



Full Governing Board

Minutes

Date: 7th November 2016	Time: 4:00pm
Venue: Community Room, Bennerley Fields School	

Governors Present:			Apologies:		
Pauline Wensley	(PW)	Chair – Co-Opted	Janet Seymour	(JS)	Co-Opted
Sarah Menzies	(SM)	Vice – Co-Opted			
Ann Harrison	(AH)	Headteacher			
Kay Blissett	(KB)	Staff			
Linda Willis	(LW)	Parent	Attendees:		
Sedella Hearson	(SH)	Co-Opted	Abigail Evans	(AE)	School Business Manager
Deborah Ratcliffe	(DR)	Parent	Ruth Fowler	(RF)	Clerk
Josh Baldwin	(JB)	Associate Governor	Alex Breene	(AB)	Prospective Governor
			Alistair Crawford	(AC)	Deputy Head

Pre Meeting Presentation		
	Maths Curriculum – Claire Neale (CN)	Action
	<p>CN explained that she lead a SIP group last year based around SSM (shape, space and measure) as this is the area of Maths that the majority of our children struggle with.</p> <p>The first priority was to assess the maths resources need. Maths resources were in one place for the whole school to use. This was not working as the curriculum and needs of the children vary so much across each key stage. (from sensory needs to more advanced maths skills up to GCSE) All current equipment was organized and allocated to each area and department heads were put in charge of determining what resources would be needed for their area. There is now an expenditure proposal in place that will soon be submitted for approval.</p> <p>The next stage was to ensure consistency across school for the teaching of maths. The SIP group worked with the Speech and Language Therapist and a standard method of signing and symbols was introduced. This was taught at staff meetings so that all across school would use the same signs.</p>	

	<p>CN also gave a demonstration of how word mapping is used to help children learn to say the more complex math words as well as their meaning.</p> <p>Governors thanked CN for her work and very informative presentation.</p>	
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	Introductions	Action
Intro.1	<p>PW introduced Debbie Ratcliffe as the new elected Parent Governor. Debbie spoke for a few minutes about her son Jacob who has been here for 4 years, her daughter has just started university and how much she is looking forward to working on the Governing Board.</p>	
Intro.2	<p>PW introduced Alex Breene who works for Rolls Royce in projects. Alex explained that he wants to offer his skills to the community and not just be focused on the private sector. He will be moving to Ilkeston this week.</p> <p>AB left the room while Governors discussed nominating Alex as a Co-Opted Governor. Governors unanimously agreed to appoint AB.</p> <p>AB returned to the room and Governors welcomed him as a Co-Opted Governor.</p> <p>The rest of the Governing Board introduced themselves to the new Governors.</p>	

Procedural		
07/11/16		
1	Welcome and Apologies	Action
1.1	<p>Apologies were received and accepted for JS.</p> <p>MOG has resigned as Staff Governor. The school are in the process of holding a staff governor election.</p>	

2	Declaration of Interest	Action
2.1	None.	

3	Minutes of meeting held 10th October 2016	Action
3.1	The minutes were accepted and agreed as a true and accurate record and signed by the chair.	

4	Matters arising from previous minutes 10th October 2016	Action
4.1	AP1 – SLT started talking about charging for Bushcraft. There will be a charge in the future – ready for next year’s budget.	
4.2	AP2 – Swanwick offer DofE – leave on for next FGB (AP1)	AC
4.3	AP3 – Ian from Bushcraft is very keen to become a Co-Opted Governor, he will attend the next FGB. PW explained that we will then have too many Co-Opted Governors but still no LA Governor. The LA have confirmed that PW can be nominated as the LA Governor. Governors agreed to this proposal.	
4.4	AP4 – <ul style="list-style-type: none"> • Prevent Training – SH to complete. PW to print certificate • Spring term - look at allocation of Governor Responsibilities now that we have new Governors in place. • Head Teacher Appraisal is set for 30.11.2016 • 360 Review – PW will discuss at the next Governor FoDSS meeting 	
4.5	AP5 – completed	
4.6	AP6 – to do – RF asked where lettings should be advertised on the website. It was decided to make a new page under Home called Community Section. And to offer the school as a place to hire for parties. AP2 – Lettings <ul style="list-style-type: none"> • RF to put on website • RF to see if local paper would print an article • AH to ensure it is part of the newsletter • AE to raise awareness with Action4Cotmanhay 	RF AH AE
4.7	AP7 – AP3 - AH to send Safeguarding policies to Governors to be signed next meeting	AH
4.8	AP8 – AH and the Governors who attended the visioning day spoke about what an amazing day it had been. All in the school community were given the opportunity to be involved. The words used to describe the school were all very positive and taken from what was discussed a new school logo will be produced with the 4 main visioning words.	

