



## Full Governing Board

### Minutes

<b>Date: 18<sup>th</sup> September 2017</b>	<b>Time: 1:00pm</b>
<b>Venue: Community Room, Bennerley Fields School</b>	

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

#### Procedural

<b>18/09/17</b>		
<b>1</b>	<b>Welcome and Apologies</b>	<b>Action</b>
1.1	RF chaired the meeting until the Chair was appointed.	
1.2	Apologies were received and <b>accepted</b> for SH and JS and	
1.3	AB did not attend.	

<b>2</b>	<b>Election of Chair and Co-Vice Chair</b>	<b>Action</b>
2.1	<p><b>Chair</b></p> <p><i>Nominations received:</i></p> <p>PW</p> <p>PW was the only person to nominate as chair.</p> <p>PW was unanimously voted in as Chair.</p>	
2.2	<p><b>Co-Vice Chair</b></p> <p><i>Nominations received:</i></p> <p>None</p> <p><b>AP1 -Governors discussed this issue and decided to re-address this at the first meeting in January.</b></p>	<b>RF Govs</b>

<b>3</b>	<b>Declaration of Interest plus complete Register</b>	<b>Action</b>
3.1	None declared for this meeting Annual forms were completed by Governors and the register prepared by RF.	
<b>4</b>	<b>Minutes of meeting held 17<sup>th</sup> July 2017</b>	<b>Action</b>
4.1	The minutes were <b>accepted</b> and <b>agreed</b> as a true and accurate record and signed by the chair.	
<b>5</b>	<b>Matters arising from minutes of meeting 17<sup>th</sup> July 2017</b>	<b>Action</b>
5.1	<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>Completed</i> <i>Point 4 – AH/RF to add student destinations</i> <i>Completed</i> <b>AP2-Point 7 – Curriculum AH to look at updating</b> <b>Ongoing</b> <b>Point 11 – AH to ensure that the sustainability of PE Sports Premium spend is shown on the report.</b> <b>Ongoing</b>	
5.2	<i>Have in writing confirmation that the money the LA have promised us for Accessibility alterations will still be honored.</i> AH stated that she had a meeting at the end of the school holidays and now has got a plan in writing for the works with dates also. AH is still waiting for written confirmation from the electrician although there has been lots of verbal confirmation. AH will continue to pursue this.	
5.3	<b>AP3-Ensure Premises Management Document is the most up-to-date.</b> <b>Ongoing</b>	
5.4	<i>Obtain percentage attendance and absence figures excluding the pupil with persistent absence who is now using OOST.</i> AH stated this figure is - 92% Governors commented that this is much better	
5.5	<b>AP4 - Arrange schedule for Individual Governor Reviews</b> <b>PW will send this out for the October meeting.</b>	

5.6	<i>Allocate Governors to attend School Events on a termly basis to increase contact with parents</i>	
	Completed	
5.7	<i>School Visits to be Impact focused – Adapt form to show this.</i>	
	Completed	
5.8	<ul style="list-style-type: none"> <li>• <i>Complete skills audit</i></li> </ul> <i>Prepare analysis of skills audit</i>	
	Completed	
5.9	<i>Email PW training that has been attended</i>	
	No further information	
5.10	<i>Attend HT Appraisal training</i>	
	Completed	

<b>6</b>	<b>Discuss and agree meeting attendance for SBM and Deputy Head</b>	<b>Action</b>
6.1	Governors discussed and decided that both should attend at least the beginning of all meetings to discuss action points and any updates that they need to give.	

<b>7</b>	<b>Audit and SBM Update</b>	<b>Action</b>
7.1	<b>Form A</b> AE explained the workings of the IMPREST account and the link to the petty cash. Governors formally <b>accepted</b> this document.	
7.2	<b>Hospitality Register</b> Governors formally <b>accepted</b> this document and are not concerned that any bribery is occurring.	
7.3	<b>Inventory</b> AE shared the previously circulated document and confirmed that an outside company destroys the hard drives securely. Governors <b>agreed</b> to write off these items (mostly old laptops) Also 13 hard-drives – laptops upgraded.	

