



Full Governing Body Meeting

Minutes

Date: 16th December 2014	Time: 4:15pm
Venue: Community Room, Bennerley Fields School	

Governors Present:			Apologies:		
Julie Brown	(JB)	Chair -Comm	Deborah Quinn	(DQ)	Staff
Sarah Menzies	(SM)	Vice Chair - Comm	Kay Blissett	(KB)	Staff
Michelle Booth	(MB)	LA	Lisa Ferris	(LF)	Parent
Debbie Gerring	(DG)	Headteacher	Janet Seymour	(JS)	LA
Pauline Wensley	(PW)	Associate			
Linda Willis	(LW)	Parent	Attendees:		
Vince White	(VW)	Parent	Abigail Evans	(AE)	Business Manager
			Ruth Fowler	(RF)	Clerk

Procedural

14.10.14		Action
1	Welcome and Apologies	
1.1	DG opened the meeting by showing some video clips of the children's X-mas Factor Performance. This demonstrated the great time had by all along with the progress children have made in having the confidence to perform.	
1.2	Apologies were received and accepted for LF, KB, DQ, JS.	
1.3	JB welcomed the new Parent Governors Linda Willis and Vince White and the other Governors introduced themselves.	

2	Reconstitution of Governing Body – Stage 3	Action
2.1	The new Instrument of Government was presented and discussed. RF explained that it had been seen by Governor Support and Steve Foyster who both said that it is set out accurately. Governors discussed the number of governors allocated to each category and agreed this was appropriate. All Governors agreed to accept the new Instrument of Government. AP1 - RF to submit Instrument of Government to DCC.	RF

3	Declaration of Interest	Action
3.1	None declared. MB stated that if necessary she would leave the room for 'decorating quote' conversations.	

4	Minutes of meeting held 14th October 2014	Action
4.1	The minutes were accepted and agreed as a true and accurate record and signed by the chair.	
5	Matters arising from previous minutes	Action
5.1	AP1 - Completed	
5.2	AP2 - Completed	
5.3	AP3 - Kirk Hallam Community Chest. RF explained she had contacted the team and they will send an application form when the next rounds open. We would have to give evidence that children from Kirk Hallam would actually benefit from the project. MB commented that we should mention that in the future any number of children could attend the school from the Kirk Hallam area. MB offered to help with the application form. It was also noted that the holiday scheme would be open to local residents to include those from the Kirk Hallam area.	
5.4	AP4 – Solar Panels. AE stated that she had met with a project management team who would charge £1,500 for their services and would help with things such as ensuring the building is structurally sound. They also suggested approaching the council for funding for the panels. JB stated it would be good to have the professional help as we need to ensure we abide by any laws/regulations. AP2 - AE to see if the council will fund Solar Panels. AE to contact Alison Thomas.	AE
5.5	AP-5 – Training Matrix – AP3 - RF and SM to meet up to discuss the training matrix.	
5.6	AP6 - Completed	
5.7	AP7 - Ongoing	
5.8	AP8 – JB stated that there had been a meeting of the Soft Federation for Governors held and it was a good start, although only a few schools were represented. A further meeting is in progress to be arranged for January although JB has had no responses yet. It was suggested that giving a definite date rather than a choice may be better. DG stated that it will take time to establish. AP4 - RF to send minutes of the Governors Soft Federation Meeting to Bennerley Fields Governors.	RF
5.9	AP9 - 360 Review of Chair – RF sent a review to JB. JB stated she was not happy with this version. DG suggested looking at ncsI. AP5 - RF to look at ncsI and other sources for 360 Review of Chair.	RF
5.10	AP10 – Completed	
5.11	AP11 – PW has been on the training for new Governors. AP6 – RF to ask if LF can attend the course on February 28th. RF to book Governor Training on 28th February 2015 for LW and VW and LF (if needed).	RF
5.12	AP12 - Completed	
5.13	AP13 - Completed	
5.14	AP14 - Completed	
5.15	AP15 – Completed	
5.16	AP16 - Lobbying for DCC funds	