School Visit Reports		
5	Pupil View	Action
5.1	<i>See previously circulated report</i> SM explained the importance of Pupil Voice and how this school is exceptionally good at it. This has not always been the case but three years ago systems were put in place to ensure all pupils have a voice. <ul style="list-style-type: none"> • Head Boy/Girl and Deputy nominations. Pupils speak at all Key Stage assemblies to present their case for being elected. All 	

	<p>pupils then have the opportunity to vote.</p> <ul style="list-style-type: none"> • Head Boy/Girl responsibilities include showing visitors round, meeting with OFSTED, attending School Council meetings. • Pupils from across school are used in the interview process for all new staff. • two pupils are on the Erewash Youth Forum and two on the Special Schools Forum • the school is very strong at giving the pupils a voice and then also listening to it (even if it is something they may not agree with (e.g. the colour chosen for the KS2 toilets!)) <p>SM related an amazing experience that happened at the Erewash Youth Forum. The focus was healthcare and our pupils explained (with one using a communication aid) that they would like GP's and Nurses to have some basic signing training so that they can speak directly to them. The lady running the forum was so impressed that she reported this back to the GP surgery and has now contacted the school asking to work with us as they want to roll it out across the whole area. This is a real example of giving our pupils a voice and seeing it heard in the wider world.</p> <p>Governors asked how we ensure that younger ones and those less able are given a voice.</p> <ul style="list-style-type: none"> • School council is split into primary and secondary so the younger ones have more opportunity to speak out. • Right from the EYFS stage pupils are given choose boards so that they can learn to start making choices and expressing them even if they cannot speak. • Younger pupils are also used on interview panels. • All pupils were able to participate with their views for the school vision <p>Governors asked how can we ensure that we continue to do this and it is not just tokenistic?</p> <ul style="list-style-type: none"> • JB will attend the school council meetings • JB will do learning walks with AC and will report back to Governors. 	
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6	KS4 Visit	Action
6.1	<p><i>See previously circulated report</i></p> <p>Main Points:</p> <ul style="list-style-type: none"> • The use of ICT is very strong in the classroom. It is an integral part of the curriculum. Safe use of mobile phones and social networking is also taught. • Pupils hand in their mobile phones at the beginning of each day. • Core subjects are taught in the mornings and pupils are 	

	<p>streamed by ability.</p> <ul style="list-style-type: none"> Option choices are taken in the afternoons. <p>Issues raised-</p> <ul style="list-style-type: none"> AC is currently overseeing KS4 as there is no KS4 lead teacher. No teaching time has been lost but this situation will be monitored over the coming year. Science Resources – AH is looking at building links with Kirk Hallam to see if we can use their Science Labs. 	
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7	ICT Committee	Action
7.1	<p><i>See previously circulated report.</i></p> <p>AE noted that it is the <i>Computing and eSafety</i> Committee as hardware/software is also discussed.</p> <p>A lot of money is invested within the school for this area.</p> <p>No issues</p> <p>No questions</p>	

8	Review School Visits	Action
8.1	<p>Issue – cut in Positive Play provision</p> <p>Resolution –</p> <ul style="list-style-type: none"> This year – Hours have been increased to 4 days meaning another 6 pupils can benefit from the scheme. This was funded from extra Pupil Premium money being available due to the gap in MC leaving and JA starting in their role as Family Support Worker. Next year – ensure it is discussed as part of budget setting Mar/Apr 2017 	

Governor Termly Responsibilities		
9	20 Questions – Questions 4&5	Action
9.1	<i>See Updated 20 Questions Form</i>	
	JB left the meeting	

