



Full Governing Board

Minutes

Date: 19th June 2017	Time: 4:00pm
Venue: Community Room, Bennerley Fields School	

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

Pre-Meeting Presentation

19/06/17	Head Boy/Girl	Action
	<p>The Head Boy and Head Girl discussed the presentation they had prepared entitled 'Why do we like being head boy and head girl?'</p> <p><i>See additional enclosure.</i></p> <p>AH confirmed that the students prepared this presentation independently.</p> <p>Governors asked the following questions? <i>Have you enjoyed it?</i> Yes, and it's my last year but I will come back to see you! We also help with interviews sometimes. Being with our friends has been really good.</p> <p><i>What's been difficult?</i> It's hard having responsibilities.</p> <p><i>Who supports you?</i> Ann and Alistair.</p>	

	<p><i>How did you become head boy/girl?</i></p> <p>There was an election. We had to write posters and the whole school voted.</p> <p><i>How has it helped you grow and learn things about yourself and deal with other people?</i></p> <p>I'm more confident.</p> <p>Governors thanked the Head Boy and Head Girl for their very successful presentation.</p>	
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Procedural		
19.06.17		
1	Welcome and Apologies	Action
1.1	Apologies were received and accepted for SH, KB, LW and JB.	

2	Declaration of Interest	Action
2.1	None declared.	

3	Minutes of meeting held 8th May 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 minutes of meeting 8th May 2017	Action
4.1	<p><i>Arrange 360 Review of the Chair. Participants to include Governors, AH, RF, AE and AC.</i></p> <p>Completed</p>	
4.2	<p><i>Allocate time at the next T&L focused FGB to discuss updated Governor roles.</i></p> <p>Completed</p>	
4.3	<p><i>Prepare a minibus lite policy</i></p> <p>Remove from action points – it will happen when the need arises</p>	
4.4	<p><i>Send out survey regarding meeting times for discussion at July FGB</i></p> <p>Completed:</p> <p>To be discussed at next meeting (RF to include in agenda)</p>	
4.5	<p><i>Send' Questions Governors should be asking when they join a MAT' document to Governors and put on agenda for next meeting start</i></p>	

	<i>working through.</i> Completed	
4.6	<i>See if council will extend metal perimeter fencing</i> Issue around planning permission – we can't just extend it. It will be pursued. AE is going straight to the council to sort it out.	
4.7	<i>Budget</i> <i>Update from last meeting.</i> AH discussed the budget with Governors. The first point is that CN (Tigers Teacher) has requested to reduce her hours to three days per week. This was agreed by Governors. An error in the original Annex 1 figures has been identified. The discrepancy can be recovered from other budget areas as the original budget set was for the worst case scenario. AH is doing more research into why and how this happened to ensure it does not happen again. After discussion Governors are confident that the budget is robust and continues to meet the needs of the students and the reasons for this happening will be found so that we can learn from it. Governors supported AH with this matter.	

School Visit Reports		
5	Website	Action
5.1	<p>AB discussed his previously circulated report.</p> <p>The following areas were clarified:</p> <ul style="list-style-type: none"> • Point 4 – that is the total number of pupils in KS2 so is the most accurate information we can provide. • Point 4 – Progress 8 is not applicable. • Point 10 – Typo – RF has already rectified this. <p>The following Action Points were decided:</p> <ul style="list-style-type: none"> • 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 	

	<ul style="list-style-type: none"> • Point 11 – AH to ensure that the sustainability of PE Sports Premium spend is shown on the report. <p>AH stated that it is on SLT agenda to overhaul the entire website.</p> <p><i>Governors asked how do we design the website?</i></p> <p>It is a very old fashioned platform – we cannot change the basic layout. It looks a little outdated now. AH is looking into other options.</p> <p><i>Governors asked who is responsible for updating information?</i></p> <p>RF is responsible for putting the data on but not for sourcing the information. The SLT is responsible for ensuring all the information is there.</p> <p>Governors stated that the content is all there it just needs modernizing. IC to forward details of the website company he uses.</p>	
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6	Assessment in KS2	Action
6.1	<p>PW discussed her report.</p> <p><i>See enclosure</i></p> <p>PW highlighted that she was very impressed with the Evidence for Learning App being used.</p> <p><i>Governors asked are staff getting on with it alright?</i></p> <p>Yes, it is very easy to use with the iPads.</p> <p><i>Governors asked will it be rolled out across school?</i></p> <p>AH stated Yes, we trialed it before buying the full app now it will be used even more.</p>	

