



Full Governing Board

Minutes

Date: 20th November 2017	Time: 4:00pm
Venue: Community Room, Bennerley Fields School	

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

Procedural

20/11/17		
1	Welcome and Apologies	Action
1.1	Apologies were received and accepted for IC, LW, SMG and KB.	
1.2	SM was present via a Skype link.	

2	Declaration of Interest	Action
2.1	None declared for this meeting	

3	Minutes of meeting held 16th October 2017	Action
3.1	The minutes were accepted and agreed as a true and accurate record and signed by the chair, with the amendment in the action points that it is SM not JS to complete Safer Recruitment Training	

4	Matters arising from minutes of meeting 16th October 2017	Action
4.1	<i>Elect Vice-Chair for the year</i> Due Jan 2018 – keep as action point	

4.2	<i>Governors to complete Safer Recruitment Training</i> Completed –SM To do IC and PW	
4.3	<i>Ofsted Lead Governors to update Development Plans when doing monitoring visit.</i> <i>RF to transfer information onto working documents on school site and email latest documents to relevant Governors.</i> Ongoing	

5	Approve Teacher Appraisal	Action
5.1	AC left the room	
5.2	<p>AH discussed the Teacher Appraisal process and stated:</p> <ul style="list-style-type: none"> • This is a robust process • Targets are set in line with Teacher Standards and the School Improvement plan. • Whole School Targets are discussed by the SLT • Appraisal meetings were held in October where targets from last year were discussed and new targets set. • Targets this year are based on assessment data from last year and are specific to classes and key stage teams. • Teachers have to provide sufficient and robust evidence to have their targets agreed as being met. <p>Governors asked about the impact on the budget?</p> <p>The budget is set with the assumption that all eligible Teachers will move up the pay scale (some are already at the top). So there is no unknown impact if they all meet their targets and there is a saving if some don't.</p> <p>Governors asked if there are ever any teachers who do not meet their targets?</p> <p>Yes, this is a robust process. Targets must be met and evidenced.</p> <p>AH recommends that all teachers who have met their targets and are eligible to move up the pay scale should do so.</p> <p>Governors agreed to the eligible teachers moving up the pay scale.</p>	
5.3	See Confidential Minutes	

6	Finance Training Update	Action
6.1	<p>SH attended Flint Bishop Finance Training in Derby.</p> <p>SH stated that it was very interesting listening to other schools and evidenced that we are actually doing things quite well here:</p> <ul style="list-style-type: none"> • Budget data received as graphs, not a complicated spreadsheet that no one can understand. • Finance Governor meets with SBM • Budget discussed in FGB's • Budget comparisons made with previous year. <p>The following points are areas to work on:</p> <ul style="list-style-type: none"> • SIP to be properly costed over three years not just one. • Asset register/Inventory to be presented to Governors termly • Be watchful as to how much MAT's top-slice / know the financial risk of becoming a academy. <p>After discussion the following Action Points were decided:</p> <ul style="list-style-type: none"> • AP3 – 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 to train a trainer which will save ongoing costs. • AP4 – Present Inventory to Governors termly alongside full financial report. 	<p>AE</p> <p>AH</p> <p>AE</p>

Generative Thinking		
7	Academy Discussion	Action
7.1	<p>Latest Updates (discussed first)</p> <p>AH stated that it is all moving at quite a pace now.</p> <p>The schools that have agreed to convert – Five DCC Special Schools and one from another authority- have now set up a Convertor Group consisting of the Heads. SBM's of the schools are meeting regularly and reporting through the Head's group.</p> <p>The Scheme of Delegation is the first thing that needs to be agreed by Governors before anything can proceed any further. Three schools have agreed already and two are holding meetings tonight (including us).</p>	

This Friday (24/11/17)– once all schools have agreed we can go to formal application. If all goes to plan, we will be converted by 1st April 2018. Staff are aware of the process and the time scale.

One of the Heads will work part time as the CEO (Chief Executive Officer)

There will be an external post that will be a COO (Chief Operating Officer) or a CFO (Chief Financial Officer) Which it will be is yet to be decided.

Governors asked about an existing head being the CEO?

An intense and lengthy discussion was had regarding this. The main points for concern being:

- Is there a conflict of interest? It would not be allowed in business.
- Would the school that the Head came from suffer as they would not be working there at least two days per week?
- How would they maintain both positions as the MAT grows?
- How will they be able to undertake all the work load required?
- Is this just an interim position as we set the MAT up. If and when it will be reviewed in the future – has this been formally documented?

The following responses were made:

- It is not illegal to have a Head of a school be a part time CEO of the MAT and is quite common in education. AH quoted from a recent email that stated a new mainstream MAT had just been approved by the Schools Commissioner with exactly this set-up.
- Workload wise it is similar to schools where the Heads also do Ofsted visits. They need a good support team of Senior Leaders behind them.
- All the Heads will form the Executive Team and the workload will be shared out amongst them

After discussion the following **action point** was agreed:

AP5 - AH to 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.

After taking a vote it was agreed that as long as this is formally recorded Governors are happy to continue with the Academy Conversion Process.

Governors asked will there be a Communication process between LGBs and Trustees?

