



Full Governing Board

Minutes

Date: 11th December 2017	Time: 10:00am
Venue: Community Room, Bennerley Fields School	

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

Pre Meeting Presentation		
	Triangulation Process	
	<p>AH presented information on the Triangulation Process. <i>See additional enclosure</i></p> <p>AH stated that there are actually 5 stages to this process:</p> <ul style="list-style-type: none"> • Lesson Observations <p>Never make a decision based on one lesson. Information and data is gathered across the term.</p> <p>A standard form is used to record the observation and this includes a new section called “Total Communication” – on advice from the Speech & Language Therapist.</p> <p>The lesson is not just observed but we also talk to the pupils for feedback – do they understand what they are learning? – are they enjoying lessons?</p> <p>Governors asked is it just the SLT that undertake this? No middle leaders too (usually one senior and one middle)</p> <p>Governors asked what SMSC stands for> Spiritual Moral Social Cultural</p>	Action

	<ul style="list-style-type: none"> • Work Scrutiny Particularly look at peer assessment. Again a standard form is used to compare the work (see report) Not all written work – evidence can be photographic also. • Pupil Progress Dialogue meetings from January – also look at engagement ladders and curriculum pathways. • Learning Walks Agreed focus – this time we did it like an Ofsted visit would be Also include stakeholders (Governors / Pupils) AH stated that it is amazing when pupils are involved, they make very good observations. • Judgements Pupils are involved all the way through Governors discussed pupils being part of lesson observations – difficult one – discussed appropriateness – AH will look into this more. Also AC visited Swanwick School to compare their methods. It was very productive and we will reciprocate the visit. No further questions. 	
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Procedural		
11/12/17		
1	Welcome and Apologies	Action
1.1	Apologies were received and accepted for SH and SM.	
1.2	PW stated that SM has resigned from the Governing Board. Governors accepted the resignation and asked that SM be thanked for all her hard work over the years.	

2	Declaration of Interest	Action
2.1	None declared for this meeting	

3	Minutes of meeting held 20th November 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 20 th November 2017	Action
4.1	<i>Elect Vice-Chair for the year</i> Jan 2018	
4.2	<i>Governors to complete Safer Recruitment Training</i> It was noted that SM was the other Governor who undertook this training so she will now need to be replaced. AP1 - IC and PW to complete before Jan 2018 -AE to send link to JS to complete asap.	IC PW JS AE
4.3	<i>School Development plan to be costed over the three years (the SIP which is more ongoing on a yearly basis is already costed) Ensure things that will ensure future savings are documented – e.g. the THRIVE approach where we are paying train a trainer which</i> Ongoing – remove from list	
4.4	<i>Present Inventory to Governors termly alongside full financial report</i> Completed	
4.5	<i>Take this concern to the Convertor meeting on Friday and have it formally recorded that the position of part time CEO /Headteacher is to be formally reviewed after a year of appointment.</i> AH stated that this was discussed at the Convertor Meeting and it is officially part of the plan now that the CEO position will be reviewed after six months.	
4.6	<i>Set up an enquiries @... email that parents can use to ask questions on about the academy conversion process.</i> Not live yet as not formally consulting yet – waiting for date confirmation.	
4.7	<ul style="list-style-type: none"> • <i>Headteacher briefings with the Chair and Vice-Chair to be recorded as having take place and a summary provided in a Chair's report at FGB meetings.</i> • <i>Governor KS visits to still take place and focus on monitoring the teaching of non-core subjects (history/geography etc.) but also need to be linked to a SIP criteria.</i> <i>KS Governors to only stay with that KS for a maximum of 4 years</i> Verbal report today Ongoing Remove from list	

5	Chair / Clerks Update	Action
5.1	Chair/Heads Briefings PW, SM and AH met on Wednesday 6th December 2017. They discussed the needs of pupils across the school. There are	

	<p>currently three pupils with extremely challenging behaviour and one with increasing physical needs. AH had emailed PW/SM/SH to get verbal permission to advertise for a part TA post to help meet these needs. AH stated that in one of the classes for two hours per day there is only one member of staff.</p> <p>Governors asked about the impact in the budget?</p> <p>AH stated that the post would cost £8,500 and also they are in the process of getting the pupil re-profiled which would bring in an extra £11,000.</p> <p>After discussion Governors agreed to this change in staffing structure.</p>	
5.2	<p>Governor Vacancies</p> <p>RF stated that we now have two vacancies and that the different roles that these Governors undertook will also need covering.</p> <p>Governors decided that they would appoint a Vice Chair and Co-Vice Chair in January.</p> <p>AP2 – RF to email Governors about the roles that need covering to also been assigned in January.</p> <p>AP3 – PW, RF and AH to meet early January to investigate the Inspiring Governance website for new Governors.</p> <p>RF has completed her clerking course and is now officially a professional clerk! Well Done!</p>	<p>RF PW AH</p>

