



## Full Governing Board

### Minutes

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|---|---------------------|
| <b>Date: 5<sup>th</sup> December 2016</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 – Co-Opted      | Kay Blissett      | (KB) | Staff                |
| Sarah Menzies             | (SM)  | Vice Chair – Co-Opted | Sedella Hearson   | (SH) | Co-Opted             |
| Ann Harrison              | (AH)  | Headteacher           |                   |      |                      |
| Janet Seymour             | (JS)  | Co-Opted              |                   |      |                      |
| Linda Willis              | (LW)  | Parent                | <b>Attendees:</b> |      |                      |
| Alex Breene               | (AB)  | Co-Opted              | Ruth Fowler       | (RF) | Clerk                |
| Deborah Ratcliffe         | (DR)  | Parent                | Ian Cresswell     | (IC) | Prospective Governor |
| Sarah McGarva             | (SMG) | Staff                 | Alistair Crawford | (AC) | Deputy Head          |
| Josh Baldwin              | (JB)  | Associate Governor    |                   |      |                      |

| <b>Pre-Meeting Presentation</b> |  |               |
|---------------------------------|--|---------------|
|                                 | <b>Science Curriculum</b>  | <b>Action</b> |
|                                 | <p><i>See additional enclosure.</i></p> <p>AH presented a presentation prepared by KL(Head of Primary) and KH(Science Lead KS3&amp;4)</p> <p>AH highlighted the trips that the whole primary department take annually that are always science based.</p> <p>KS1-3 is taught Topic based</p> <p>KS4 is more formal as they are working towards accreditation.</p> <p><i>Governors <b>asked</b> what the two year course is?</i></p> <p>It is an externally assessed qualification.</p> <p>Governors discussed starting work for the exams in KS3 – Year 9. AH explained it is something that will be considered as Science Investigation skills need to be developed in preparation for KS4. AH also warned that starting KS4 work too early could also be detrimental to our children as they learn other vital skills in KS3 and need time to adjust to secondary school expectations in years 7 and 8.</p> |               |

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|  | <p>Governors <b>asked</b> if any students are taking GCSE?<br/>Not this year. It is always dependent on the cohort of students and this is reviewed each year.</p> <p>Governors <b>asked</b> if any other KS3 and KS4 staff are qualified to teach Science?<br/>KH leads. SMG and SW (Y11 Pastoral Lead) teach the lower ability. In KS3 MOG (Head of KS3) does the planning.</p> <p>Governors <b>asked</b> what steps have been made for Science resources?<br/>KH has made contact with Kirk Hallam school and we are hoping to use their equipment. Also we hope that the PRU next door will also have facilities we can share.</p> |  |
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|         | <b>Introductions</b>   | <b>Action</b> |
|---------|--|---------------|
| Intro.1 | Sarah McGarva – Welcomed by Governors as the new Staff Governor.<br>Sarah works in the complex class in KS3&4  |               |
| Intro.2 | <p>Ian Cresswell runs Bushcraft for KS3 and is also a relief TA within school.</p> <p>IC left the meeting while Governors discussed appointing him as a Co-Opted Governor.</p> <p>Governors stated that Ian will bring Business experience and knowledge of the Enrichment curriculum.</p> <p>Governors unanimously <b>agreed</b> to <b>appoint</b> Ian as a Co-Opted Governor from January 2016 (when the position becomes available and PW becomes the LA Governor).</p> |               |

| <b>Procedural</b> |   |               |
|-------------------|---|---------------|
| <b>05.12.16</b>   |   |               |
| <b>1</b>          | <b>Welcome and Apologies</b>                        | <b>Action</b> |
| 1.1               | Apologies were received and accepted for KB and SH. |               |

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| <b>2</b> | <b>Declaration of Interest</b> | <b>Action</b> |
| 2.1      | None.                          |               |

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| <b>3</b> | <b>Minutes of meeting held 7<sup>th</sup> November 2016</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. |               |