7	KS1 Visit	Action
7.1	<p>DR shared her previously circulated report.</p> <p><i>See enclosure.</i></p> <p>This was DR's first school visit. DR stated that she was very welcome and spent a lovely time with the staff and pupils.</p> <p>DR reassured staff that Governors are aware of the storage issues and are trying to solve this problem for them.</p>	

8	School Visit Action Points	Action
8.1	Add EYFS storage problems	
	<p>Science Resources</p> <p>AH stated that the PRU is moving next door – the Head of the Centre came to see AH. They will be very happy for us to use their Science Lab and other resources.</p> <p>AH will continue to build the links – they really want to work with us and it is perfect as we already have the access gate.</p> <p>Governors asked how will we protect our students?</p> <p>AH stated that the Head of the Centre is very aware of this and it concerns him also. We have very vulnerable students and we will work with this at the forefront.</p>	

School Improvement		
9	Questions on Head Teacher's Report	Action
9.1	<p>Governors asked the following questions:</p> <p><i>What doe DSL stand for?</i> Designated Safeguard Lead</p> <p><i>Can Sue and Julie share the Presentation on attachment with Governors please?</i> Yes, AH to arrange it can be a pre-meeting presentation next year.</p> <p><i>Can Governors have a presence at the Parents evening again?</i> Yes. SM to arrange a Rota.</p> <p><i>Assessment – can AC still do the training?</i> Yes. It was agreed that Assessment training would take place at the beginning of next meeting in place of the allocated pre-meeting presentation.</p> <p><i>What are the 'Pathways' that are being given to students? – (under assessment section)?</i> AC clarified that the objective is to look at the curriculum to make sure it is really meaningful – are our students going on to achieve their full potential? (employment / living independently / health & wellbeing / self-regulation etc.) The idea is to identify a pathway early on (KS2) so that all the small steps needed from KS2 to the final goal can be mapped out. It will sit alongside the assessment without levels and the main</p>	

	<p>curriculum. It is not about making things complicated but aims to start looking earlier instead of panicking in KS4 about where are students are going to go next.</p> <p>It will be bespoke to each student and will help them with their next steps after they leave Bennerley Fields.</p> <p>It will start to be integrated next year.</p> <p>Governors agreed it is a very good idea.</p> <p><i>Governors asked about sensitivities to the parents – e.g. if they feel a child should be on the employment route but might not be realistic?</i></p> <p>Parents will be a big part of the discussions – it will make sure these important conversations are had so that every pupil can achieve their full potential.</p>	
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10	SIP Update	Action
10.1	The SIP update was reported in the Head Teacher’s Report. Governors had no further questions on this.	

11	Academy Fact Finding: “Questions Governors should be asking when joining a MAT”	Action
11.1	AH stated that these are more the questions that Governors need to have in mind as we progress with the MAT option. More discussion will be had in the FDSS report.	

Governor Termly Responsibilities		
12	20 Questions – Questions 19-20	Action
12.1	<i>See updated enclosure</i>	

13	FDSS Report	Action
13.1	<p><i>See enclosure</i></p> <p>The following updates were made:</p> <ul style="list-style-type: none"> • We have to become an Academy first and then form a MAT. Then a CEO etc. will be appointed. • Governance will be very different. • A new School Commissioner will be in post in July so not much can be done till then as we need their go ahead. • We then need to decide to become a Converter School. • The feedback so far is that a Special Schools MAT is likely to be 	