Finance		
6	Finance / Personnel / Premises General Update	Action
	AE arrived at 10:30am	
6.1	<p>Budget</p> <p>Governors discussed the previously circulated budget graphs. No further questions</p> <p>AE presented the Extra Hours data. Governors discussed and approved this.</p> <p>Do we need to appoint more Bank TA's?</p> <p>We are still advertising – always on the website – often those that come and volunteer end up on the bank list.</p>	

6.2	<p>Absence Monitoring</p> <p>There have been three members of staff on long term sick this term. Not work related. One should return in January, one recovering from an operation. One member of staff was new and had not worked 10 consecutive days so we could not claim from SAS at first. There is a contingency from negotiating a better deal with SAS this year to cover this cost and so it will not impact the budget.</p> <p>Governors asked about the effect on other staff / teaching etc.?</p> <p>Two classes have been affected so staff have been re-allocated across school to ensure that there is consistency of staffing within the classes. One of our Bank TA's has worked longer hours and the same agency person has been working each week to offer consistency for the other class.</p> <p>Governors asked did you see an impact on pupils when you did the lesson observations?</p> <p>No – standards have not dropped. It is a testament to the ability of the staff that they have kept going and maintained the standards.</p> <p>Governors asked how does the sick pay work?</p> <p>6 months full pay / 6 months half– but we shouldn't reach that level</p>	
6.2	<p>Inventory</p> <p>Governors discussed the Inventory</p> <p>It was noted that it is s very hard to read.</p> <p>AP4:</p> <ul style="list-style-type: none"> • AE to prepare termly report of any changes • Full Inventory to be presented to Governors annually • PW to look into Governors role 	<p>AE</p> <p>PW</p>
6.3	<p>DBS Checks</p> <p>AE stated that Ofsted recommend that we do not do automatic three year DBS check. Governors previously agreed to do random spot checks for staff with DBS older than three years.</p> <p>When we convert to an academy all staff with a DBS over three years will need to be checked again and this will also need to include the adult check as some of the MAT schools have Post 16 provisions.</p> <p>After discussion Governors agreed the change in policy</p>	
6.4	<p>Risk Register</p> <p>Main change – added risk over converting to an academy and the effect of this on the Federation.</p>	

	<p>Governors asked will the MAT take over FDSS?</p> <p>No, FDSS will still exist as not all FDSS schools will necessarily become part of the MAT.</p>	
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7	Audit Action Plan	Action
7.1	<p>Governors discussed the previously circulated reports.</p> <p>Most items were minor and have either already been actioned or are in the process of being sorted.</p> <p>The report will be colour coded as progress happens.</p> <p>AE has sent this Action Plan to Audit who have approved it.</p>	

8	Health & Safety / Premises Audit Report	Action
8.1	<p>Governors discussed the previously circulated reports.</p> <p>AE stated that this report has also been shared with SLT and HODs.</p> <p>HOD's to take more responsibility for their areas</p> <p>The main areas discussed were:</p> <ul style="list-style-type: none"> • Asbestos tiles – what safety measures are in place? There are miniscule amounts – Paul will be able to remove them himself – not an issue. Asbestos report done every year. • EY toilets – need to be done – hope for more grants when become an academy. Also need to be aware that there is no split for boys and girls and this could be a problem as there are older children (KS2) using the area now also. • Hall - major capital project – on hold • Replacement of wooden fence – not very high – pupils would be able to get over it – although not done so yet. • Access gate - cost £5,000 • New Deputy Head Office Space – cost £3,000. This would free up the current office space for private meetings and phone calls. • Courtyard Fence – cost £2,500 – hopefully to covered by fundraising. • Plasterboard, decorate and install flooring to 3/4A room and garage conversion – DCC quoted £11,000. <p>AP5 AE to get three quotes</p>	AE

9	Prioritise and Agree Premises Improvements	Action
9.1	<p>After discussion it was agreed to use the DFC budget to complete:</p> <ul style="list-style-type: none"> • Accessible Gate <p>AP6 – AE to present figures for the Interior Decoration budget to</p>	

	see if this would cover the shortfall from the DFC to enable the Deputy HT's office to be installed.	AE
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Vision		
10	Academy Update	Action
10.1	<p>AH gave the following update:</p> <ul style="list-style-type: none"> • Parents have been informed • All information is on school website. <p><i>See Confidential Minutes for more information.</i></p> <p>Governors asked if we have had any response from parents?</p> <p>No, not yet.</p> <p>No further Questions</p>	