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| <b>4</b> | <b>Matters arising from previous minutes 7<sup>th</sup> November 2016</b>  | <b>Action</b> |
| 4.1      | AP1 – to be discussed next meeting ( <b>AP1</b> ).   | <b>AC</b>     |
| 4.2      | AP2 – work in progress.  |               |
| 4.3      | AP3 – completed.   |               |
| 4.4      | AP4 – Water Bill. AH explained that we need pay £250 for a site investigation to check for leaks. Governors <b>agreed</b> to this. |               |
| 4.5      | AP5 – move to Resources meeting  |               |
| 4.6      | AP6 – completed  |               |
| 4.7      | No further comments or questions on the minutes.   |               |

| <b>School Visit Reports</b> |   |               |
|-----------------------------|---|---------------|
| <b>5</b>                    | <b>Safeguarding</b>   | <b>Action</b> |
| 5.1                         | <p>JS presented her previously circulated report.</p> <p>MyConcern program has now been rolled out across school. This records and monitors all Safeguarding concerns.</p> <p><i>Governors <b>asked</b> if there is a one-off payment for the system?</i><br/>No – it is an annual license.</p> <p><i>Governors <b>asked</b> about AC and JA training being postponed – does that mean they are not involved in Safeguarding?</i><br/>No - they are still supporting the Safeguarding Team.</p> |               |

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| <b>6</b> | <b>Key Stage - EYFS</b>  | <b>Action</b> |
| 6.1      | <p>LW presented her previously circulated report.</p> <p>LW stated that the EYFS department has been re-organized since September to better meet the needs of the Reception age children.</p> <p>EYFS struggle with resources as they get damaged and eaten! However, they use very imaginative software to engage the children.</p> |               |

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|  | <p>There is a huge range in abilities and individual work is personalized for each child based on that term's topic. Each child is individually assessed and different methods of teaching used where needed.</p> <p>No questions.</p> |  |
|  | <b>LW left the meeting.</b>  |  |

| <b>7</b> | <b>Speech and Language</b>  | <b>Action</b> |
|----------|---|---------------|
| 7.1      | <p>Governors discussed the previously circulated report.</p> <p><i>Governors <b>asked</b> if the Speech and Language Induction for new staff recommendation would take place?</i></p> <p>Ah stated that staff meeting time is used for these areas.</p> <p><i>Governors <b>asked</b> what 'Blank Level' means?</i></p> <p>It is the level of questions the students understand. Each year we assess the whole school. E.g. a Blank level 4 means pupils can answer more complex questions (e.g. why?) It is very useful when diffusing behaviour issues as if a student is at at blank level 1 they cannot answer 'why did you do this?'</p> <p><i>Governors <b>asked</b> how consistent is signing across school?</i></p> <p>Very consistent. Lesson Observations have just been undertaken and it was visibly evident of the consistency across school.</p> |               |

| <b>8</b> | <b>Review School Visits</b>  | <b>Action</b> |
|----------|--|---------------|
| 8.1      | <p>RF asked what the cut-off dates for the KS4 issues raised should be? Science resources– resolved as working with Kirk Hallam.</p> <p>Lead position – March 2017 for staffing review for budget.</p> |               |
| 8.2      | <p>Governors discussed the different areas of responsibility. These will be reviewed in January so they can be shared out with the new Governors.</p>  |               |
| 8.3      | <p>AB to be part of Policy working party. AB will review policies remotely.</p>  |               |
| 8.4      | <p>RF to contact Governors asap who have a school visit report on the next meeting.</p> <p>RF reminded Governors that enclosures need to be submitted 10 days before the meeting.</p>                  |               |

| 9   | Learning Walk   | Action |
|-----|---|--------|
| 8.1 | <p>JB visited school last Friday.</p> <p>JB visited KS2 and KS3. He was impressed with the use of laptops and IT packages and the special website where all the KS3 work is.</p> <p>JB stated that the use of visual timetables is used consistently across the key stages.</p> <p>JB has noticed a marked improvement in the communication of the pupils since he worked here last year as an apprentice. JB said that the KS2 pupils really like to help each other.</p> <p><i>Governors <b>asked</b> what difference he noticed since he was a pupil here?</i></p> <p>JB stated that there are more things for the students to do. Also, the use of iPads as communication aids. JB stated this was significantly important as it gave the students the ability to express themselves and staff to be able to understand what they are thinking and feeling.</p> |        |

| School Improvement |  |        |
|--------------------|--|--------|
| 10                 | SIP Progress Report  | Action |
| 10.1               | <p>AH updated Governors on the work so far.</p> <p><i>Please see additional enclosure</i></p> <p><i>Governors discussed / asked the following questions:</i></p> <p><i>Changing the school name to Bennerley Fields School?</i></p> <p>Governors <b>agreed</b> this was better as it is what most people call it anyway.</p> <p><i>Change of School Logo?</i></p> <p>The school logo will now read 'Nurture Support Aspire Achieve'. Governors <b>agreed</b> to this and confirmed that parents will not have to change uniform already purchased.</p> <p><i>How did the TA appraisals go?</i></p> <p>Very successful. It proved to be a very positive experience as it gave staff the opportunity to express their needs and desires to do more. SMG stated that staff felt nervous at first as they did not know what to expect. But afterwards it felt more structured and a very positive experience</p> |        |