	AP 7 - JB and SM to prepare a letter from Governors to send to Chris Allcock	JB/SM
5.17	AP17 - Lobbying for DCC funds. MB advised writing to Kevin Gillott and Jim Coyle also. MB and JB to liaise. MB is prepared to lobby on the schools behalf. AP8 - MB and JB to do above.	MB/JB
5.18	AP18 – The Soft Federation – DG explained to the new Governors that the Soft Federation is a partnership between all the Special Schools in Derbyshire. The aim is to give us a stronger voice as Special Schools are underfunded and underrepresented. It will also provide opportunities to share expertise and develop skill sets. AE stated that she has close contact with the SBM (School Business Manager) at Stubbin Wood School.	
5.19	AP19 - Completed	
5.20	AP20- Completed	
5.21	AP21- Completed	
5.22	AP22 – Completed	
5.23	AP23 –Policies – how the policies are to be presented on the website is to be discussed at the next Policy Working Party meeting. AP9 – RF to put ‘Policies on the Internet’ on agenda at the next Policy Working Party meeting.	RF
5.24	AP24 – Completed	
5.25	AP25 – Completed	
5.26	AP26 – Completed	
5.27	AP27 – Completed	
5.28	AP28 - Completed	

Committee Reports

6	Finance and Personnel	Action
6.1	See Summary on Finance and Personnel Committee Meeting Minutes. SM stated that considering the current financial constraints upon the school a £3,500 overspend is credit to everyone’s hard work in keeping this as low as possible.	
6.2	A discussion was had with regards to the Soft Federation gaining support from the LA. DG stated that Kathryn Bolton, Assistant Director for Schools and Learning, is supportive. The Federation is buying in support from Flint Bishop to help put the Federation on a legal footing. MB encouraged building on that relationship and also to engage Jim Coyle as he could come and speak at one of the meetings. PW stated this will be an advantage to all the schools.	
6.3	DG commented that she did not agree with the statement regarding staff morale and incidents of sickness being higher due to being under pressure from the imminent arrival of Ofsted. SM stated that this is not the case now, however, a few months ago staff morale was low and the whole school was concerned about Ofsted arriving.	

	AE stated that people are stretched due to budget constraints.	
7	SIP (School Improvement Plan)	Action
7.1	<p>JB stated that the two new Parent Governors have been allocated mentors.</p> <ul style="list-style-type: none"> • JB to mentor LW • JS to mentor VW <p>The SIP committee continues to monitor the SIP.</p> <p>The committee has done a skills review. There is a strong skills basis within the Governing Body and where there is a need actions have been put in place.</p>	
7.2	JB encouraged all to complete their Key Stage visits.	
7.3	LW stated that she has done some work with LF with regard to the Parent View. LW attended a Parent's Workshop held at the school and LF will show her how to complete a School Visit Form.	

8	Premises	Action
8.1	The tree that was damaging the pavement has now been removed and the tarmac is being fixed.	
8.2	The Electric Gates are due to be installed in the February half term holiday.	

Financial Matters

9	Audit Action Plan	Action
9.1	AE explained that the school is audited every three years and these are the remaining items that need to be sorted out.	
9.2	<p>AE displayed the Audit Action Plan update (see enclosures).</p> <p>There are three remaining items.</p> <ol style="list-style-type: none"> 1. Health & Safety Policy. AE has now been on training and is in a position to prepare the policy. AE is organizing risk assessments and staff will be trained in January. This is something that is being introduced gently as we want everyone to be on board. 2. Safe Disposal of IT Equipment. AE has spoken to our IT support and they will find a company that safely disposes of equipment. They have to give a certificate. 3. Solar Panels. See item 5.4 (already discussed) <p>MB stated that an article in 'My Derbyshire' states the council are looking for sites to place solar panels. It will be beneficial even if it is cost neutral.</p> <p>Water Hippo's –</p> <p>AP10 – AE to ask Paul to chase up getting Water Hippo's AP11 - AE to look at using water saving technology when refurbishments are undertaken (i.e EYFS work)</p>	AE

10	Fundraising Update	Action
10.1	<p>RF presented the Fundraising Spreadsheet (see enclosures).</p> <p>RF explained that the KS2 playground project has now been broken</p>	

	<p>down into smaller stages to enable the project to get off the ground. The Eagle Nest Swing has been purchased and will be installed in the Spring Term.</p> <p>RF stated that an application for funding has been submitted for iPads and she is working on other applications.</p>	
10.2	<p>RF is looking to find funding for the KS4 Residential Trip</p> <p>AP12 – DG to give RF contact details for Julie Lomas – the previous Fundraiser for Ashgate.</p>	DG
10.3	<p>Breakfast Club – SM asked if there were any alternatives to Bagels as some in KS4 were getting a bit bored of them now.</p> <p>DG stated that if they are hungry they will eat them. They can also put different toppings on them and cereals are available.</p>	