	<p>Governors <b>asked</b> about the high number of equipment being destroyed?</p> <p>AE stated that they are all 3 years or more old and that this is part of the rolling IT programme. Also where possible only hard drives were renewed and the actual laptops were re-used.</p> <p>Governors <b>asked</b> - So there are no gaps in need for pupils?</p> <p>No</p> <p>Governors <b>asked</b> if is there are Financial limits for items on the inventory?</p> <p>£300 – or items that are small desirable and steal-able (cameras etc.)</p>	
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<b>8</b>	<b>Policies</b>	<b>Action</b>
8.1	<p><i>Absence monitoring policy – AH</i></p> <p>Governors reviewed the policy and after discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
8.2	<p><i>Admission Arrangements – AH</i></p> <p>Governors reviewed the admission arrangements and the updated website and after discussion the above arrangement was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
8.3	<p><i>Behaviour Principles Written Statement – Govs</i></p> <p>Governors reviewed the policy and after discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
8.4	<p><i>Charging Policy – AH</i></p> <p>Governors reviewed the policy and after discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
8.5	<p><i>Code of Conduct for Governing Body – Govs</i></p> <p>Governors reviewed the new policy and after discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
8.6	<p><i>Disciplinary Procedures for Staff – AH</i></p> <p>Governors reviewed the policy and after discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
8.7	<p><i>Financial Regulations and Procedures – AE</i></p> <p>Governors reviewed the updated policy and after discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	

8.8	<p><i>Governing Body Terms of Reference – Govs</i></p> <p>Governors reviewed the policy and after discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body with the below amendment.</p> <p><b>AP5 - Update list of Governors.</b></p>	RF
8.9	<p><i>Governor Competencies – Govs</i></p> <p>Governors reviewed the policy and after discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
8.10	<p><i>Governors Allowances – Govs</i></p> <p>Governors reviewed the policy and after discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
8.11	<p><i>Induction Pack for governors – Govs</i></p> <p>Governors reviewed the new policy and after discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
8.12	<p><i>Register of Business Interests of Headteachers and Governors – RF</i></p> <p>Forms completed as per item 3</p>	
8.13	<p><i>Roles &amp; responsibilities – AH</i></p> <p>Governors reviewed the policy and after discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
8.14	<p><i>Safeguarding Case Management Systems Access Protocol – AH</i></p> <p>AH explained that this was originally issued from DCC for one of their systems. They have now decided that schools will not have access to this system so this policy is no longer needed.</p> <p>Governors <b>agreed</b> to remove this policy from the list.</p>	
8.15	<p><i>School Debit Card Policy – AE</i></p> <p>AE explained that this policy is now covered in the Financial Regulations so is no longer needed.</p> <p>Governors <b>agreed</b> to remove this policy from the list.</p>	
8.16	<p><i>Staff (Discipline, Conduct) Grievance Procedures – AH</i></p> <p>Governors reviewed the policy and after discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
8.17	<p><i>Strategic Committee Terms of Reference – Govs</i></p> <p>Governors reviewed the policy and after discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body with the below</p>	

	amendment. <b>AP6 Remove committee clause.</b>	<b>RF</b>
<b>9</b>	<b>Review Skills Audit and Governor Training - Identify Needs</b>	<b>Action</b>
9.1	See additional enclosure from PW.  Governors discussed this report.  Governors <b>asked</b> if we need another link Governor for HR/Procurement?  It was decided that Governors have enough knowledge provided for them in these areas that are covered in the Financial Regulations and the Governors Hand Book. Not an actual problem.  Procurement to be covered by Finance Link Gov. (SH)	
9.2	RF stated that Safer Recruitment Training needs to be completed annually.  It was decided that the following Governors would complete the online course: PW SM IC  <b>AP7 - AE to buy package and send link to Governors</b>	<b>AE</b>

<b>10</b>	<b>Agree Schedule for Governor School Visits</b>	<b>Action</b>
10.1	See previously circulated enclosure. All Governors <b>agreed</b> to this schedule. LW stated that it should be no problem for to attend the 7:00pm meeting Governor <b>agreed</b> to use the new forms. ( <i>see enclosure</i> )	
10.2	SC meeting 25 <sup>th</sup> September 2017 It was decided to hold this meeting at 10:00 am LW to attend as no Co-Vice Chair was elected.	

<b>11</b>	<b>Agree Pre-Meeting Presentations Schedule</b>	<b>Action</b>
11.1	After discussion it was decided to have the following pre-meeting presentations:  1. Beyond Bennerley Curriculum Development 2. Triangulation Process – Lesson Observations 3. Annual Reviews Process 4. Appraisal Process	

	5. Head Boy/Girl (Feb) 6. Teaching School Alliance	
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<b>12</b>	<b>Allocate Governors for School Events</b>	<b>Action</b>
12.1	See updated enclosure <b>AP8 RF to email to updated enclosure to Governors.</b>	<b>RF</b>

<b>13</b>	<b>Role of the Governor Expectations</b>	<b>Action</b>
13.1	See previously circulated enclosure. Governors reminded that this is the sort of thing Ofsted will expect all Governors to know and understand – be Ofsted ready!  It was highlighted that Governors need to read and prepare for meetings – have questions ready – ask! ask! ask!  Governors were encouraged to ask questions and no question is too silly.	