Policies		
10	Policies to be reviewed and agreed by Governors	Action
10.1	<p><i>Benchmarking</i></p> <p>Governors discussed the Benchmarking Document</p> <p>Questions Asked</p> <ul style="list-style-type: none"> • <i>Why is the water bill so high?</i> <p>AE stated that she has queried this before with County but never got to the bottom of it.</p> <p>AP4 - AE to chase up again.</p> <ul style="list-style-type: none"> • <i>Why do some schools have no Caretaker Costs?</i> <p>Not all schools employ a caretaker, some buy a package from DCC.</p> <ul style="list-style-type: none"> • <i>Why do we not employ an IT technician?</i> <p>We have AE</p> <p>Governors agreed that mostly the costs are fairly comparable and have no further questions.</p>	AE
10.2	<p><i>Code of Conduct for Employees</i></p> <p>Governors reviewed the policy and after discussion the above new policy was accepted and agreed by the Governing Body with the following amendment-</p> <p>11.4 – Intellectual Property – domain names should also be listed in there</p> <p>AP5 AE to amend policy</p>	AE
10.3	<p><i>Computing & E-Safety Committee Terms of Reference</i></p> <p>Governors reviewed the policy and after discussion the above amended policy was accepted and agreed by the Governing Body.</p>	
10.4	<p><i>Disaster recovery plan</i></p> <p>Governors reviewed the policy and after discussion the above amended policy was accepted and agreed by the Governing Body with the following amendment-</p> <p>Add 'Data' to title.</p>	
10.5	<p><i>Fire Safety Management</i></p> <p>Governors reviewed the policy and after discussion the above new policy was accepted and agreed by the Governing Body.</p> <p>Governors asked if the work was actually done?</p> <p>AE met with PC to ensure everything was done. Also any areas requiring action are highlighted and PC is taking action.</p>	

10.6	<p><i>Health & safety Policy</i></p> <p>Governors reviewed the policy and after discussion the above amended policy was accepted and agreed by the Governing Body.</p> <p><i>Governors asked if the Hazard report system was in place and did this include near misses?</i></p> <p>DCC implemented a new system this year for all reporting. Staff have just begun to start using it and they are supported in the office. Initially assaults and injuries are being reported with hazards to be added next.</p> <p>There is also an in-school system that will soon be implemented for staff to report all site jobs that need doing to the site manager and SBM.</p>	
10.7	<p><i>Online (E-safety) Safety Policy</i></p> <p>Governors reviewed the policy and after discussion the above amended policy was accepted and agreed by the Governing Body.</p>	
10.8	<p><i>Statement of Best Value</i></p> <p>Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body.</p>	
10.9	<p><i>Technical Security Policy</i></p> <p>Governors reviewed the policy and after discussion the above amended policy was accepted and agreed by the Governing Body.</p>	
10.10	<p><i>Social Media Policy</i></p> <p>AE explained that she would like to resubmit this policy for approval after it has been assessed by the ICT Committee. Governors agreed to this.</p>	

Financial Update		
11	Private School Fund Audit	Action
11.1	<p>AE explained that the school has a private bank account not linked to the budget. Previously this was used for school uniform money now it just has the remaining funds from the anonymous minibus donation.</p> <p>SBM's from other special schools audit each other's account.</p> <p><i>Governors asked if there could be a conflict of interest with this as all Special Schools are part of FoDSS?</i></p> <p>At the moment this is not the case as all budgets and accounts are entirely separate. If, in the future, there are more links then an independent auditor will be used.</p>	

12	Risk Register	Action
12.1	<p>SH reported that she attended the Risk Register meeting. It is an excellent way of highlighting gaps and prioritizing as the register highlights consequences against the likelihood of it happening.</p> <p>Governors discussed the report. AE stated that any items highlighted red will be actioned immediately, then amber, then everything else. It will be reviewed annually.</p> <p>AB stated that an extra column can also be added “if this was done it could reduce the risk”</p> <p>AP6 – AB to send AE Risk Register examples</p> <p>SH stated that it is also good practice to use a risk register when undertaking large projects.</p>	AB