11	Disposal of Inventory Items	Action
11.1	<p>AE presented the Inventory (see enclosures).</p> <p>AE explained that all new items are placed on the inventory in the SAP system (This is the schools finance system). All items that were on the old system were transferred across.</p> <p>AE explained that on this list there are a number of items that are not on any Inventory.</p>	
11.2	<p>JB asked where these items are?</p> <p>AE stated they are all in the office and are all old and broken.</p> <p>JB asked if there is any value in them?</p> <p>AE stated that the IT technician has taken out any working parts.</p> <p>JB asked if they will be disposed of properly?</p> <p>AE stated that they will be. Governors need to agree to get rid of the items then AE can start the process.</p> <p>Governors agreed to write off all items on the list.</p>	

12	Staffing	Action
12.1	This is covered in the Finance and Personnel Committee update and the Head Teachers report.	

13	SFVS C12 Benchmark income/expenditure	Action
13.1	<p>AE presented the graphs (see enclosures).</p> <p>(Please note that this item has not been printed out as it is a working excel spreadsheet)</p> <p>DG stated that Brackenfield and Swanwick are our closest comparators. The Governors compared the different categories and stated that there were no concerns.</p> <p>SM asked how often is this process done?</p> <p>DG stated annually.</p>	

Governing Body Matters

14	Succession Planning	Action
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14.1	<p>JB stated that when DG, SM and JB meet they discuss how roles are spread out throughout the school.</p> <p>JB stated that within the Governing Body Governors chair different committees and this gives experience and opportunities for development.</p>	
14.2	PW stated that Governors share out the work evenly and all feedback well.	
14.3	<p>SM stated that we need to keep an eye on it as all Governors are volunteers and could leave at any time. The advice is that the Chair and Vice-Chair are not filled by the same people for an extended period of time. It is good practice to have an ex-Chair/Vice-Chair still on the Governing Body. It was decided that a limit should be out on the number of years one person can be Chair.</p> <p>AP13- RF to put 'Time Limit for Chair/Vice Chair' on agenda for the next Full GB.</p>	RF
14.4	DG stated that across school more responsibilities have been delegated. This helps to develop people, gives them the opportunity to step-up and cultivates ownership, all of which helps people cope with change better.	

15	Head Teacher's Report	Action
15.1	<p>DG presented the report (see enclosures).</p> <p>SM asked if we are where we should be with regard to attendance?</p> <p>DG stated that there is no official figure for Special Schools to compare with however we have very good attendance.</p> <p>SM asked if it so high why is this the case?</p> <p>MB stated that the red/green/amber letter system is very effective</p> <p>DG stated that the work MC (Family Support Worker) does also helps greatly with attendance. There is also a robust system in place.</p>	
15.2	<p>SM asked for a comparison of the attendance for those on free school meals/ pupil premium against other pupils.</p> <p>DG explained that we have to call them all Pupil Premium children now.</p> <p>AP14 – DG will present the data for a comparison of the attendance for pupil premium pupils against other pupils at the next Full GB.</p>	DG
15.3	<p>LW asked what counts as unauthorized absence?</p> <p>DG stated that if there is not a good reason e.g. being sick. It does not happen very often. Certain pupils have barriers to come into school so we work with the family and these pupils have a plan put in place. The report shows one child in the spring term that had to be marked as unauthorized until a plan was put into place. The two children we have difficulties with are both on plans.</p> <p>SM asked if a pupil is excluded are they put on a Behavior Support Plan?</p> <p>DG confirmed they are.</p> <p>SM stated it was good to see that there have been no exclusions in the last two terms.</p>	
15.4	JB stated that the picture from EYFS to KS4 is very positive.	
15.5	<p>SM asked about the mix of pupils in EYFS with regard to there being Reception and Nursery children in the same class?</p> <p>DG explained that within the Nursery Class there are Reception and Nursey pupils. Within Sue Firths Class there are Reception and Year 1</p>	

