

DERBYSHIRE COUNTY COUNCIL

AMBER VALLEY, EREWASH & SOUTH DERBYSHIRE EDUCATION AREA
BENNERLEY FIELDS SPECIALIST SPEECH & LANGUAGE COLLEGE

FULL GOVERNING BODY MEETING MINUTES

Date: Tuesday 10th December 2013	Time: 4.15pm
Venue: In school	

Governors Present:			Apologies:		
Julie Brown	(JB)	Chair - Parent	John Kelly	(JK)	Community
Debbie Gerring	(DG)	Head Teacher	Michelle Booth	(DQ)	LA Governor
Kay Blissett	(KB)	Staff			
Janet Seymour	(JS)	Community			
Sarah Menzies	(SM)	Governor			
Deborah Quinn	(MB)	Staff	Attendees:		
Lisa Ferris	(LF)	Parent	Abigail Evans	(AE)	Clerk

6/13:		Action
795.	Apologies received and approved by Governors	
795.1	Apologies for absence were received from JK and MB and were accepted by Governors.	
796.	Declarations of Interest	
796.1	None.	
797.	Report from subject leaders – PC and KL; PE	
797.1	Unlike previously agreed, governors decided not to ask specific questions which allowed PC and KL to choose how they gave their presentation. They included information on the new curriculum from Sept 2014, and their subject Action Plan. Governors asked questions at the end.	
797.2	KL explained the framework - for this year they are focusing on KS1 & 2. The new curriculum is more skills based and schools have more freedom to decide how it will be taught. KS1 will focus on foundation skills, whilst KS2 will focus on linking and sequencing movement. There is a drive on both collaboration and competition and will include sports, dance and adventurous outdoor activities, including swimming (25m by end of KS2).	
797.3	PC went through the subject Action Plan which was shown to governors on the whiteboard.	
797.4	PC explained that they are working with St Giles, Stubbin Wood and Alfreton Park to create a partnership to run inter-school competitions/events.	
797.5	PC and KL have both attended Energy Club training, as a result of which	

	they will set up a lunch time club for KS1 & 2 which includes elements of PHSE and are hoping for parental help. We were able to obtain the training free of charge, as an early adopter.	
797.6	PC explained that KS3 they have booked a series of non-contact OxBow sessions after Christmas, again at no charge (organized through the Police Force). Some Eagles pupils will also join in.	
797.7	KL explained there are seated volleyball sessions booked for May.	
797.8	It is planned that on-going PE information will be included on the new website.	
797.9	PC highlighted they are currently developing new methods of assessment and will do so over the next year.	
797.10	PC and KL have also been on training with other primary schools (organized by the Erewash Schools Sports Partnership). Some of our TAs have already signed up for other Erewash SSP courses. As a school we have bought into their silver training package which allows staff to sign up for their courses for free.	
797.11	The intention is to upskill staff to ensure the PE curriculum is sustainable once the money for external coaches and trainers has gone. We will get two year's funding from the government of approx. £8,000 each year.	
797.12	JB asked what age this funding is aimed at. Primary, which is why the focus is on KS 1 & 2, although resources and training will be of benefit to the whole school.	
797.13	SM asked if there is anyone within the Erewash Schools Sports Partnership with specialist knowledge of working with special needs. KL said yes Nicky Godridge has been in to work with her pupils.	
797.14	SM asked if school has sports leaders? Yes. They are mainly in KS4 but are used throughout the school.	
797.15	Governors thanks PC and KL for their presentation.	
797.16	Action 1: DG to invite Marie Chadwick (Family Support) to report at the next Full Governing Body Meeting.	DG
798.	Minutes of Previous Meeting – AGM, 22nd October 2013	
798.1	Amendments and Acceptance of Minutes	
798.1.1	The minutes were accepted and agreed as a true and accurate record and signed by the Chair.	
798.2	Amendments and Acceptance of Confidential Minutes	
798.2.1	The confidential minutes were accepted and agreed as a true and accurate record and signed by the Chair.	
799.	Matters arising from the Minutes of Previous Meetings	
799.1	Governor Financial Self Evaluation Matrix – collation of data by AE	