AH

	<p>Yes there will be and there also needs to be good communication between the LGB's of each school.</p>	
<p>7.2</p>	<p>Scheme of Delegation</p> <p>Governors discussed the updated Scheme of Delegation that had been previously circulated.</p> <p>The following comments and concerns were made:</p> <ul style="list-style-type: none"> • Trustees have a lot of power – can't believe it is a voluntary position. • The LGB loses a lot of its current power and decision making especially that of appointing the head teacher. LGB's become more advisors. <ul style="list-style-type: none"> ○ Yes, although currently we take advise from the LA for appointing a new Head. • This is the flattest model possible. • We don't know who the trustees are going to be yet but we are agreeing to giving them all this power. <ul style="list-style-type: none"> ○ The people who run the MAT are accountable for every school and want everyone to succeed. ○ Yes, but in what way do they view success? • Concern – at the minute we have a group of Heads and SBM's that work very well together but this could change in the future. Don't build a MAT around personalities. <ul style="list-style-type: none"> ○ This is why it makes sense to have a part time CEO who is one of the Heads. • We are in a good position because we are the ones setting up the MAT strategies and objectives and we have a say in the initial setup. <p>The following questions were asked:</p> <ul style="list-style-type: none"> • Who makes up the executive team? The Head Teachers including the CEO. • Where does the COO (Chief Operational Officer) sit? Outside of these area (Trustees/Executive Team/LGB/Head) • Where will the COO be based? No decision yet but we are not looking for an external place, probably based at one of the schools • How are the Trustees appointed? We advertise on the school websites. Approach local business and the DFE help. • How many trustees will there be? Seven • Will Mark Emly be a trustee? No it would be a conflict of interest as he works for DCC. • Where do the Member's sit in all of this? Members are above the Trustees and meet twice a year. The Trustees meet regularly. All are volunteers. • How many members will there be? 	

	<p>A minimum of three. Five is the recommended number (it has to be an odd number for voting purposes).</p> <ul style="list-style-type: none"> • How is the due diligence coming along? AE stated – very well. She has now met with the Landlord so they officially know we are going through the process now. SBM's meet every two weeks now. • What is the next stage? We do the applications next. SBM's are applying for a £100k grant for setting up a new MAT. We should have the Academy Order in January and be Converted by April. • How will it be presented to Parents? There is a very carefully worded standard letter that will be sent to all parents across the schools at the same time. It will be placed on the School websites at the same time. There will be a formal consultation process with parents, the timelines for this are advised by the solicitors. • Will you inform pupils too? Yes, absolutely. <p>Action Point: AP6 - Set up an enquiries@... email that parents can use to ask questions on about the process.</p> <p>After the discussion Governors did not have any amendments to make to the Scheme of Delegation and agreed to approve and accept it.</p>	<p>AE AH</p>
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8	Ofsted Preparation	Action
8.1	<p>Ofsted Governor Report: The Effectiveness of Leadership and Management.</p> <p>SH discussed the previously circulated report. The following comments were made:</p> <ul style="list-style-type: none"> • Lots has been done already. • AH also found it a very useful discussion. • Group induction is an excellent idea. • AE is undergoing an extremely useful Finance course. <p>Governors asked about the Middle Leaders program -has it proved beneficial and does it offer those that undertook it an accredited qualification similar to NPQML?</p> <p>AC stated that 16 colleagues across 7 schools are undertaking this trial course for three afternoons. The first afternoon took place last week with excellent feedback. The content is very similar to the NPQML but has been adapted to apply to Special Schools. Some of the candidates already have the NPQML qualification and found this course to be very beneficial so far.</p> <p>This was a Pilot course and the next step is to roll it out formally and get</p>	

	a University on board to accredit it.	
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9	Discussion: One of the core responsibilities of the Governing Board is 'holding the Headteacher to account'. How can we demonstrate that we fulfil this?	Action
9.1	<p>Actual statement is:</p> <p>Holding Executive Leaders to account for the educational performance of the organisation and its pupils and the performance management of staff.</p> <p>Governors held a discussion on this matter and the following points were made with regard to what they already do:</p> <ul style="list-style-type: none"> • RF records all our questions in the minutes these are highlighted and will now also be in green. • Key points are challenged. • Good progress is evidenced in the data received and the discussions had around it. • Governors are assigned to Ofsted criteria. Very focused conversations – keeps things on track. • Allocated Governors for all major areas to ensure we hold leadership to account. <p>Action Points</p> <ul style="list-style-type: none"> • Headteacher briefings with the Chair and Vice-Chair to be recorded as having taken place and a summary provided in a Chair's report at FGB meetings. • 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. • KS Governors to only stay with that KS for a maximum of 4 years. 	
9.2	Governors discussed meeting at 7:00pm and decided it was too late for most people. It was decided that the February and March Meetings would be held at 5:00pm.	

Close of Meeting		
10	Dates and times of next meetings	Action
10.1	<ul style="list-style-type: none"> • FGB 2 Monday 11th December 2017 at 10:00am • FGB 3 Monday 22nd January 2018 at 1:00pm • FGB 4 Monday 26th February 2018 at 5:00pm • Extra (Finance) Monday 19th March 2018 at 5:00pm • 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

PW closed the meeting at 8:30 pm

Summary of Meeting Action Points

		Action	Who?	When?
1.	4.1	Elect Vice-Chair for the year	Govs	Jan 2018
2.	4.1	Governors to complete Safer Recruitment Training	IC PW	asap
3.	6.1	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	AE AH	asap
4.	6.1	Present Inventory to Governors termly alongside full financial report	AE	Dec FGB and ongoing
5.	7.1	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.	AH	Friday 24th November 2017
6.	7.2	Set up an enquiries@... email that parents can use to ask questions on about the academy conversion process.	AE AH	asap
7.	9.1	<ul style="list-style-type: none"> • 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. • 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 	PW Govs	asap / ongoing

		<p>to a SIP criteria.</p> <ul style="list-style-type: none">• KS Governors to only stay with that KS for a maximum of 4 years	Govs	
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