	<p>Pupils. This meets the needs of the pupils within the classes and works organizationally for school.</p> <p>LW stated that they have a good mix, not one of them stands out, they all gel together. LW goes swimming with the class and stated the class works really well.</p>	
15.5.1	<p>SM asked if the Reception pupils get assessed on B²?</p> <p>DG stated that in Sue Firths Class all the children have Early Years assessments. The Year 1's who are in that class also get the B² assessment.</p> <p>SM stated that we need to be aware that EYFS have a separate Ofsted review.</p>	
15.5.2	<p>JB and SM would like to visit EYFS if that was ok with MB?</p> <p>MB stated that was fine – it is all part of succession.</p>	
15.6	<p>The following statements were made:</p> <ul style="list-style-type: none"> • KS1 – a very challenging group but they are settling down now. • KS2 – the new teacher is working out well. • KS3 – the new teacher has also settled in well. • 3/4A – everyone in that class did a turn in the X-Factor performance – even those children who have never been on stage before. One was even able to do an introduction on their own. None were standing back – it's phenomenal - we are really achieving something. <p>One student is now on or above target now they have been placed in this new class.</p> <ul style="list-style-type: none"> • KS4 – it is phenomenal the amount of TA input and responsibility that they take. It is fantastic and the school could not run at the level it does without this high caliber of TA staff. • The quality of teaching was highlighted with 58% at good and 25% at outstanding. 	
	MB left the Meeting with apologies.	

16	Policies	Action
16.1	Policies to be Discussed, Amended and Approved by the Full Governing Body	
16.1.1	<p>SEN</p> <p>After discussion the above policy was accepted and agreed by the Governing Body.</p>	
16.1.2	<p>Lettings</p> <p>After discussion the above policy was accepted and agreed by the Governing Body.</p>	
16.1.3	<p>Teacher's Appraisal</p> <p>After discussion the above policy was accepted and agreed by the Governing Body.</p>	
16.1.4	<p>Teacher's Pay</p> <p>After discussion the above policy was accepted and agreed by the Governing Body.</p>	
16.1.5	<p>Private Fostering Policy</p> <p>After discussion the above policy was accepted and agreed by the Governing Body.</p>	

16.2	Policies Reviewed by Allocated Person/Committee to be Signed Off by Full Governing Body	
16.2.1	Accessibility Plan This is still under preparation by DG.	
16.2.2	Document Retention Policy After discussion the above policy was accepted and agreed by the Governing Body.	
16.2.3	Equality Information and Objectives After discussion the above policy was accepted and agreed by the Governing Body.	
16.2.4	Home School Agreement After discussion the above policy was accepted and agreed by the Governing Body.	
16.2.5	Complaints Procedure After discussion the above policy was accepted and agreed by the Governing Body.	
16.2.6	Benchmarking After discussion the above policy was accepted and agreed by the Governing Body.	
16.2.7	Freedom of Information Scheme After discussion the above policy was accepted and agreed by the Governing Body.	
16.2.8	Security Policy After discussion the above policy was accepted and agreed by the Governing Body.	
16.2.9	Home Work Policy After discussion the above policy was accepted and agreed by the Governing Body.	
16.2.10	Anti-Bullying Policy After discussion the above policy was accepted and agreed by the Governing Body.	
16.2.11	E-Safety Policy After discussion the above policy was accepted and agreed by the Governing Body.	
16.2.12	Computing and E-Safety Committee Terms of Reference After discussion the above policy was accepted and agreed by the Governing Body.	
16.2.13	Technical Security Policy After discussion the above policy was accepted and agreed by the Governing Body.	
16.3	Discussions Relating to Policies.	
16.3.1	Teacher Appraisal: JB highlighted Section 5 of the policy which states that a report should	

	<p>be presented to the Governors.</p> <p>SM stated that this was done verbally and was recorded in the minutes.</p> <p>DG stated that it will be possible to present the data in a report format for the next review as all the data is available. The information will have to be anonymous.</p> <p>AP15 – DG to prepare a report for Governors in line with the Teacher’s Appraisal policy for Nov. 2015</p>	DG
16.3.2	<p>E-Safety Policy:</p> <p>The generic policy stated that all emails/network usage should be monitored. This has been removed from our version as we do not have the software to achieve this and felt it was unnecessary as we have a robust filter system in place. Access to other sites (e.g. those for sex education) will have to be requested from AE who will keep a formal log. Any accidental access gained to inappropriate sites will also be logged.</p> <p>DG confirmed that the school has already picked up on things that should not be done – this mostly involves the use of personal mobile phones. These issues have been addressed and staff now know what they can and cannot do.</p> <p>A discussion was had regarding using mobile phones while out on trips and it was decided that as a form of contact with the school staff could use their own phones. However pupils should not have access to staff mobiles.</p> <p>Only school cameras and devices can be used to take photos – this may mean that a few more cameras will need to be purchased.</p> <p>Changing Passwords: AE stated that staff will be required to change their passwords more regularly and pupils will be taught the importance of using passwords securely as appropriate. Governors will also need to change their email passwords on a regular basis.</p>	
16.3.3	<p>Computing and E-Safety Committee Terms of Reference:</p> <p>AE stated that the ICT Steering Group has been renamed the Computing and E-Safety Committee. The committee would like to have parent representation on it and this will be offered to parents in the new year.</p>	