<b>14</b>	<b>Plan for Headteacher Appraisal</b>	<b>Action</b>
14.1	The Headteacher Appraisal Committee will meet 4 <sup>th</sup> December 2017 The School Improvement Office (Chris Greenough) will also attend.	

<b>15</b>	<b>Plan for Performance Management for Teachers</b>	<b>Action</b>
15.1	Do be completed by end of October – staff already informed  <i>Governors <b>asked</b> who will undertake these?</i> AH / AC / Fliss Hayden (FH).  <i>Governors <b>asked</b> if there is there training for this process?</i> In-house training was given to FH.	

<b>16</b>	<b>Plan for TA and Other Support Staff Appraisal</b>	<b>Action</b>
16.1	<i>Governors <b>asked</b> who is doing these?</i> Department Heads for TA's AE for Admin staff and Site Manager.	

<b>17</b>	<b>Agree to hold 360 Review of Chair and Individual Governor Support Meetings (incl. schedule)</b>	<b>Action</b>
17.1	Governors agreed to hold these (schedule to follow) Governors agreed to hold a 360 review of the Chair after Easter.	
17.2	Governors discussed having an external review and decided it would be a good idea. <b>AP9 – PW to investigate the options for this and any costs involved.</b> <ul style="list-style-type: none"> <li>• National Leader of Governance</li> <li>• Derby City Partnership</li> <li>• NGA</li> </ul>	<b>PW</b>

<b>18</b>	<b>Plan to Attend QDD Meeting</b>	<b>Action</b>
18.1	This meeting had already occurred- Date: 14 <sup>th</sup> Sept. 2017 SIRR review Attendees: SM / PW / AH / AC / Chris Greenhough  AH explained that there is a new process in place now for these meetings and it is a little unclear what will happen at DCC with the report.  <b>AP10 AH to share draft report she has with Governors.</b>	<b>AH</b>

<b>19</b>	<b>GB Self-Evaluation – Questions 1-11</b>	<b>Action</b>
19.1	See updated enclosure	

<b>20</b>	<b>Academy Update</b>	<b>Action</b>
20.1	AH made the following points: <ul style="list-style-type: none"> <li>• Converter Group has not met yet.</li> <li>• School staff now all been informed – no concerns.</li> <li>• Pressed magical button! A Confirmation email received - saying we want to be part of DSS Trust (new)</li> <li>• Discussed building work – written confirmation received (see earlier point)</li> <li>• AH to invite Kathryn Bolton to school</li> <li>• Next Converter meeting this Friday.</li> </ul> <p><i>Governors <b>asked</b> when parents would be informed?</i> AH stated that it is a complicated legal process and we will be informed when the official consultation with parents will need to be held. At the moment there are too many questions that we would not be able to</p>	



	answer as we are still at the very beginning of the process.	
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Close of Meeting		
21	Dates and times of next meetings	Action
21.1	<ul style="list-style-type: none"> <li>• FGB 1 Monday 16th October 2017 at 4:00pm</li> <li>• Extra (Generative Thinking) Monday 20th November 2017 at 7:00pm</li> <li>• FGB 2 Monday 11th December 2017 at 10:00am</li> <li>• FGB 3 Monday 22nd January 2018 at 1:00pm</li> <li>• FGB 4 Monday 26th February 2018 at 4:00pm</li> <li>• Extra (Finance) Monday 19th March 2018 at 7:00pm</li> <li>• FGB 5 Tuesday 8th May 2018 at 10:00am</li> <li>• FGB 6 Monday 18th June 2018 at 1:00pm</li> <li>• Extra (Data Performance) Monday 16th July 2018 at 4:00pm</li> </ul>	

PW closed the meeting at 11:50am

### Summary of Meeting Action Points

		<b>Action</b>	<b>Who?</b>	<b>When?</b>
<b>1.</b>	2.2	Elect Vice-Chair for the year	RF Govs	Jan 2018 FGB
<b>2.</b>	5.1	Update Website: 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/AC	asap
<b>3.</b>	5.3	Ensure Premises Management Document is the most up-to-date.	AE	Oct 2017 FGB
<b>4.</b>	5.5	Arrange schedule for Individual Governor Reviews	PW	Oct 2017 FGB
<b>5.</b>	8.8	Governing Body Terms of Reference – Update Governor List	RF	Oct 2017 FGB
<b>6.</b>	8.17	Remove 'Committee Clause' from SC Terms of Reference	RF	Oct 2017 FGB
<b>7.</b>	9.2	Buy Safer Recruitment Package and send to Governors Governors to complete training	AE PW/IC/SM	asap asap
<b>8.</b>	12.1	Email updated Governor School Events enclosure to Governors	RF	asap
<b>9.</b>	17.2	Investigate options for external review of Governance	PW	asap
<b>10.</b>	18.1	Share Draft SIRR report with Governors	AH	Oct 2017 FGB