



Full Governing Board

Minutes

Date: 17th July 2017	Time: 4:00pm
Venue: Community Room, Bennerley Fields School	

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

Pre-Meeting Presentation		
17/07/17	Understanding Data – Alistair Crawford (To include Governor Review of Data)	Action
	<p><i>See additional presentation by AC.</i></p> <p>AC informed Governors that he will continue to work on the data and it will be broken down into more levels over the summer.</p> <p>After discussing the presentation Governors asked the following questions:</p> <p><i>Are these figures across all ages?</i> Yes</p> <p><i>Who count as disadvantaged students?</i> LAC(Looked after children), FSM(Free school meals), Ever 6(Pupil Premium)</p> <p><i>Is the percentage of students exceeding expected targets too high?</i> Yes, and this demonstrates that we need to always review our target setting. AC is looking to increase the target range to 30% of a unit. AC stated that we want to continue to set aspirational targets for ALL students and not lower the targets to make the figures look better.</p>	

What about the students making less than expected progress?

These are the very complex students who have social and behavioural learning needs. We are going to take on the THRIVE approach which is a formal way of measuring progress in this area. As this will be recorded at a formal level it will lead to progress being made academically also.

Will THRIVE stand up to external scrutiny?

Yes. This is a formal process that covers the current gap in the area of social and emotional development. The Rochford Review highlights this need and we are ahead of many schools already.

Will THRIVE be used for all pupils?

Yes. It will eventually be rolled out across school and even the more academically able will benefit and be able to achieve even higher.

There is evidence of triangulation but how does the external moderation work as each school now has their own method of assessment without levels?

We take our internally moderated work and our method and schools moderate this to ensure consistency.

How does our method compare to other schools, how do we know we are doing the right thing?

Some have a very complex system that is very difficult to understand and use. We have tried to keep ours simplified so it means something to everyone and teachers can use it effectively. We are working on improving external moderation within the FDSS and with other schools.

How do we ensure consistency in the calculations?

The data is recorded three times a year and the same method is used each time.

What is the impact of data in school?

Impact is that we aim high. Staff understand the data and help students to achieve their full potential.

AC also shared other achievements from over the year - see *prize giving presentation and students at national sports event*.

Governors are confident with the assessment process and the progress of students across school. Governors thanked AC and all the staff for their hard work in this area.

Procedural		
17/07/17		
1	Welcome and Apologies	Action
1.1	Apologies were received and accepted for LW. AB did not attend the meeting.	
2	Declaration of Interest	Action
2.1	None declared.	
3	Minutes of meeting held 19th June 2017	Action
3.1	The minutes were accepted and agreed as a true and accurate record and signed by the chair.	
3.2	Confidential Minutes 5th December 2016 The minutes were accepted and agreed as a true and accurate record and signed by the chair.	
3.3	Confidential Minutes 8th May 2017 16.1 The minutes were accepted and agreed as a true and accurate record and signed by the chair.	
3.4	Confidential Minutes 8th May 2017 16.2 The minutes were accepted and agreed as a true and accurate record and signed by the chair.	
4	Matters arising from minutes of meeting 19th June 2017	Action
4.1	<p>Website</p> <ul style="list-style-type: none"> • <i>Point 2 – AH/RF to work on wording of Admissions procedure. Include EHCP also make clear that it does not assure a place at the school</i> • <i>Point 4 – AH/RF to add student destinations</i> • <i>Point 7 – Curriculum AH to look at updating</i> • <i>Point 11 – AH to ensure that the sustainability of PE Sports Premium spend is shown on the report.</i> <p>In progress</p>	AH RF
4.2	<p><i>Have in writing confirmation that the money the LA have promised us for Accessibility alterations will still be honoured.</i></p> <p>AH stated that some of the work will be completed over the summer – just the bare minimum.</p> <p>AE has been constantly trying to get definitive answers from the council but everyone says something different.</p> <p>In progress</p>	AH AE

4.3	<i>Continue to encourage Governors to take on responsibilities and develop skills. Look at training people up to take on the role of chair.</i> Completed	
4.4	<i>Ensure Premises Management Document is the most up-to-date.</i> In progress	AH AE
4.5	<i>Review structure of Strategy Committee to include more Governors.</i> <i>Allocate Governors for four main Ofsted criteria.</i> Completed	
4.6	<i>KS visits to be curriculum based from Sept 2017 – for non-core subjects. Governors to have specific questions – discuss what these will be.</i> Completed	

School Visit Reports

5	Safeguarding / Safeguarding Audit	Action
5.1	<i>See enclosure.</i> JS discussed the School Visit report It was noted that 'CAF' should be TAF – Team around the Family – different agencies all work together to support the family. <i>No further questions.</i>	
5.2	Governors discussed, agreed and accepted the Safeguarding Audit.	
5.3	Governors discussed the Safeguarding Audit Action Points. These will be monitored over the year and reviewed next summer.	