17	SEN&D Code of Practice	Action
17.1	<p>JB highlighted the changes that have been made (see enclosure).</p> <p>JB asked if there was link to the local offer on the website?</p> <p>AE confirmed there is.</p>	

18	Safeguarding – Supporting Pupils at School with Medical Needs	Action
18.1	<p>No policy has been found yet. JB contacted Governor Support who were not able to help.</p> <p>AP16 - DG to ask other schools what they have done with regards to a policy for Supporting Pupils at School with Medical Needs.</p>	DG

19	Autumn Briefings Feedback	Action
19.1	<p>JB stated that the briefings can be watched on You Tube and encouraged Governors to have a look as they are very informative.</p>	

	JB would like to see the Soft Federation represented at one of these briefings in the future when it is more established. SM agreed this would be a good idea as it will give us another voice.	
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20	Governor Visits to School	Action
20.1	Three visits have been made since the last meeting and are available for Governors to read in the School Office. It was decided that as these visits are discussed at the SIP Committee it is not necessary to re-discuss them here as any issues will be covered in the Committee review.	

21	Correspondence and Information for Governors	Action
21.1	It was noted that JB is now the named Governor for Safeguarding and JS is the named Governor on the Computing Committee. AP17 – RF to update Named Governors on record sheet.	RF

22	How does this meeting impact in outcomes for pupils?	Action
	<ul style="list-style-type: none"> • Policies make the school a safer place. Everyone knows where they stand and what to do. • Safeguarding is a high priority and issues will be resolved by the installation of electronic gates and the safe disposal of IT equipment. • New Parent Governors mean that parents are now represented properly on the Governing Body. • Fundraising will always be an advantage to the school. • A fantastic job is happening as evidenced by the confidence of the pupils at the X-Factor performance. 	

23	Dates and times of next meetings	Action
	27 th January 2015 4:15pm 17 th March 2015 4:15pm 28 th April 2015 4:15pm 14 th July 2015 4:15pm	

JB closed the meeting at 6:45pm

Summary of Meeting Action Points				
		Action	Who?	When?

1.	2.1	Submit Instrument of Government to DCC	RF	asap
2.	5.4	See if the council will fund Solar Panels. Contact Alison Thomas	AE	asap
3.	5.5	RF & SM to meet up to discuss the training matrix.	RF/SM	asap
4.	5.8	Send minutes of the Governors Soft Federation Meeting to Bennerley Fields Governors.	RF	asap
5.	5.9	Look at ncsi and other sources for 360 Review of Chair.	RF	asap
6.	5.11	Ask if LF can attend the course on February 28 th . Book Governor Training on 28 th February 2015 for LW and VW and LF (if needed).	RF	asap
7.	5.16	JB and SM to prepare a letter from Governors to send to Chris Allcock.	JB/SM	asap
8.	5.17	MB advised writing to Kevin Gillet and Jim Coyle also. MB and JB to liaise. MB is prepared to lobby on the schools behalf.	MB/JB	asap
9.	5.23	Put 'Policies on the Internet' on agenda at the next Policy Working Party meeting.	RF	next Policy meeting
10.	9.2	Ask Paul to chase up getting Water Hippo's	AE	asap
11.	9.2	Look at using water saving technology when refurbishments are undertaken (i.e. EYFS work)	AE	asap
12.	10.2	Give RF contact details for Julie Lomas – the previous Fundraiser for Ashgate.	DG	asap
13.	14.3	Put 'Time Limit for Chair/Vice Chair' on agenda.	RF	next Full GB
14.	15.2	Present the data for a comparison of the attendance for pupil premium pupils against other pupils.	DG	next Full GB
15.	16.3.1	Prepare a report for Governors in line with the Teacher's Appraisal policy for Nov. 2015	DG	Nov. 2015
16.	18.1	Ask other schools what they have done with regards to a policy for Supporting Pupils at School with Medical Needs	DG	asap
17.	21.1	Update Named Governors on record sheet	RF	asap