



Full Governing Board

Minutes

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| Date: 16th October 2017 | Time: 4:00pm |
| Venue: Community Room, Bennerley Fields School | |

| Governors Present: | | | Apologies: | | |
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| Pauline Wensley | (PW) | Chair – LA | Sedella Hearson | (SH) | Co-Opted |
| Sarah Menzies | (SM) | Vice Chair – Co-Opted | Linda Willis | (LW) | Parent |
| Ann Harrison | (AH) | Headteacher | | | |
| 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 |
| Janet Seymour | (JS) | Co-Opted | Abigail Evans | (EA) | SBM |
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Pre Meeting Presentation – Curriculum Development

AC shared the following information based on the previously circulated enclosure:

- Recent Ofsted briefing focused on curriculum being relevant to our young people and their needs.
- Main aim - Personalisation of curriculum. Helping them achieve Post 16.
- Health & Wellbeing Pathway is split into 3 areas – diet / exercise / mental health.
- Each level of progression is marked bronze/silver/gold within each criteria
- Employment Pathway is about finding meaningful work experience in the local community to improve the chances of our pupils finding employment when they leave. One success so far has been a group of students working with a small local business fixing and selling bikes. The owner has given very positive feedback.
- More students will start on pathways after the half term.
- Future Follow-up – look at impact overtime – are Students continuing to be healthy? Have they got meaningful employment? etc.
- Ensure staff are all on the same page.

Governors **asked** the following questions:

What will the data look like at the end of this year once this has been rolled out?

We will be able to report progress as a percentage and breakdown over Key Stages similar to the academic data.

Will targets be set?

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| <p>Yes – this will be looked at next year after baselining this year.</p> <p>The Health & Well Being is split into 3 parts but this is not easily seen on the chart, can this be changed?</p> <p>AC will look at how it can be set out as more of a journey which would also be nicer for the students to follow.</p> <p><i>Will there be more pathways?</i></p> <p>We want one for independence – but this is very complex to ensure it is meaningful. THRIVE will be used for sensory progress.</p> <p><i>How have staff reacted –it is another thing they have to record?</i></p> <p>Response has been very positive as they have taken ownership of several areas. Staff are happy to be able to record progress that is meaningful.</p> | |
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| Procedural | | |
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| 16/10/17 | | |
| 1 | Welcome and Apologies | Action |
| 1.1 | Apologies were received and accepted for SH, LW. SMG and AC joined the meeting at 4:45pm | |

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| 2 | Chairs Update | Action |
| 2.1 | Resignations Alex Breene has resigned from the board of Governors due to work commitments. Governors accepted his resignation. Governors discussed and agreed to register with SGOSS to fill this vacancy. PW will also contact NGA and DCC. Governors to see if they can also find anyone. RF and AC to put on website and Twitter. | |
| 2.2 | Governor Review Pro Forma Governors agreed to use this document. (see enclosure) SM will have her review first and Governors agreed to the order of Governors as stated in document. | |
| 2.3 | Updates as Necessary None | |

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| 3 | Declaration of Interest | Action |
| 3.1 | None declared for this meeting | |

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| 4 | Minutes of meeting held 18th September 2017 | Action |
| 4.1 | The minutes were accepted and agreed as a true and accurate record and signed by the chair. | |

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| 5 | Matters arising from minutes of meeting 18th September 2017 | Action |
| 5.1 | <i>Elect Vice-Chair for the year</i> Due Jan 2018 – keep as action point | |
| 5.2 | <i>Update Website:</i> <i>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> <ul style="list-style-type: none"> • Curriculum – Heads of Departments will have put information together by this Friday • Pupil Premium document is now ready to be uploaded. • AH stated that there is a SIP group this year for updating the website. Ofsted use the website a lot to gain information before they visit. AH highlighted how key this is. | |
| 5.3 | <i>Ensure Premises Management Document is the most up-to-date.</i> Part of a bigger picture – there are a lot of policies relating to premises. These will be looked at next term in line with the Health and Safety walk. | |
| 5.4 | <i>Arrange schedule for Individual Governor Reviews</i> Completed | |
| 5.5 | <i>Governing Body Terms of Reference – Update Governor List</i> Completed | |
| 5.6 | <i>Remove ‘Committee Clause’ from SC Terms of Reference</i> Completed | |
| 5.7 | <i>Buy Safer Recruitment Package and send to Governors</i> <i>Governors to complete training</i> Ongoing – Governors to complete the training now | |
| 5.8 | <i>Email updated Governor School Events enclosure to Governors</i> Completed | |
| 5.9 | <i>Investigate options for external review of Governance</i> Completed | |
| 5.10 | <i>Share Draft SIRR report with Governors</i> Completed | |

