



## Full Governing Board

### Minutes

<b>Date: 27<sup>th</sup> March 2017</b>	<b>Time: 4:00pm</b>
<b>Venue: Community Room, Bennerley Fields School</b>	

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

<b>Pre-Meeting Presentation</b>		
<b>27.03.17</b>	<b>ICT</b>	<b>Action</b>
	<p>AH shared the ICT presentation prepared by Mick O’Gorman. <i>See additional enclosure.</i></p> <p>The following main points were made</p> <ul style="list-style-type: none"> <li>• ICT is delivered according to age and ability.</li> <li>• Do not use C++ as it is too dependent on highly accurate literacy levels beyond our pupils’ abilities.</li> <li>• All KS3 and KS4 students have a school email address.</li> <li>• E-safety given high priority. Students taught to use social media safely. Skills taught that can be used outside of school also.</li> <li>• In the future assessment of Computing will be part of the core reporting</li> </ul> <p>Governors <b>asked</b> if any e-safety work is done with parents? Yes there was one parent session last year and Julie Addison is arranging for an external speaker to come in this year. There is an extensive e-safety section on the website for parents. There is a Panic button on website – link to CEOPS – for emergency reporting. Sometimes we do individual work with parents if students have particular needs for this.</p> <p>Governors thanked AH.</p>	

<b>Procedural</b>		
<b>27.03.17</b>		
<b>1</b>	<b>Welcome and Apologies</b>	<b>Action</b>
1.1	Apologies were received and <b>accepted</b> for AB and LW.	
<b>2</b>	<b>Declaration of Interest</b>	<b>Action</b>
2.1	None.	
<b>3</b>	<b>Minutes of meeting held 27<sup>th</sup> February 2017</b>	<b>Action</b>
3.1	The minutes were <b>accepted</b> and <b>agreed</b> as a true and accurate record and signed by the chair.	
<b>4</b>	<b>Matters arising from previous minutes 27<sup>th</sup> February 2017</b>	<b>Action</b>
4.1	<p><i>EY Toilets 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.</i></p> <ul style="list-style-type: none"> <li>• AH has asked Kirsty to tackle this as only they know what they need and don't need – it will be their focus at the next team meeting. It won't be a quick fix.</li> </ul>	
4.2	<p><i>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.</i></p> <ul style="list-style-type: none"> <li>• AE – most interior decoration is done by Paul and Chris Merrils (relief cleaner) so the cost is minimal. Keep it in mind for future works.</li> </ul>	
4.3	<p><i>Look at training needs of the GB and report back</i></p> <ul style="list-style-type: none"> <li>• PW reviewed training – Most new Governors have done induction training.</li> <li>• Most Governors attended finance training.</li> <li>• Need – Pupil Assessment – ask AC to do this as a separate training session. Governors agree this would be useful. Summer term time.</li> <li>• JS to attend extra safeguarding training relating to online safety.</li> </ul>	
4.4	<p><i>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.</i></p>	

	<ul style="list-style-type: none"> <li>Completed (see reply letter)</li> <li>LA focusing on new pupils and those who are leaving school.</li> <li>Governors do not feel that this needs pursuing any further.</li> </ul>	
4.5	<p><i>Send updated Named Governor list to Governors</i></p> <ul style="list-style-type: none"> <li>Completed</li> </ul>	
4.6	<p><i>Allocate time at the next T&amp;L focused FGB to discuss updated Governor roles.</i></p> <ul style="list-style-type: none"> <li>June FGB</li> </ul>	
4.7	<p><i>Prepare a report for the meeting on the various academy options open to us so that the meeting can take a focused approach.</i></p> <ul style="list-style-type: none"> <li>Completed</li> </ul>	
4.8	<p><i>Forward the document 'Taking control of your school's destiny' from NGA website to Governors.</i></p> <ul style="list-style-type: none"> <li>Completed</li> </ul>	
4.9	<p><i>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.</i></p> <ul style="list-style-type: none"> <li>Completed and ongoing</li> </ul>	
4.10	<p><i>Investigate and report back at next FGB why Travel is under budget.</i></p> <ul style="list-style-type: none"> <li>AE stated one reason is that £500 was put into community transport but we have only used it once.</li> <li>Staff mileage claims still to come in.</li> </ul>	
4.11	<p><i>Prepare a staffing report based on September pupil intake for next FGB.</i></p> <ul style="list-style-type: none"> <li>AH stated that we still do not know our September intake. AC and AH working on it but we need final confirmation. County are really behind with allocations. AH is chasing this up.</li> </ul>	
4.12	<p><i>Keep review question for next time and send the SIP to Governors as a reminder.</i></p> <ul style="list-style-type: none"> <li>Completed</li> </ul>	

