was ringfenced so that budget is available to cover absence related to long term stress if necessary in the future.</p> <p>Minibus</p> <p>The white minibus will become unviable this year. Quotes will be provided at the next meeting so that a decision can be made regards replacing it either by buying or leasing a new minibus.</p> <p>Therapies</p> <p>This is another area that will need looking at to see if we can allocate extra budget for therapies.</p>	

Premises Update		
16	Premises Update and Priorities	Action
16.1	<p>IMP Scheme</p> <p>This year we will get a new Boiler and the main building will be rewired and the lighting upgraded as it was in EYFS.</p>	
16.2	<p>DCC are funding the Adaptations for KS2 children moving to KS3&4 – doors widening, toilet with hoist etc. – the work will be done over the summer holidays.</p>	

Personnel Update

17	Staff Absence Reports	Action
17.1	<p><i>See previously circulated enclosure.</i></p> <p>Governors asked why the Personal and Domestic leave was higher for 2016?</p> <p>Some leave is approved but unpaid. We cannot predict what will happen – it covers things like bereavement, sick dependents etc.</p> <p>There is a good monitoring process in school. AH looks at each case individually and has really tightened up on it but we also need to be a considerate employer.</p>	

18	Staffing Structure Review	Action
18.1	<p><i>See previously circulated enclosure.</i></p> <p>AH stated that it is difficult to say what could change in September as we do not know what children we will get in September yet.</p> <p>Governors asked how can the budget be planned if we do not know what children we will have?</p> <p>We should know before the next meeting. Also, the number of staff will not change just where they are allocated.</p> <p>AP11 – AH to prepare a staffing report based on September pupil intake for next FGB.</p>	

Close of Meeting

19	The majority of this meeting has been Finance and Premises based – what decisions have we made to ensure that they are linked to the School Improvement Plan?	Action
19.1	<p>Governors agreed that this was a difficult question and it highlighted that they had not referenced the SIP during the meeting.</p> <p>AP12 - RF to keep this question for next time and send the SIP to Governors as a reminder.</p>	

20	Dates and times of next meetings	Action
20.1	<ul style="list-style-type: none"> • Monday 20th March 2017 at 4:00pm – Extraordinary FGB • 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 6:15pm

Summary of Meeting Action Points

Teaching and Learning Action Points				
		Action	Who?	When?
3.	13.1	KS visits to be curriculum based from Sept 2017	Govs	Sept. 2017
4.	15.1	Arrange 360 Review of the Chair. Participants to include Governors, AH, RF, AE and AC.	RF	Summer Term 2017
5.	15.2	Arrange Finance training session with AE for 21.02.17 at 4:00pm.	RF/PW	asap

Resources Action Points				
		Action	Who?	When?
1.	5.1	Investigate what is being stored and see what interim options are possible until the full works (at a cost of £30,000) can be carried out. AH to report back next FGB.	AH	Next FGB
2.	5.1	See if other works that need carrying out in the school (eg painting etc) could be undertaken by volunteers so that money could be saved and put towards the EYFS toilets project. LW to look for volunteers.	AE LW	asap
3.	6.1	Look at training needs of the GB and report back	PW	Next FGB
4.	8.1	Write to chief of educational services to complain about the slow progress of transferring to EHCP's and the negative impact this is having on	PW	asap

		pupils.		
5.	10.1	Send updated Named Governor list to Governors	RF	asap
6.	11.2	Allocate time at the next T&L focused FGB to discuss updated Governor roles.	RF	Next T&L FGB
7.	12.1	Prepare a report for the meeting on the various academy options open to us so that the meeting can take a focused approach.	AH	20/03/2017
8.	12.1	Forward the document 'Taking control of your school's destiny' from NGA website to Governors.	RF	Before 20/03/2017
9.	12.1	Governors to find out as much about Academies and feedback from other schools that have joined them in preparation for the extra fact finding meeting.	Govs	Before 20/03/2017
10.	14.1	Investigate and report back at next FGB why Travel is under budget.	AE	Next FGB
11.	18.1	Prepare a staffing report based on September pupil intake for next FGB.	AH	Next FGB
12.	19.1	Keep review question for next time and send the SIP to Governors as a reminder.	RF	Asap and next FGB