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| Finance | | |
| 6 | Budget Update | Action |

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| 6.1 | <p>AE discussed the previously circulated reports:</p> <p><i>Governors asked what is the Making Good Progress budget?</i> It is a code DCC advised us to use for any fundraising money we use.</p> <p><i>Governors asked why some budget headings are above projected?</i> These are where we pay for things annually it will even out over the year.</p> <p><i>Governors asked if we still pay agency staff to cover staff attending meetings?</i> Only if we absolutely have to.</p> <p><i>Governors asked can we budget for part time staff claims in advance?</i> We don't know always who is going to come in, it is better to set a contingency.</p> | |
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| 7 | Absence Report | Action |
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| 7.1 | <p>AE explained that absence is high at the minute due to having 3 members of staff on long term sick. None of these are work related problems.</p> <p>AE confirmed all staff are given support and encouraged to use the SAS Healthcare support.</p> <p>No further questions.</p> | |

| 8 | Personnel Update | Action |
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| 8.1 | <p>AH stated that there is TA in KS2 – 0.6FTE –who is leaving after half term. AH would like to replace this position with a full time post at an extra cost of £11,000.</p> <p>AH stated that this would be offset by the reduced amount of Speech and Language therapy that we have had to pay for this year as we have finally been given the Community element that we have always been entitled to. This means that we now have the equivalent of a therapist in full time. The budget allocated was £41,500 but the actual cost is only £26,000.</p> <p><i>Governors asked if the full time post would be used in the same class as the part time post?</i></p> <p>No they would be used across the school to help deal with some of the challenges at the minute.</p> <p>After discussion Governors agreed to appoint a full time TA to replace the 0.6FTE leaving.</p> | |

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| 8.2 | AH stated that the Tigers Class Teacher has asked to reduce her hours to from 0.6 to 0.4. We currently have a supply teacher covering the other half of the week and it has worked very well. They would be able to work the 0.6FTE required. After discussion Governors agreed to this. | |
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| 9 | Audit Private School Fund | Action |
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| 9.1 | Brakenfield SBM audited the Private School Fud. There has been no activity this year – just £196.00 sat in there from previous donations. SLT want to close the account and give the money to the PTA. <i>Governors asked if the account would be needed when we become an academy?</i> No. Governors agreed to close the account. | |

| 10 | Audit Update | Action |
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| 10.1 | AE shared the following information: We have gone from the bottom 20% of schools to the top 20%. Less than 20 actions expected, which is very low – we had 39 last time. Most are very minor and a lot we are already addressing: <ul style="list-style-type: none"> • Sign photocopies of certificates to say originals have been seen. • Keep photocopied evidence of right to work in the UK (i.e. passport) although Ofsted told us not to, which is why we don't. • Happy with the Governor Induction Pack but it was not minuted or recorded anywhere that it had actually been given to new governors. Full report will be available at the next Governors Meeting. AH stated that the auditors stated these were some of the best Governor minutes they had seen. Governors thanked the admin team for putting all the hard work in. | |

| 11 | Premises Update | Action |
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| 11.1 | <p>AE shared the following information:</p> <p>Work completed over the summer:</p> <ul style="list-style-type: none"> • Two new telephone extensions installed (Rainbow Room and EY building) • Replacement basketball court fencing in KS4 • Replacement EY Fencing • Custom made storage cupboards in EY reception • Adaptations: <ul style="list-style-type: none"> ○ The toilet has been fitted with a hoist, new toilet and changing bed. The work included moving the wall slightly to make the room bigger. ○ The two external classroom doors have been replaced and are now wheelchair accessible. ○ One internal classroom door has been widened. <p>Work to be done over half term:</p> <ul style="list-style-type: none"> • Internal alterations works to take place over October half term 2017 <p>Future works, all to be completed by September 2018:</p> <ul style="list-style-type: none"> • External doors and associated tarmac / paths / ramps will take place Feb 2018 • The main electrical works will take place over the summer 2018, with some pre-emptive / preparatory works before then. • Works to classrooms 034 035 and 036 will be delayed to take place alongside the main electrical works during the summer holidays 2018 due to the extents of over-lap of work. <p>Governors asked about the boiler?</p> <p>Yes – a site visit has taken place from the Government and they stated that the Boiler is of utmost importance to be updated. DCC are aware of this and we are expecting the boiler to be replaced.</p> | |
| 11.2 | <p>Governors were informed that there will be a change of room usage.</p> <ul style="list-style-type: none"> • Busy Bees class will move to the old Butterflies room (which is currently being decorated) • Dolphins class to move to Busy Bees classroom • Dolphins room will be used as a life skills room – bed/furniture etc for whole school use. <p>Governors thought this was an excellent idea and good use of space.</p> | |