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|  | <p>AH stated that whereas the Teacher appraisals are compulsory the TA's are not but we wanted to do them to show we appreciate the hard work they do.</p> <p><i>Will there be an interim appraisal?</i><br/>Yes after 6 months</p> |  |
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| Governor Termly Responsibilities |  |               |
|----------------------------------|--|---------------|
| <b>11</b>                        | <b>20 Questions – Questions 6-8</b>        | <b>Action</b> |
| 11.1                             | <i>See Updated 20 Questions enclosure.</i> |               |

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|-----------|---|---------------|
| <b>12</b> | <b>Receive Report on Head Teacher's Appraisal</b>   | <b>Action</b> |
| 12.1      | PW discussed the previously circulated report and described the process and help from the LA. Governors are happy with the process. |               |
| 12.1.1    | <b>AC, AH, JB, IC and SMG left the meeting</b>  |               |
| 12.1.2.   | <i>See Confidential Minutes</i>   |               |
| 12.1.3    | <b>AC, AH, JB, IC and SMG returned to the meeting</b>   |               |

| School Visit Report |   |               |
|---------------------|---|---------------|
| <b>13</b>           | <b>FoDSS Update</b>   | <b>Action</b> |
| 13.1                | <p>AH informed new Governors about the Federation of Derbyshire Special Schools (FoDSS)<br/>See previously circulated report.</p> <p>AH informed Governors that Holly House and a school in Staffordshire have now joined the federation.</p> <p>AH stated that although the Federation does not have huge amounts of power they are working on joint CPD and procurement in the future.</p> <p><i>Governors <b>asked</b> who leads the negotiations?</i><br/>School Business Managers.</p> <p>AB stated that there are one or two day procurement training courses available that could be beneficial.</p> |               |

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| 13.1.1 | <p>Governors were encouraged to visit other Special Schools. If you would like to visit please let PW know as she is coordinating this.</p> <p>If any Governors would like to support PW and SM on the tours of this school please come (dates are 7<sup>th</sup> and 19<sup>th</sup> Jan).</p> <p>Brackenfield and Swanwick have the most similar cohort to us.</p>  |  |
| 13.1.2 | <p>AH informed Governors that all the Special Schools are having a joint INSET day and training session on 1<sup>st</sup> Tuesday in Sept 2017.</p> <p>All Governors are invited.</p>   |  |
| 13.2   | <p>Governors discussed the fact that becoming an Academy is still on the Governments agenda.</p> <p>It was stated that schools need to be part of Federations now.</p> <p>Governors discussed the pros and cons of becoming an Academy. Governors have strong and differing opinions on this matter.</p> <p>AH stated that we need to take the 'hurry up and wait approach'. Now is the time to be gaining knowledge and information so we know what our options are and what we want to happen if we do have to become an academy. However we do not need to rush into making any final decisions now</p> <p>.</p> |  |

#### Close of Meeting

| 14   | What has this meeting achieved that will benefit our children?   | Action |
|------|--|--------|
| 14.1 | <ul style="list-style-type: none"> <li>• Science – especially solution for resources.</li> <li>• JB learning walk – different view of the school</li> <li>• MyConcern purchase</li> <li>• Full complement of Governors with a full range of skills and experience</li> </ul> |        |

| 15   | What could have been done to improve the meeting?    | Action |
|------|--|--------|
| 15.1 | Nothing.   |        |
| 15.2 | Governors encouraged to attend Christmas Activities. |        |

| 16   | Dates and times of next meetings  | Action |
|------|---|--------|
| 16.1 | <ul style="list-style-type: none"> <li>• Monday 23<sup>rd</sup> January 2017 at 4:00pm – T&amp;L</li> <li>• Monday 27<sup>th</sup> February 2017 at 4:00pm - R</li> <li>• Monday 27<sup>th</sup> March 2017 at 4:00pm - R</li> <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 5:35pm

### Summary of Meeting Action Points

| Teaching and Learning Action Points |     |                                     |      |          |
|-------------------------------------|-----|-------------------------------------|------|----------|
|                                     |     | Action                              | Who? | When?    |
| 1.                                  | 4.1 | Update on running Duke of Edinburgh | AC   | Jan 2017 |

| Resources Action Points |     |  |      |       |
|-------------------------|-----|--|------|-------|
|                         |     | Action                                     | Who? | When? |
| 1.                      | 4.5 | Amend Code of Conduct for Employees policy | AE   | asap  |