	<p>approved.</p> <ul style="list-style-type: none"> • The LA has now changed politically and are now pro-Academies and would want to support a MAT. The money they have promised us for Accessibility alterations will still be honored. AP2 - AH to get this in writing. • The Headteachers are having a Converter Meeting in July with Governors to attend future meetings. • Six schools want to be in the first wave. <p>Governors re-discussed the benefits for the students – they are assured that it will be for the good and ensure future security.</p>	
13.2	<p>It was decided and agreed that JS will work with SH and be the FDSS Governor Representatives.</p> <p>PW to pull out of this role and will forward details for the next meetings.</p>	

14	Role of the Governor – Review Updated Governors’ Handbook	Action
12.1	<p>RF discussed the presentation on the Role for the Governor.</p> <p><i>See additional enclosure</i></p> <ul style="list-style-type: none"> • RF highlighted the three core Functions of the GB – Vision/Budget/Accountability. • Governors encouraged to read the Governors Handbook – in particular sections 2 and 3. • The updated role of the Chair and the Clerk was highlighted. • Governors were encouraged to use the Competency Framework in particular for the skills audit and recruiting new Governors in the future. 	

15	360 Review of the Chair of Governors	Action
15.1	<p>Governors discussed the review</p> <p>Governors stated that PW was very brave to undergo this process and said well done for the excellent review. It highlighted that we have a strong lead.</p> <p>The two ‘Red’ areas were discussed.</p> <p>‘Shares Best Practice’</p> <p>It was stated that PW does attend a lot of meetings and talks with other Governors. Several attempts have been made to meet up with the Chairs and Vice Chairs of the other Special Schools but this has proved very difficult to get people to attend. PW also attends the FDSS meetings.</p> <p>‘Succession’</p> <p>It was stated that this is an area that needs to be highlighted. SM</p>	

	<p>stated that she will not take on the role of Chair so something does need to happen.</p> <p>AP3 – Continue to encourage Governors to take on responsibilities and develop skills. Look at training people up to take on the role of chair.</p>	
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Policies		
16.1	<p><i>Premises Management Document</i></p> <p>Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body.</p> <p>AP4 - AH to ensure AE makes sure this is the most up-to-date.</p>	<p>Action</p> <p>AH/AE</p>
16.2	<p><i>School Information Published on the Website</i></p> <p>See item 5 for details.</p>	

Close of Meeting		
17	<p>This meeting has been Teaching and Learning focused, what would you like to change about the agenda to ensure Governors fulfil their role in this area?</p>	Action
17.1	<p>Not talked a lot about Teaching and Learning</p> <p>Need to check that non-core subjects are being taught</p> <p>SM reminded Governors that History and Geography etc are covered in topic work but not as specific subjects. This was a decision Governors agreed to when we were in special measures.</p> <p><i>How can this be monitored going forwards to ensure these subjects are still covered?</i></p> <p>KS visits to be curriculum based next year – this could be non-core curriculum. This will also be part of the assessment training next meeting.</p> <p>How does our changing world that we live in effect the curriculum etc.</p> <p>Governors to have specific questions that focus their visits – to be discussed at the July FGB</p>	

18	Dates and times of next meetings	Action
18.1	<ul style="list-style-type: none"> Monday 17th July 2017 at 4:00pm – Review <p>Governors and the SLT will go out for a meal afterwards for team building.</p> <p>SM to book for 6:30pm!</p>	

PW closed the meeting at 5:55pm

Summary of Meeting Action Points

		Action	Who?	When?
1.	5.1	<ul style="list-style-type: none"> • 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	13.1	Have in writing confirmation that the money the LA have promised us for Accessibility alterations will still be honored.	AH	Before convert
3.	15.1	Continue to encourage Governors to take on responsibilities and develop skills. Look at training people up to take on the role of chair.	Govs	asap
4.	16.1	Ensure Premises Management Document is the most up-to-date.	AH/AE	July FGB
5.		Review structure of Strategy Committee to include more Governors. Allocate Governors for four main Ofsted criteria.	Govs	July FGB
6.		KS visits to be curriculum based from Sept 2017 – for non-core subjects. Governors to have specific questions – discuss what these will be.	Govs	July FGB