13	Budget Update	Action
13.1	<p>AE and Governors discussed the previously circulated reports.</p> <p>Governors asked the following questions?</p> <ul style="list-style-type: none"> • <i>What happens to the carry forward?</i> It is used as part of the 5 year plan to ensure we can maintain staffing levels and costs. • <i>Is future inflation built into the budget?</i> Yes. • <i>Can we build into the budget an allocation for part time staff to be paid for Inset days?</i> AE to look into this and perhaps use the Supply Budget heading. <p>AE stated that the NHS charges are on budget due to there being a reduction in hours at the beginning and end of each term.</p> <p>AE stated that Audit now require extra hours and Additional Payments to be reported to Governors. AE shared the data. Governors approved and accepted the costs.</p> <p>AE informed Governors that we are currently recruiting more supply staff for our books. Governors agreed that this is best practice as it is the most economical and is best for the children as it offers consistency.</p>	

	Governors thanked AE for her report and stated that they are very pleased with the current condition of the budget.	
13.2	LW and DR left the meeting	
13.3	<i>See additional enclosure -</i> AE presented an additional enclosure for information only regarding the Apprenticeship Levy for next year – plus other extra costs – that will be part of next year's budget.	
13.4	Fundraising – see report Governors were pleased with the fundraising successes so far this year. RF asked Governors to support the Tesco fundraising enterprise and to advertise it as much as possible. AC stated that pupils will be bag packing in Tesco's this week to drum up some support.	

Premises Update		
14	Premises Update	Action
14.1	The next Landlord visit is 16 th November. AE has spoken to the DCC architect regarding the accessibility work for summer 2017. We are looking to have it funded through the School Access Initiative – we are at the top of the list for this funding. A new boiler is also needed and we are being put forward for the IMP scheme to pay for this.	
14.2	A Health & Safety walk will take place with SH and AE this term. SH asked if the EYFS toilets have been improved yet? AE explained that the conversion of the garage was given priority. The toilets are safe just not pleasant. They have been tidied up but it is not resolved yet. Governors agreed that it needs to be given priority as soon as possible as it keeps getting bumped. AE said she is looking at using the DFC to fund it in the future.	

Personnel Update		
15	Staff Absence Reports	Action
15.1	<p>AE presented the previously circulated reports. AH and AE discussed how they have analyzed the figures and causes and all have been genuine cases.</p> <p>Governors asked if Return to Work interviews take place? Yes even for half a day sickness – plus a record is kept and this triggers extra interviews if absence goes to high.</p>	
	KB left the meeting	

16	Teacher Appraisal	Action
16.1	<p>AH stated that all Teachers met their objectives that were set last October. It is a very robust system and there are very clear success criteria. The new targets set are challenging and build on previous achievements.</p> <p>AH stated that the salary increases are automatically built into the budget in preparation for success.</p> <p>Governors accepted and agreed to the salary increases.</p>	
16.1	<p>Governors asked when the TA appraisals will be complete? AH stated that the objectives will be set by the end of this term. As this is a new process a report to Governors will not happen until next year. TA salaries will not be affected.</p>	

Close of Meeting		
17	What has this meeting achieved that will benefit our children?	Action
17.1	<ul style="list-style-type: none"> • Consistency across school for Maths • Pupils view • Safety of pupils – policies in place and used • Staffing/budget- ensure enough money • Wider spectrum of Governors offers wider view so can ask different questions. • Teachers doing good job. 	

18	What could have been done to improve the meeting?	Action
18.1	(no goodies)!!	

19	Dates and times of next meetings	Action
19.1	<ul style="list-style-type: none"> • Monday 5th December 2016 at 4:00pm – T&L • Monday 23rd January 2017 at 4:00pm – T&L • Monday 27th February 2017 at 4:00pm - R • Monday 27th March 2017 at 4:00pm - R • Monday 8th May 2017 at 4:00pm - R • Monday 19th June 2017 at 4:00pm – T&L • Monday 17th July 2017 at 4:00pm - Review 	

PW closed the meeting at 6:15pm

Summary of Meeting Action Points				
		Action	Who?	When?
1.	4.2	AC to discuss offering DofE to our pupils and working with other special schools.	AC	Dec FGB
2.	4.6	Lettings <ul style="list-style-type: none"> • RF to put on website • RF to see if local paper would print an article • AH to ensure it is part of the newsletter • AE to raise awareness with Action4Cotmanhay 	RF AH AC	asap
3.	4.7	Send Safeguarding documents to Governors to be signed next meeting	AH	before next FGB
4.	10.1	Investigate why water bill is so high	AE	asap
5.	10.2	Amend Code of Conduct for Employees policy	AE	asap
6.	12.1	Send AE Risk Register examples	AB	asap