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| 12 | Benchmarking | Action |
| 12.1 | <p>AE discussed the previously circulated report.</p> <p>In general we are in the middle. Brakenfield is the closest school to compare to.</p> <p>AE informed Governors that the SBM's all discuss this report together and there are no surprises.</p> <p>Governors were pleased with the report and found it very interesting.</p> | RF |

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| 13 | Risk Register | Action |
| 13.1 | <p>AE discussed the Risk Register. Acadamisation is a big risk and needs to be included. SH will meet with AE to discuss this further and document the MAT risks also.</p> <p>This will be reported next meeting.</p> <p><i>Governors asked is it more than a tick boxing exercise?</i></p> <p>Yes – it makes us think about these things more and the importance of analysing risk - which is why we want to add forming the new MAT.</p> | |

| Vision | | |
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| 14 | Academy Update | Action |
| 14.1 | <p>AH stated that she and AE attended a meeting with all the HT's from the Special Schools. Now 1st wave schools are meeting on their own.</p> <p>Date to academise by is now 1st April 2018 – best time as it is in line with the financial year.</p> <p>Meeting last Friday highlighted that this is going to be a really good move for our school and pupils.</p> <p><i>Governors asked how many schools are now in the 1st wave?</i></p> <p>9</p> <p>AH discussed the Scheme of Delegation. The enclosure submitted to this meeting is the model scheme but the final one particular to our school will be submitted to Governors for approval at the next meeting. The scheme will be as flat as possible as has always been stated.</p> <p>A Head Teacher from one of the schools can be the CEO so we won't need to employ someone separately.</p> <p>Governors asked if this would be a conflict of interest?</p> <p>No, it is on the advice of the solicitors and it is very common practice.</p> <p>The heads discussed the name for the MAT and it is to be the Esteem</p> | |

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| | <p>Academy Trust.</p> <p>The formal consultation with parents / community happens after the Scheme of Delegation has been approved and will take place this December.</p> <p>Governors asked that they need to do now? Are there still options to pull out?</p> <p>Yes, we can pull out up until the funding agreement is signed.</p> | |
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| 15 | SC Committee Update and Agree Strategic Plan | Action |
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| 15.1 | <p>Governors discussed and accepted the School Strategic Vision – 5-year plan.</p> <p>Governors discussed the SC minutes 25th September 2017.</p> <p>AH stated that the SES – Self Evaluation Summary is in progress. It is what Ofsted look at when they visit.</p> <p>Governors discussed the Development Plans These are what the Ofsted Criteria Lead Governors use as a basis for their meetings.</p> <p>AP3 - It was decided that Governors would update these plans when they do their monitoring visits instead of using a separate document. RF to update Governor reports onto the working documents in school. RF to email latest docs to relevant docs for updating.</p> <p>PW is writing a Development plan for Governors.</p> | RF Govs |

| 16 | Review SIRR | Action |
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| 16.1 | <p>Still waiting for the official report.</p> <p>It was a very positive meeting. Very productive as can be seen from this report produced by AH. (see enclosure)</p> <p>If possible Governors would like to have Chris in for a pre-ofsted grilling!</p> | |

| 17 | Review SIPP | Action |
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| 17.1 | <p>Governors reviewed the updates from last years' SIP groups.</p> <p>PW stated that it is very interesting to see all the additional work that goes on in school.</p> | |

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| | <p>Governors asked <i>what is a Sensory diet?</i> It is the sensory needs of the student and how to meet them (not food)</p> <p>Governors asked <i>if the main entrance sign will be changed with new logo?</i> Yes, but we will wait till we become an academy to save changing it twice.</p> <p>Governors asked <i>does every child receive rebound therapy?</i> It hasn't started yet – but it will be on a needs basis.</p> | |
| | <p>Governors asked <i>what the SIP groups are this year?</i></p> <ul style="list-style-type: none"> • Sensory • Alumni – tracking what happens after left • Website • Sport and Wellbeing (to include KS3/4 playground) • School Environment <p>AH to share development plans when ready.</p> | |

| 18 | Development Plan | Action |
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| 18.1 | <p>This is a breakdown of how we going to achieve the School Strategic Vision. It is a 3-year plan. Governors accepted these documents.</p> | |

| 19 | School Improvement Lead Governor Reports | Action |
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| 19.1 | <p>The Effectiveness of Leadership and Management Report to be given at next FGB.</p> | |
| 19.2 | <p>Quality of Teaching, Learning and Assessment DR added to the information AC shared regarding Curriculum Development. See enclosure. No further questions.</p> | |
| 19.3 | <p>Personal Development, Behaviour and Welfare Governors discussed the previously circulated report SMG highlighted the things that Fliss will be doing and how this is very much appreciated by the staff.</p> | |
| 19.4 | <p>Outcomes for Pupils Concern for well-being of students highlighted – the whole person – not just academic results THRIVE approach will be very positive. It was stated that it is important to record things like students participating on national athletic championships / triathlon etc. as these are all important successes that should be celebrated.</p> | |