Accountability		
11	Questions on Head Teacher's Report	Action
11.1	<p>Governors discussed the previously circulated reports A discussion was had regarding the two exclusions that took place. AH stated that they were two different students that present very challenging behaviour. The decisions were not taken lightly. Parents were closely involved and the students receive a meeting afterwards to enable them to move forwards.</p> <p>Governors asked the following questions:</p> <p>Can we meet their needs?</p> <p>Yes, but there is not always enough resources. One needs a very different curriculum. AH is trying to source an offsite provision.</p> <p>How would the offsite provision be funded?</p> <p>From the budgets allocated to the Key Stages.</p> <p>When they are excluded is School still responsible for education for the pupil?</p> <p>Yes – we set work for them to do at home.</p> <p>When is school no longer responsible?</p> <p>If there is a Permanent exclusion – but we are not there yet.</p> <p>Is there sufficient staff trained for physical interventions?</p>	

	<p>In an ideal world we would have more staff as the situations are taking key personnel away from their roles. We are looking at re-profiling these students also which would bring in extra funding.</p> <p>Can we review the staffing now with the budget surplus?</p> <p>We only have extra this year because of the revised Speech & Language contract. It would not be viable long term.</p> <p>What is the impact on the emotional wellbeing of staff and pupils?</p> <p>It is exhausting but we are not at permanent exclusion point yet. Two students are on a part time timetable – that has helped so far. On a positive it has really highlighted the creativity and resilience of staff.</p> <p>Governors stated that we need keep eye on the impact on staff and pupils. AH is to report back if the situation becomes unmanageable.</p> <p>Governors want to commend staff for their resilience and hard work with dealing with these situations.</p>	
11.2	<p>Governors asked what is Spiral Planning?</p> <p>Functional skills - time /money etc. done week after week in different situations to reinforce the learning rather than a stand-alone topic that is just covered for a few lessons.</p>	
	<p>What is Junction 16?</p> <p>It is an Alternative Provision that offers the more quirky subjects such as Boxing and Graffiti Art.</p>	
	<p>What is Smile Therapy?</p> <p>A Communication Therapy – new recommended by Clare Mason</p>	
	<p>Where is the Behaviour Report?</p> <p>It will be reported on next time as SF was off sick so could not prepare it.</p>	

12	Safeguarding Report	Action
12.1	<p>Governors discussed the previously circulated report</p> <p>High profile around school. Big notice board in staff room now. All staff know what to do.</p> <p>Entrance Board now complete so can see which safeguarding leads are in school.</p>	

13	Attendance Report	Action
13,1	<p>Governors discussed the previously circulated report</p> <p>Still above 90% target.</p> <ul style="list-style-type: none"> • 3 children with attendance issues 	

	<ul style="list-style-type: none"> • 1 now started • 1 poorly • 1 part time <p>Julie Addison (JA) works with families to ensure good attendance is maintained.</p>	
	LW and AC left the meeting at 11:48am	

9	School Visit Reports	Action
14.1	<p>Learning Walk</p> <p>Governors discussed the previously circulated report</p> <p>No further questions / comments</p>	
14.2	<p>EYFS</p> <p>Governors discussed the previously circulated report</p> <p>Numbers decreasing – no places in Special Schools for when they want to start at Nursery age – then by the time the process has gone through they are school age.</p> <p>Can we allocate a number of places for EYFS?</p> <p>Doesn't work like that. The school is filled on a consultation process and allocated by the DCC.</p> <p>No further questions / comments</p>	
14.3	<p>KS1</p> <p>Governors discussed the previously circulated reports</p> <p>The Internet issue has now been sorted – waiting for cable to be installed then solved.</p> <p>No further questions / comments</p>	
14.4	<p>Family Support</p> <p>Governors discussed the previously circulated reports</p> <p>JA is amazing. Has to be incredibly adaptable. Supports everyone involved.</p> <p>Do the attendance issues take up too much of her time?</p> <p>It is key to her role and was added in the job description.</p> <p>When the role becomes overwhelming what support does JA receive?</p> <p>Fliss is supporting JA and is helping with prioritising the work load.</p> <p>No further questions / comments</p>	
14.5	<p>School Council</p> <p>Governors discussed the previously circulated reports</p>	

	<p>In addition DR attended the school council meeting last week.</p> <p>DR stated that the pupil Charring the meeting was amazing – everyone was included and was made to take part and have their say. Head Boy/Girl there as observers.</p> <p>No further questions / comments</p>	
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15	Monitor PPA Provision	Action
15.1	Discussed - AP7 - move to next meeting – AH to prepare a report.	AH