	<p>SM highlighted the main area governors are lacking in skills is accountability. It was discussed that governors will be addressing some of this with the planned budget meeting/training with AE later in the year.</p> <p>Governors agreed to revisit the matrix again after that meeting.</p> <p>Action 2: AE to make accountability the key to the finance meeting in February.</p>	AE
799.1.1	<p>JB noticed there seemed to be quite a lot of variability in the responses of each governor and therefore wondered how valid the data is. JB suggested governors work in pairs to discuss skills and therefore achieve more realistic results.</p>	
799.1.2	<p>Governor agreed an analysis of the results needs to be done, once JK's have been added. The method agreed was to add up each row and get an overall score – the highest scores will further inform the finance meeting with AE.</p> <p>Action 3: AE to ask JK for his results to the financial skills matrix.</p> <p>Action 4: SM and LF will do the analysis in the New Year.</p>	AE SM, LF
799.2	<p><i>782.1.2 (Action 6)</i> – JB asked if we still want to invite Cllr Gillot to a Governor's meeting? DG says no. She explained she had met with other special school Headteachers recently to discuss school budgets – 8 of the 10 Derbyshire special schools are in similar positions to us for next year. DG explained this is a wider issue than just our school so the special school Headteachers are currently trying to establish how to go forward with this. This process will involve the LA at some point.</p>	
799.3	<p><i>789.5 (Action 19)</i> – LF asked if we were going to make a template for when Governors go into school as she's not sure what she's looking for if she does go into school. DG explained the most important thing is for governors just to go into school and spend time with the teachers and pupils. This doesn't have to be a formal visit.</p> <p>JB encouraged all governors to go into their key stages. DG explained governors are very welcome to come in any time but to get in touch with teachers first to arrange a mutually convenient time. KB suggested joining in on out of school activities as governors will get to see the children in a different light.</p>	
799.4	<p><i>781.2.5 (Action 5)</i> - SM asked if Pauline has been invited to join as an associate governor yet. JB has met with Pauline and she has accepted. Her appointment will start from the 1st Jan 2014 so the full governors meeting in February will be her first one. AE has provided Pauline's details to governor support.</p>	
799.5	<p><i>782.1.1 (Action 7)</i> – Governors agreed AE will train governors in the budget and financial matters, as required, on Mon 3rd Feb at 9.30am, for approx. an hour.</p>	
799.6	<p><i>785.6.1.1 (Action 13)</i> – AE confirmed that School Support Finance agreed</p>	

	to the changes requested by governors, which AE has made accordingly.	
800.	Governor Expenses for approval	
800.1	Any governor expenses will now be presented at the first available meeting, either Finance Committee or Full Governors, and will be signed by JB and/or JS accordingly.	
800.1.1	JB signed all submitted expenses.	
801.	Appointments/Staff changes	
801.1	Interviews for Admin post will take place next weds (18 th) at 9.15am – the panel will consist of DG, AE and JS.	
801.2	The nursery teacher appointed in September is leaving at Easter. She has been supported by school in her decision. The SLT are currently discussing how and where we recruit in Early Years from Easter. Action 5: SLT to decide on recruitment for Early Years department.	SLT
801.3	When SC and PW finish at Christmas we will advertise for a Head of KS1 and 2/ ASD Lead across school. The advert will run the first week in January. Action 6: AE to organise the recruitment advert in due time.	
801.4	JB has emailed JS and ? all relevant interview dates.	
801.5	It was noted that from January PW will still work one day a week to plan the pupils' learning for the team as well as writing reports, but will have no contact with pupils.	
802.	Audit action plan update	
802.1	This is a standing Agenda item but nothing to report this time.	
803.	SIP	
803.1	DG pointed out that this is not required as an Agenda item when the Headteacher's report is included.	
804.	Single Status	
804.1	Although included in the Headteacher's report DG gave an update. We have now gone through the initial process. HLTAs have lost out most significantly. The higher HLTA level has been removed from above the four TA levels with HLTAs being moved down to the top TA level; Level 4. For most support staff they will be working longer hours but will be earning more money. This is not the case for HLTAs which is a big concern here as they are very significant in school. What we do about this is not yet known although DG thinks we should let the full single status process run its course. There are yet to be appeals so we need to	