School Visit Reports		
5	Safeguarding	Action
5.1	<p>JS discussed her previously circulated report.</p> <p>The following points were made in response to the report-</p> <ul style="list-style-type: none"> <li>Policies on website were out-of-date but this has now been rectified by AE and there are now systems in place in the office to ensure updated policies are put on the website in a timely manner.</li> <li>Sexting is a separate element of the policy as required.</li> <li>The Safeguarding team have completed FGM training.</li> <li>Panic button for CEOPS now on website.</li> </ul>	

<b>6</b>	<b>LAC</b>	<b>Action</b>
6.1	Combined with above report JS stated that next time will meet separately with Sue Firth.	

<b>7</b>	<b>KS2 Visit</b>	<b>Action</b>
7.1	<p>PW presented her previously circulated report.</p> <p>PW stated that she had a lovely morning visiting all three KS2 classes. More an informal visit to establish contact. PW will visit again later in the year to discuss resources and assessment.</p> <p>AH stated that KS2 had a very successful one night visit to Lea Green. For some this was the first time visiting and parents have given very positive feedback.</p> <p>Governors <b>asked</b> did all pupils attend? Yes – apart from the ones that had chicken pox!</p> <p>SM to send thank you letter to staff. RF to distribute.</p>	

<b>Governor Termly Responsibilities</b>		
<b>8</b>	<b>Strategy Committee Update</b>	<b>Action</b>
8.1	<p><i>Governors discussed the previously circulated SC minutes and other related enclosures.</i></p> <p>AH stated that the Development Plan identifies how we aim to achieve the overall strategic vision.</p> <p>As has been previously stated Governors need to ensure they monitor the School Development Plan. Governors agreed that next year there will be a link Governor for the four main Ofsted criteria areas of the plan.</p> <p>Governors discussed the need for more Governors to be involved with the Strategy Committee. This will help with monitoring the plan and with succession planning.</p> <p><b>AP1- Review structure of Strategy Committee to include more Governors. Allocate Governors for four main Ofsted criteria. .</b></p>	<b>Govs</b>
8.2	<b>AC joined the meeting</b>	

9	20 Questions – Questions 15-16	Action
9.1	<i>See updated enclosure</i>	

10	Academy Information Update	Action
10.1	<p><i>See previously circulated enclosure</i></p> <p>Governors agreed to allow only 10 minutes for this session as there was an extra information gathering meeting held last week.</p> <p>Governors discussed the summary of the information discussed at the fact-finding meeting last week along with further documents relating to the FDSS MAT that had been forwarded to Governors.</p> <p>AH stated that she would like to be in the first wave of joining the FDSS MAT so we have more influence on the initial set up.</p> <p>PW stated that at this stage it is just stating an expression of interest.</p> <p>RF stated that even if Governors decide to express an interest in joining the first wave that they should continue to gather further information on the other options to ensure a balanced final decision is made.</p> <p>AH stated that the option of joining an existing MAT was discussed in detail at the January FGB following a meeting between the SLT, PW, SM and Phil Harrison a representative from the Shaw Education Trust (an existing MAT).</p> <p>PW shared a letter from Cotmanhay Junior School inviting Governors to a meeting with other local schools to discuss MAT options.</p> <p><b>AP2 – JS and SH to attend the meeting 4<sup>th</sup> April and report back to Governors.</b></p> <p>Governors <b>asked</b> do we have the capacity to be in the first wave? Yes- AH thinks the SLT is ready. Governors agreed.</p> <p>Governors <b>asked</b> can you change MAT at later date? Believe so – but it would be very rare.</p> <p>The pros and cons of being in the first wave of the FDSS MAT were discussed-</p> <ul style="list-style-type: none"> <li>• It was stated that the FDSS MAT does not mean we have to be inward looking -we can still work with local schools. There is also the possibility that Mainstream Schools could be allowed to</li> </ul>	JS SH