6	Attendance	Action
6.1	AH shared the attendance figures: <ul style="list-style-type: none"> • 89% attendance • 10% authorised absence • 0.41% unauthorised absence <p><i>Governors asked - the authorised attendance is quite high is this due to specific pupils?</i> Yes. There is one in particular who is getting support from OOST now.</p> <p><i>Governors asked – can we demonstrate who the pupils are and what we are doing to get them into school?</i> Yes. There is a robust system in place and the Family Support Worker keeps a detailed record of all communication with parents and support teams</p> <p><i>Governors asked what the percentage would be without those pupils?</i> AP4 - AH to get this figure for September.</p>	AH

7	Careers / Post 16	Action
7.1	<p><i>See enclosure</i></p> <p>SM highlighted the fact that we know there is a gap that we are currently unable to fill. We will not choose the college courses that only offer Animal Care and Construction just because we have done it historically. We want to ensure that the ethos of the school to aspire and achieve is reached. We need to ensure that students do meaningful courses that can lead to a career.</p> <p>We are looking at building links with local businesses to better understand what they are looking for.</p> <p>We are looking at making work experience more meaningful and doing it on an on-going basis in and around school.</p> <p><i>No further questions.</i></p>	

8	School Visit Action Points	Action
8.1	<p>No further action points need to be added, For next year only the outstanding action points will remain on the list.</p>	

Governor Review of the Year / Planning		
9	Reports on Premises, Finance and Personnel	Action
9.1	<p>Premises <i>See enclosure</i></p> <p><i>Governors asked – with the changes to the Rainbow Room what will happen to the work that occurs in there already?</i></p> <p>It will still be able to continue. There will be a desk for staff and a table for one-to-one work.</p> <p>Perimeter Fencing – see DFC (Devolved Formula Capital) budget enclosure</p> <p>Governors discussed using the DFC for the perimeter fencing and also the need for the improvements to the EY toilets. The matter of pupil safety was highlighted.</p> <p>Governors agreed to use DFC for Perimeter fencing.</p> <p>AE to arrange for the work to take place.</p>	

9.3	<p>Finance</p> <p><i>See enclosure</i></p> <p>AE stated DCC have confirmed in writing they will pay the additional place funding of £10k each for two pupils as we currently stand to be at 86 for September; two over our Number on Roll.</p> <p>Governors discussed the budget graphs and asked the following questions:</p> <p><i>Why are Travel costs lower? Are less children going out?</i></p> <p>No. It is not just children but also includes staff mileage claims. It is very early on in the year so this will probably even out over time. There is also £5,000 in this budget for the leasing of a replacement white minibus for when needed.</p> <p><i>How do we monitor Contributions?</i></p> <p>These are offset by other areas in the budget. After discussion it was decided that Governors do not need the specific detail as overall it can be seen where the contributions are spent (whether it is fundraising or parent contributions it is all accounted for)</p> <p>Do we get compensated for staff on Jury leave?</p> <p>AE explained complex process. The court pays the member of staff during their jury duty, not the school. Therefore, we can pay supply staff, as it is not an additional cost to us.</p> <p>AE informed Governors that the school will be Audited on 28th September 2017.</p> <p>Governors were informed about the Audit Matters newsletter which they are required to look at. RF has sent the link to Governors.</p> <p>AE stated that she has looked at the requirements and she will focus on the Inventory. SLT will discuss in more detail the internal arrangements prior to Audit.</p>	
9.4	<p>Personnel</p> <p>AH discussed the Teaching post for KS2 and 3</p> <p>After holding interviews no appointment was made.</p> <p>The KS2 post will be covered by a temporary member of staff and the post will be re-advertised.</p> <p>The KS3 Post– KH to increase hours from 0.5 to 0.7. The rest of the time will be covered by AC for one half day and DQ will lead other sessions.</p>	

	<p>Governors asked will there be any detriment to learning for the children? No. It will be better for them.</p> <p>Apprenticeships</p> <p>Two apprentices have been appointed from our supply pool. The course now lasts for two years not one and they will achieve a Level 3 TA qualification. As apprenticeships are in the budget each year moving forward there will be no financial impact.</p> <p>Governors agreed to these personnel changes.</p>	
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10	SC Report	Action
10.1	<p><i>See enclosure.</i></p> <p>Governors discussed the report and agreed to the new schedule for next year.</p> <p>September – Targets set</p> <p>March – Review</p> <p><i>No further questions.</i></p>	

11	SIRR Report	Action
11.1	<p>The School Improvement Officer postponed the SIRR meeting till September.</p> <p>The information will be reported to Governors when it becomes available.</p>	

12	Academy Update	Action
12.1	<p>AH attended a Converter Group Meeting with the solicitor. Six of the Special Schools will be part of the first wave.</p> <p>Mark Emly/Kathryn Bolton (head people at DCC) met with three heads – they are very positive and are working closely with all the schools. They stated that the building work would be honoured but we have not got this in writing yet.</p> <p>Work will start in September and we will possibly be converted by May next year.</p> <p>The solicitor's advice is to wait to tell parents/staff as we could still be turned down.</p>	