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| Accountability |
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| 20 | GB Self-Evaluation Questions 12-16 | Action |
| 20.1 | See updated enclosure. | |

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| 21 | Allocate Governors for School Events | Action |
| 21.1 | See updated enclosure. | |

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| 22 | External Evaluation of GB | Action |
| 20.1 | See previously circulated report. After discussion the Governors decided to put this on hold until after academisation. | |

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| 23 | Policies | Action |
| | It was noted that all policies need the new logo putting on – RF to do before uploading to the website. | |
| 23.1 | <i>Workplace Inspection Document – AE</i> AE explained that the policies she was responsible for this time will need to be updated following comments from the Audit and the health and safety report. These will be deferred till the December meeting. Deferred | |
| 23.2 | <i>Financial Regulations and Procedures (updated) – AE</i> AE explained that increasing the quote limit from £500 to £3,000 was recommended from audit. Governors reviewed the updated policy and after discussion the above policy was accepted and agreed by the Governing Body. | |
| 23.3 | <i>Acceptable Use of IT Policy for Pupils – AE</i> Deferred | |
| 23.4 | <i>Acceptable Use of IT Policy for Staff – AE</i> Deferred | |
| 23.5 | <i>Anti Bullying Policy -AH</i> Deferred | |
| 23.6 | <i>Attendance Policy – AH</i> Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body. | |

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| | After the following amendment is made – replace Debbie’s name with AH | |
| 23.7 | Business Continuity and Disaster Plan – AE Deferred | |
| 23.8 | Child Protection & Safeguarding Policy – AH Governors reviewed the new and updated policy and after discussion the above policy was accepted and agreed by the Governing Body. | |
| 23.9 | Code of Conduct for Employees – AH Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body. | |
| 23.10 | Complaints Procedure – AH Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body. | |
| 23.11 | Confidential Reporting Code – AH Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body. | |
| 23.12 | Critical Incident Management Plan – AH Deferred | |
| 23.13 | Freedom of information scheme and access policy-AE Deferred | |
| 23.14 | Homework Policy – AH Deferred | |
| 23.15 | Lettings Policy – AE Deferred. | |
| 23.16 | Physical Intervention – SF/AH Governors reviewed the new policy and after discussion the above policy was accepted and agreed by the Governing Body. After the following amendment is made – replace Stanton Vale school with Bennerley Fields. | |
| 23.17 | Private Fostering Policy – AH Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body. | |

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| 23.18 | Safer Working Practices Guidance – AH Governors reviewed the updated policy and after discussion the above policy was accepted and agreed by the Governing Body. | |
| 23.19 | SEN – AH Governors reviewed the updated policy and after discussion the above policy was accepted and agreed by the Governing Body. | |
| 23.20 | Teacher Appraisal Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body. | |
| 23.21 | Teacher's Pay Policy Governors discussed the policy and the statement that says if this policy is not formally approved by Governors by 5 th October then it will be automatically adopted anyway. This has been discussed by Governors previously and Governors feel that as the policy is recommendations from the DCC then this is fine to accept. AE pointed out the two main adjustments – <ul style="list-style-type: none"> • Main scales 2% increase. • 1% pay increase to the SEN payment that the Headteacher receives. <p>After discussion Governors agreed to accept the policy.</p> | |

| Close of Meeting | | |
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| 24 | <i>How would you use the Finance section of this meeting to demonstrate to Ofsted that you are fulfilling your role as Governors in this area?</i> | |
| 24.1 | Audit asked about budget monitoring and were happy with how it is reported. The information received is clear and easy to understand and aids governors to ask questions where needed. SBM also explains any anomalies. Governors fully understand the financial situation of the school. | |
| 25 | Dates and times of next meetings | Action |
| 25.1 | <ul style="list-style-type: none"> • 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 | |

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| | <ul style="list-style-type: none"> • 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 | |
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PW closed the meeting at 6:10pm

Summary of Meeting Action Points

| | | Action | Who? | When? |
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| 1. | 5.2 | Elect Vice-Chair for the year | RF Govs | Jan 2018 FGB |
| 2. | 5.7 | Governors to complete Safer Recruitment Training | PW IC SM | asap |
| 3. | 15.1 | Ofsted Lead Governors to update Development Plans when doing monitoring visit. RF to transfer information onto working documents on school site and email latest documents to relevant Governors. | Govs RF | ongoing |