	<p>join later.</p> <ul style="list-style-type: none"> <li>It would be positive to have links with mainstream. FDSS MAT could be the stronger link and offer support to mainstream.</li> </ul> <p>Governors took a vote and it was <b>agreed unanimously</b> to express our interest in joining the first wave of the FDSS MAT.</p> <p>Currently PW is the Governor representative for FDSS. PW stated that she does not wish to continue with this role.</p> <p><b>AP- PW to attend the FDSS Governor meeting on Friday and send a report out to Governors. Any Governors interested in taking over this role to let PW know with a formal decision to be made at the next FGB.</b></p>	<b>PW Govs</b>
10.2	<b><i>JB left the meeting</i></b>	

<b>Financial Update</b>		
<b>11</b>	<b>Approve SFVS</b>	<b>Action</b>
11.1	<p><i>See previously circulated enclosure.</i></p> <p>AE discussed the report with Governors and stated that there has been an improvement on last year. We can now answer yes to every question.</p> <p>PW has been through the entire the report with AE and it was also sent to SH.</p> <p>It is a starting point for when Audit visit.</p> <p>All Governors <b>agreed</b> to <b>accept</b> the report and PW signed it off.</p>	

<b>12</b>	<b>Approve Quotes for Traded Services</b>	<b>Action</b>
12.1	<p><i>See previously circulated enclosure.</i></p> <p>Governors discussed the report</p> <p>AE stated that DCC are changing some of the services to a School Improvement Package starting in September. They have not provided any further information yet but the LA will give us extra funding to buy into this.</p> <p>Governors <b>asked</b> about the increase in Cleaning costs? Normal yearly increase – percentage wise it is not significant.</p> <p>Governors <b>asked</b> will we purchase NQT induction training? Yes – 2 of those.</p> <p>AE stated that the costs have gone up less this year than last year and some of the services are getting better.</p>	

	<p>AH stated that some Special Schools are using Flint Bishop for HR.</p> <p>Governors <b>asked</b> can a MAT still buy into LA services? Yes.</p> <p>Governors <b>approved</b> the purchase of the Traded Services.</p>	
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<b>13</b>	<b>Budget Update</b>	<b>Action</b>
13.1	<p><i>See previously circulated enclosure.</i></p> <p>AE stated that a final year-end report will be given at the next meeting in preparation for agreeing the Annex1.</p> <p>The Current Carry Forward is £103,248.</p> <p>Making Good Progress is not a real overspend it is purchases made with Fundraising funds but these have to be paid into a different budget heading.</p>	
13.2	<p><b>Governor Expenses</b></p> <p>AE stated that this does not include training or child care.</p> <p><b>AP4 – AE to combine all Governor expenses for information.</b></p>	
13.3	<p><b>Additional Funding requirements.</b></p> <p>AE stated that the next budget will need to include the following items. This is currently for information only and a formal decision will be made next meeting-</p> <ul style="list-style-type: none"> <li>• Therapy Provision - additional £10,000 for sensory OT provision.</li> <li>• Addition of one MDS post.</li> <li>• Replacement of white minibus - £5,000 a year for five year lease.</li> <li>• Replacement of red minibus - part of the agreement with the Sunshine Variety charity that we set money aside to fund the next replacement - £1,500 a year.</li> <li>• Increase IT hardware funding (as discussed with Computing and esafety Committee).</li> <li>• Increase IT Software funding (as discussed with Computing and esafety Committee).</li> <li>• Increase interior decoration budget – related to adaptations.</li> <li>• Additional funding to develop a more creative curriculum.</li> </ul> <p>Governors stated that if and when a minibus lite is purchased we need to ensure that a policy is in place so that people are competent to be driving it.</p> <p><b>AP5- AH to prepare a minibus lite policy</b></p>	