	wait and see what happens as things could change or be resolved.	
	DG wanted to officially thank staff for working with DG so well throughout this process.	
804.1.1	SM asked if we could pay staff differently - she knows another school in Derby where staff get paid at a higher rate for additional hours, above and beyond their normal role. DG explained we do have some options – we could give some staff honorariums, give them different job titles etc. She reiterated this is a wider concern – it’s not just in our school and that we will wait until the single status process is complete before making any decisions.	
804.1.2	JB clarified there is still no agreed appeals process and DG reported that consequently the current appeals window has been extended.	
805.	Soft Federation	
805.1	DG reported that the special Headteachers are now working in a slightly more formalized way across special schools in order to support CPD (Ann is our representative in this group), procurement etc, whilst ensuring school leaders don’t lose autonomy of their school or that governance isn’t negatively affected.	
805.2	DG reported there will be a joint website; that ‘Special Schools in Derbyshire’ will have its own identity. This is an exciting project!	
805.3	JB has volunteered to get the special school Chairs and Vice Chairs together to create further links between schools and create opportunities for sharing best practice etc.	
805.4	SM suggested providing a focus or outside speaker to make best use of the time when meeting together. Governors agreed to focus on moving this forward after Christmas.	
806.	Headteacher’s Report by DG	
806.1	SM commented that it was good to see reports from each Key Stage leader in the report.	
806.2	JB commented that it was positive to see unauthorised absence has come down. Our LA target is just over 92% which we are exceeding slightly. The traffic light system of letters to parents is working really well, DG reported. We have been able to send Marie (Family Support) to talk directly with parents who are in receipt of a red letter. By the same token by adopting a stricter policy we don’t want parents to become over anxious and send children to school who have legitimate reasons for being off (e.g. sickness).	
806.3	JB commented how good it was to see that what the KS leaders are reporting on can be linked directly to the achievement data provided by AH. SM pointed out this is good triangulation of data.	

806.5	Regarding the quality of teaching JB congratulated the school and teachers that there are no inadequate judgments this time and that there is increased progress towards good and outstanding judgements.	
806.6	SM asked if the + levels in the report were officially recognized levels. DG said they are not but do recognize that all lessons observed had some elements of good and/or outstanding teaching even if the overall judgment is requires improvement as this tracks a trajectory of improvement.	
806.7	From Anti-bullying week Lauren, KS3 TA, has produced a large display board in the main corridor. JB asked she be thanked on behalf of governors for such a great effort. Action 7: DG to thank Lauren.	DG
806.8	During the anti-bullying open day JB spoke to parents and had very positive feedback. There did seem to be less parents but they liked being able to move around school to see different activities. KB confirmed that very group did have parents with them.	
806.9	JB commented that whilst the achievement data shows our pupils make the most progress in the Spring and Summer terms it is still good overall throughout the year.	
806.10	SM asked if KS4 achievement data can be part of this report in the future. DG explained it will be – it's just too new at the moment.	
806.11	SM commented she met with AH and DG and that the KS4 achievement of assessment is a very careful and well thought out process regarding the choosing of options and is non-recognizable compared to a year ago. It says a lot that not one pupil has changed from their original choice as they were so well supported and informed when making them.	
806.12	<i>As an aside the afternoon's Christmas performance was excellent – very emotional. DG and LF reported very positive feedback and everyone gave their compliments to the staff.</i>	
807.	Fundraiser's Report by AE	
807.1	AE explained that as she has now consolidated her Fundraiser role into her new School Business Manager role she has not spend much time on Fundraising in the last few weeks. However AE has discovered that because we are within a 10 mile radius of an active landfill site we are eligible to apply for funding from Biffa for approx. £50,000 for the KS2 playground development. AE has started to put the bid together and this will be the main fundraising focus over the coming weeks.	
807.2	JB asked if governors have officially thanked Blackman's for minibus. It was thought not, although DG had thanked them personally, and on behalf of the school.	

	Action 8: AE to draft a letter on behalf of governors.	
807.3	On our behalf Rachel from the Charlotte Blackman Memorial Fund contacted local charity Xibrant who provided tickets for 43 pupils to go to the Pantomime at the Derby Assembly rooms tomorrow. Governors agreed it was a very good for the school to have such a positive relationship with the Blackmans.	
807.4	AE reported that Graham Walker from Marla Tube Fittings had today given us a cheque for £150 to put towards the development of the front of school.	
807.5	LF asked if the school has a template for requesting funding as Ilkeston Lions are currently looking for projects to donate to. Action 9: AE reported not, but she will write to Ilkeston Lions re the front of school development.	
808.	LA Policies and Procedures for approval by JK on behalf of Governors	
	Both policies were circulated with the Agenda.	
808.1	Dinner Money Policy	
808.1.1	In JK's absence JB has read the policy and has no questions.	
808.1.2	Governors agreed to adopt the policy.	
808.2	Complaints Procedure	
808.2.1	In JK's absence JB has read the policy and has no questions.	
808.2.2	Governors agreed to adopt the policy.	
809.	LA Policies to be discussed, amended and approved by the full governing body	
	All three policies were circulated with the Agenda and discussed by Governors.	
809.1	Teachers Pay Policy	
	DG reported that we will be working with teachers on implementing these policies over the coming year and that most of the areas for discussion are already being done/agreed in school.	
	Governors agreed to adopt the policy.	
809.2	Appraisal Policy	
809.2.1	SM queried a section on page 9 regarding pay progression as she's concerned about the subjective element of deciding when targets are or aren't met.	
809.2.2	JB pointed out that changing anything within the policy would mean taking it to outside agencies and involve trade unions and therefore	