	<p>The consultation process will happen when we have been given the go ahead.</p> <p>AH will discuss with staff in September (not now as it does not give time for staff to process and then be able to discuss as it is the holidays)</p>	
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13	20 Questions Review	Action
13.1	<p><i>See enclosures</i></p> <p>Individual Governor review</p> <p>AP5 – After discussion Governors agreed to undertake an Individual Governor review over the next year. PW will facilitate this and arrange a schedule.</p> <p>Governor communication with parents.</p> <p>AP6-Governors discussed the difficulties as parents are not in school as much as in mainstream.</p> <p>Governors agreed to have a presence when parents are in school.</p> <p>AH to provide list of events – put as slot on FGB to allocate Governors each term.</p> <p>‘Minutes in a Minute’ will continue.</p> <p>School Visits</p> <p>AP7 - Focus on Impact in school visit reports – add extra box to form(PW)</p>	<p>Govs PW</p> <p>Govs AH</p> <p>Govs PW</p>

14	Discuss Governor Skills Audit / Training Needs	Action
14.1	<p>Skills Audit</p> <p>It was decided that this would be reviewed in September once all Governors have completed their skills audit.</p> <p>AP8 - All Governors to complete skills audit by end of this week. RF to send reminder. SH to prepare analysis and recommendations for AGM meeting.</p> <p>Training Needs</p> <p><i>See enclosures</i></p> <p>AP9 – Governors to email PW training they have attended</p> <p>Governors encouraged to book training through RF</p>	<p>Govs RF SH</p> <p>Govs</p>

15	Role of the Governor – Expectations	Action
15.1	<p><i>See enclosure</i></p> <p>Governors discussed the report.</p>	

	Governors reminded that enclosures need to be read so that Governors come to the meetings prepared with questions.	
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16	Assign Lead Governor Roles	Action
16.1	<p>Co-Vice Chair</p> <p>Governors discussed and agreed to appoint a Co-Vice Chair at the AGM.</p> <p>See updated s/s for list of Governor Roles</p> <p>AP10 -Janet/Sedella to attend HT appraisal training</p>	<p>JS</p> <p>SH</p>

17	FGB Agenda Schedule for next year	Action
17.1	<p>Governors agreed to continue with no Committees.</p> <p>Governors agreed to the meeting schedule.</p> <p>Governors discussed Pre-Meeting presentations. What do Governors want/need to know? How can we make them more specific?</p> <p>AP11 - Governors to email suggestions to RF and PW. Plan to be decided at AGM.</p>	Govs

18	Meeting Times / Dates for next year	Action
18.1	Governors agreed to the new meeting times	

Close of Meeting		
19	Team Building	Action
19.1	Governors participated in a team building activity followed by a meal out.	

20	Dates and times of next meetings	Action
20.1	<ul style="list-style-type: none"> • AGM Monday 18th September 2017 at 1:00pm • FGB 1 Monday 16th October 2017 at 4:00pm • Extra (Generative Thinking) Monday 20th November 2017 at 7:00pm • FGB 2 Monday 11th December 2017 at 10:00am • FGB 3 Monday 22nd January 2018 at 1:00pm • FGB 4 Monday 26th February 2018 at 4:00pm 	

- Extra (Finance) Monday 19th March 2018 at 7:00pm
- FGB 5 Tuesday 8th May 2018 at 10:00am
- FGB 6 Monday 18th June 2018 at 1:00pm
- Extra (Data Performance) Monday 16th July 2018 at 4:00pm

PW closed the meeting at 6:10pm

Summary of Meeting Action Points

		Action	Who?	When?
1.	4.1	Point 2 – AH/RF to work on wording of Admissions procedure. Include EHCP also make clear that it does not assure a place at the school Point 4 – AH/RF to add student destinations Point 7 – Curriculum AH to look at updating Point 11 – AH to ensure that the sustainability of PE Sports Premium spend is shown on the report.	AH RF	Asap
2.	4.2	Have in writing confirmation that the money the LA have promised us for Accessibility alterations will still be honored.	AH AE	asap
3.	4.4	Ensure Premises Management Document is the most up-to-date.	AH/AE	Asap
4.	6.1	Obtain percentage attendance and absence figures excluding the pupil with persistent absence who is now using OOST.	AH	Sept. FGB
5.	13.1	Arrange schedule for Individual Governor Reviews	PW	Sept. FGB
6.	13.1	Allocate Governors to attend School Events on a termly basis to increase contact with parents	PW	Sept. FGB & ongoing
7.	13.1	School Visits to be Impact focused – Adapt form to show this.	PW	Sept. FGB

8.	14.1	<ul style="list-style-type: none"> • Complete skills audit • Prepare analysis of skills audit 	<ul style="list-style-type: none"> • Govs • SH 	<ul style="list-style-type: none"> • 21.07.17 • 18.09.17
9.	14.1	Email PW training that has been attended	Govs	Before Sept. FGB
10.	16.1	Attend HT Appraisal training	JS/SH	asap