16	Head Teacher’s Performance Management	Action
16.1	<p>Unfortunately, the HT’s appraisal didn’t happen due to illness and a breakdown in communication.</p> <p>AH met with Chris Greenough(CG) so the first part has been done.</p> <p>PW and RF received advice from CG, Human Resources and the Adjustments Payroll team who said that as long as all parties are in agreement the appraisal can take place in early January and any adjustments made would be back dated to September the same as if the December 31st cut-off had been met.</p> <p>AP8 – PW to arrange meeting with CG, SH and JS for early January</p>	PW

17	GB Self-Evaluation – Questions 17-24	Action
17.1	<i>See updated enclosure.</i>	

18	Expectations Role of Co-Vice Chair	Action
18.1	<p>Governors discussed the previously circulated report.</p> <p>RF asked Governors to seriously consider taking on the roles of Chair and Vice Chair as they will have to be appointed in January even if there are no volunteers.</p> <p>RF and PW to also look for leadership qualities when looking to fill the current Governor vacancies.</p>	
19	Policies	Action
19.1	<p>Acceptable Use of IT Policy for Pupils –AE</p> <p>AE highlighted a simplified Communicate in Print version that means all our students can access the policy.</p> <p>Governors reviewed the updated policy and after discussion the above policy was accepted and agreed by the Governing Body.</p>	

19.2	Acceptable Use of IT Policy for Staff – AE Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body.	
19.3	Anti Bullying Policy – AH Governors reviewed the updated policy and after discussion the above policy was accepted and agreed by the Governing Body.	
19.4	Behaviour Policy – AH Governors reviewed the updated policy and after discussion the above policy was accepted and agreed by the Governing Body.	
19.5	Business Continuity and Disaster Plan – AE Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body.	
19.6	Computing & E-Safety Committee Terms of Reference-AE Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body.	
19.7	Critical Incident Management Plan – AH Governors reviewed the updated policy and after discussion the above policy was accepted and agreed by the Governing Body.	
19.8	Disaster recovery plan (data) – AH Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body.	
19.9	Governors Allowances – AE Governors reviewed the updated policy and after discussion the above policy was accepted and agreed by the Governing Body.	
19.10	Homework Policy –AH Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body.	
19.11	Lettings Policy – AE Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body.	
19.12	Online (E-safety) Safety Policy – AE Governors reviewed the updated policy and after discussion the above policy was accepted and agreed by the Governing Body.	
19.13	Roles and Responsibilities – AH/AE Governors reviewed the updated policy and after discussion the above policy was accepted and agreed by the Governing Body.	
19.14	Statement of Best Value – AE Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body.	
19.15	Technical Security Policy – AE Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body.	

19.16	Data Protection Policy – AE Governors reviewed the new and updated policy and after discussion the above policy was accepted and agreed by the Governing Body.	
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Close of Meeting		
20	How would you use the Accountability section of this meeting to demonstrate to Ofsted that you are fulfilling your role as Governors in this area?	
20.1	<ul style="list-style-type: none"> • Ask questions • Analyse data • Pupil progress looked at • Regular School visits • Awareness of finance and implications of decision. 	
21	Dates and times of next meetings New times highlighted	Action
21.1	<ul style="list-style-type: none"> • FGB 3 Monday 22nd January 2018 at 1:00pm • FGB 4 Monday 26th February 2018 at 5:00pm - NEW TIME • Extra (Finance) Monday 19th March 2018 at 5:00pm - NEW TIME • 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 12:25 pm

Summary of Meeting Action Points

		Action	Who?	When?
1.	4.2	Safer Recruitment Training <ul style="list-style-type: none"> • IC and PW to complete before Jan 2018 • AE to send link to JS to complete asap. 	IC PW AE JS	Jan 2018
2.	5.2	Appoint Vice Chair	Govs RF	Jan 2018

		Appoint Co-Vice Chair Allocate Governor Roles that need covering due to resignations (RF to email details to Governors)		
3.	5.2	Meet early January to look at Inspiring Governance website and look for new Governors	PW RF AH	Jan 2018
4.	6.2	Inventory <ul style="list-style-type: none"> • AE to prepare termly report of any changes • Full Inventory to be presented to Governors annually PW to look into Governors role	AE PW	asap
5.	8.1	Get three quotes for plaster boarding / decorating/flooring of 3/4A room and garage conversion	AE	asap
6.	9.1	Present figures for the Interior Decoration budget to see if this would cover the shortfall from the DFC to enable the Deputy HT's office to be installed.	AE	Jan 2018
7.	15.1	Prepare PPA report for Governors to monitor	AH	Jan 2018
8.	16.1	Arrange HT Appraisal meeting with CG, SH and JS	PW	Jan 2018 (before FGB)