	recommended governors adopt the policy as is.	
809.2.3	DG reported that we already have a mid-year review, in February. The informal discussions in school will keep happening and do need to happen once a term. Lesson observations are included in this dialogue. DG doesn't expect this policy to have a big impact as most this practice is already done in school.	
809.2.4	Teachers will need to provide evidence, possibly portfolios, against each of the standards. Staff and governors need to work out what that will look like and what needs to be included. There should be training on this for Heads and Governors.	
809.2.5	JB asked about setting targets. DG confirmed that from next September pay increases will be performance related.	
809.2.6	JB has contacted Governor support regarding training on this matter, but there is nothing available yet.	
809.2.7	JB asked about recruitment and retention pay. Governors was agreed details would be specific to the school and situation, at the time. A list needs to be made and reviewed every year re needs and extra pay. SM asked where would this be in the budget – DG said the annual list will inform the budget setting e.g. retaining HLTAs Action 10: Draw up a list re needs and extra pay to be reviewed annually.	
809.2.8	DG explained about staff SEN levels; new staff are the same, and set, but other staff's levels do vary and will stay as they are. Action 11: AE to add the Department of Education's figures for SEN Levels 1 and 2 in the policy.	
809.2.9	SM asked if we have any "Excellent" or "Advance Skills teachers"? DG reported that we don't.	
809.2.10	Governors agreed to adopt the policy.	
809.3	Professional Competence of Teachers	
809.3.1	Governors agreed to adopt the policy.	
810.	Correspondence and Information for governors	
810.1	None.	
811.	AOB	
811.1	DQ reported her classroom door was blown off in the extreme wind last Thursday. This was a major H&S issue and fortunately no-one was injured. The doorway was boarded up and made secure the same day. DG also reported the gazebo roof blew off, and again fortunately no-one was hurt as the children were inside at the time.	

812.	How does this meeting impact on outcomes for pupils?	
812.1	Governors discussed how the new PE curriculum will impact positively on the children and that AH's achievement report shows good progress across school. Also highlighted was DG's report on the improving quality of teaching in school.	
812.2	JB spoke of how one pupil is having major surgery at present which makes us all feel just how important every single pupil in this school is to us.	
812.3	SM commented, based on her own experiences of the contrary, how important it is that the Head at this school values the staff and pupils and how the knock-on effect of having a happy environment really does impact on the children. Also, getting the policies right means the staff are happy and that too will impact positively on the children.	
812.4	KB spoke about how governors get all the paperwork in place which allows staff to focus on the children and their needs.	
813.	Date and Time of Next Meetings	
813.1	Tuesday 11 th February 2014 at 4.15pm	
813.2	Tuesday 8 th April 2014 at 4.15pm	
813.3	Tuesday 20 th May 2014 at 4.15pm	
813.4	Tuesday 15 th July 2014 at 4.15pm	

JB closed the meeting at 5.45pm

DG showed Governors the movie of KS3'S performance of Macbeth.

Summary of Meeting Action Points				
		Action	Who?	When?
1.	797.16	Invite Marie Chadwick (Family Support) to report at the next Full Governing Body Meeting.	DG	Before the end of term
2.	799.1	Make accountability the key to the finance meeting.	AE	Mtg in Feb 2014
3.	799.1.2	Ask JK for his results to the financial skills matrix.	JK	ASAP
4.	799.1.2	Do the analysis of the collated financial skills matrix data.	SM, LF	Jan 2014
5.	801.2	Decide on recruitment for Early Years department.	SLT	Before end of term
6.	801.3	Organise recruitment adverts in due time.	AE	Before end of term
7.	806.7	Thank Lauren for her hard work on anti-bullying.	DG	Before end of term
8.	807.1	Draft a letter of thanks to the Blackmans on behalf of governors.	AE	Before end of term
9.	807.5	Write to Ilkeston Lions re funding for the front of school development	AE	Before the end of term
10.	809.2.7	Draw up a list re needs and extra pay to be reviewed annually.	DG	Jan/Feb 2014
11.	809.2.8	Add the Department of Education's figures for SEN Levels 1 and 2 in the policy.	AE	ASAP