13.4	<p><b>REHO</b></p> <p>AH discussed the REHO - Early Help Offer.</p> <ul style="list-style-type: none"> <li>• It is how we access MAT teams in relation to safeguarding issues.</li> <li>• Schools now have to buy into these services and we can choose what services we want to buy.</li> <li>• All but one of the Special Schools has bought back in.</li> <li>• We need to sign up for three years this time although there is an option to pull out if you give six months notice.</li> </ul> <p>Governors <b>asked</b> how much do we use the service?</p> <p>We use it a lot. We have duty of care and we would have to get this provision from somewhere. We have to evidence how we would protect children at all times including school holidays etc.</p> <p>AH recommendation to is to re-pool.</p> <p>Governors <b>agreed</b> to purchase the REHO services.</p>	
13.5	<p><b>Living Wage</b></p> <p>Governors <b>agreed</b> to continue paying the living wage.</p>	
13.6	<p><b>SMG left the meeting</b></p>	

Premises Update		
14	Premises Update	Action
14.1	<p><b>Conversion Work</b></p> <p>Still waiting for rubber stamp but the council are sending subcontractors in to measure up and quote for the work. We should know by the end of April!</p>	
14.2	<p><b>DFC to be used for KS4 fencing</b></p> <p>Paul C is currently getting quotes in.</p>	
14.3	<p><b>Option 1 to be used for EY Fencing</b></p> <p>Paul C is currently getting quotes in.</p>	
14.4	<p>The water report showed that we have no leaks.</p>	

Personnel Update		
15	General Personnel Update	Action
15.1	<p>No change to staffing report.</p>	

	<p>Gemma Cox was assessed today – passed with flying colours! Will now be a QTS and will start NQT work next. She has been incredibly dedicated. (SM to write congratulations letter)</p> <p>Fiona Barr - application in- waiting to be assessed, should be qualified by July.</p> <p>There is still a Midday Supervisor vacancy that we are trying to fill.</p>	
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Close of Meeting		
<b>16</b>	<b>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 Development Plan?</b>	<b>Action</b>
16.1	<p>School development been discussed in detail.</p> <p>Systems in place to ensure future school visits link to a strategic development and school improvement. Link Governors</p> <p>Arranged assessment training – AC to confirm dates in May on a Tuesday.</p> <p>Sensory OT – meeting the needs of students</p> <p>Creative Curriculum</p>	

<b>20</b>	<b>Dates and times of next meetings</b>	<b>Action</b>
20.1	<ul style="list-style-type: none"> <li>• Monday 8<sup>th</sup> May 2017 at 4:00pm - R</li> <li>• Monday 19<sup>th</sup> June 2017 at 4:00pm – T&amp;L</li> <li>• Monday 17<sup>th</sup> July 2017 at 4:00pm - Review</li> </ul>	

PW closed the meeting at 5:40pm

### Summary of Meeting Action Points

<b>Teaching and Learning Action Points</b>				
		<b>Action</b>	<b>Who?</b>	<b>When?</b>
<b>1.</b>	13.1	KS visits to be curriculum based from Sept 2017	Govs	Sept. 2017
<b>2.</b>	15.1	Arrange 360 Review of the Chair. Participants to include Governors, AH, RF, AE and AC.	RF	Summer Term 2017
<b>3.</b>	15.2	Arrange Finance training session with AE for 21.02.17 at 4:00pm.	RF/PW	asap
<b>4.</b>		Allocate time at the next T&L focused FGB to discuss updated Governor roles.	RF/PW	June FGB

<b>Resources Action Points</b>				
		<b>Action</b>	<b>Who?</b>	<b>When?</b>
<b>1.</b>	8.1	Review structure of Strategy Committee to include more Governors. Allocate Governors for four main Ofsted criteria.	<b>Govs</b>	July FGB
<b>2.</b>	10.1	Attend the meeting at Cotmanhay Juniors regarding local schools MAT - 4 <sup>th</sup> April and report back to Governors.	<b>JS SH</b>	next FGB
<b>3.</b>	10.1	Appoint new FDSS Governor representative.	<b>Govs</b>	next FGB
<b>4.</b>	13.2	Combine all Governor expenses for information (to include training and childcare)	<b>AE</b>	asap
<b>5.</b>	13.3	Prepare a minibus lite policy	<b>AH</b>	when needed