

DERBYSHIRE COUNTY COUNCIL

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

FULL GOVERNING BODY MEETING MINUTES

Date: Wednesday 22nd May 2013	Time: 4.15pm
Venue: In school	

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

The group started by viewing the fabulous new mural on the KS2 playground wall that the KS3 children have been working on all day with Urban Canvas, based on the children's own ideas and drawings. Everyone was very impressed!

3/13:		Action
743.	Apologies received and approved by Governors	
743.1	Apologies for absence were received from DQ, SM and KB.	
743.2	JB suggested that governors purchase a gift of thanks for GP. <i>Action 1: JB to purchase suitable gift.</i> <i>Action 2: AE to send invite to GP to attend the start of next full Governing Body meeting on 17th July.</i>	JB AE
744.	Declarations of Interest	
744.1	MB declared that her husband is the painter and decorator doing some of the work in school over the summer.	
745.	Minutes of Previous Meetings – 19th April 2013	
745.1	Amendments and Acceptance of Minutes	
	The minutes were accepted and agreed as a true and accurate record and signed by the Chair.	
745.2	Matters arising from the Minutes	
745.2.1	<i>730.2.1 Single status</i> - JB reported that she and DG went to the meeting at Matlock. The change of administration means they now want to slow the process down to give time for a fuller consultation. Governor support will give high quality training as required.	

745.2.2	732.3 <i>Plans of building work</i> - JB and SM looked at the existing plans although DG reported they have now changed. In KS 2 there is now going to be a full refurbishment of all three rooms rather than knocking through into the ICT Suite. All three rooms will be used by KS2.	
745.2.3	733.3 <i>Governor training</i> – JB is drafting a letter to Governor Support regarding lack of support through Special Measures and cancellation of courses. <i>Action 3 – JB to email to all Governors for comment and contribution prior to sending.</i>	JB
745.2.4	735.4 <i>Project Headings</i> – A breakdown was handed out to all Governors and DG explained what each project is for.	
745.2.5	736.3 - <i>Stress management Policy</i> – JB explained she has added this to agenda for next SIP meeting.	
745.2.6	737.1.3 <i>Hearing</i> – JB reported that the staff member concerned handed in their notice a few days prior to the hearing.	
746.	Minutes from SIP Committee – 10th May 2013	
	The Minutes were circulated with the meeting Agenda. The following points were discussed:	
746.1	JB thanked MB for doing the minutes, and in such a timely manner.	
746.2	14. <i>Attendance letter</i> - DG reported she did as asked at briefing.	
747.	Headteacher's Report	
	No report – DG explained there will be one at every other meeting and that the SIP is being presented instead this time.	
748.	Business Interest forms	
	The form was circulated with the Agenda.	
748.1	AE asked that they be completed and returned at the end of the meeting, or returned as soon as possible. <i>Action 4: All Governors to return completed Business Interest Forms to the Clerk ASAP.</i>	All Gobs
749.	School Improvement Plan	
749.1	The SIP was circulated to governors via email a few days prior to the meeting.	
749.2	DG explained that staff are still working on this. The SLT want to give ownership to different staff across school to allow them to lead and pull together in their own area. Each staff member has chosen which group to be apart of.	
749.3	DG felt the Actions are really good but that the Success Criteria need development. Staff are working in groups, supporting each	

	other.	
749.4	DG explained that now we are out of Special Measures she is settling into a leadership style she is much happier with; giving far more ownership to other members of staff.	
749.5	JB asked if there are any more topics than those already given to Governors. DG said no, but explained there are things like Attendance and Assessment that have come from the old SIP which will be covered by the Monitoring and Evaluation schedule. This is designed to work alongside the SIP and removes the need for lots of separate Action Plans.	
749.6	JB asked about issues that SMK raised in the Ofsted report. In response DG gave a presentation to governors based on what staff feel they need to do to move on, rather than being solely driven by the Ofsted report.	
749.7	JB pointed out the Governors have been involved in the on-going development of the SIP.	
749.8	DG showed we are addressing the Action Plans and Ofsted Report by the new format of the SIP; by establishing teams to devolve leadership throughout school, allowing them to take leadership and have ownership.	
749.9	In one of the areas of discussion of the SIP fundraising was brought up, prompting the following discussions:	
749.9.1	<p>Sensory Garden - DG explained a pupil in EY's father works for Taylor Wimpey who have agreed to make us their Good Will Project this year. They have offered to do all the groundworks for the Sensory Garden over the summer, for free. JB suggested we write a letter of thanks to the parent concerned.</p> <p><i>Action 5 – AE to write letter of thanks to EY's parent re Taylor Wimpey's Good Will Project for the Sensory Garden.</i></p>	AE
749.9.2	<p>Awards for All – DG and AE gave an update to Governors explaining we have received a conditional offer of just under £10,000 for the Sensory Garden. AE highlighted that as it is a conditional offer we have been asked not to publicise it yet, although no problems are foreseen.</p> <p>JB suggested we write letters of thanks to Clare and Alan (PTA) who originally got the project off the ground.</p> <p><i>Action 6 – AE to write letter of thanks to Clare and Alan for their involvement with fundraising for the Sensory Garden.</i></p>	AE
749.9.3	<p>Minibus – DG and AE gave an update explaining we will know by the end of June if our application has made it through to the next round, and then we will just have to wait for a sponsor. Unfortunately this could be up to two years. MB queried the process and AE explained that the £17,500 raised by the school allowed us to enter into this application process and that the Sunshine Coach Committee will match the funding up to the total amount needed.</p> <p>MB asked if the application failed if the £17,500 would still be</p>	

	available so that we could try and raise the rest of the funding elsewhere? AE confirmed this.	
749.9.4	KS2 Playground – DG reported that AE has submitted a bid for £50,000 to the People’s Millions. We will hear if we have been successful in the middle of August.	
749.9.5	MB raised a concern that governors might lose track of funding projects and miss opportunities to help. AE explained she will provide a Fundraiser’s Report to governors each meeting. This will become a standard Agenda Item, from 17 th July. <i>Action 7: AE to add Fundraiser’s Report as a standard Agenda Item from the next meeting on 17th July 2012.</i>	AE
749.10	JB felt that the SIP was enthusiastic and exciting.	
749.11	DG explained that when writing the SIP staff must take the ‘Area for Improvement’ from ‘What does the school need to do to improve further’, which was shown to Governors during the meeting.	
749.12	JB asked DG to send the powerpoint she had shown them to all Governors. DG agreed but explained this was only a draft so she would also distribute the final version. <i>Action 8: DG to provide the clerk with the powerpoint to email to all Governors.</i>	AE
749.13	JB explained that the Governing Body will do as before – each Governor will take a part of the SIP and be responsible for monitoring it.	
749.13.1	KS4 Pupil Progress section - JB asked why Year 10 and Year 9 were mentioned, but not Year 11. DG explained that as targets will be set this July this will be for this year’s Y10s who will become next year’s Y11, and the same for Y9.	
749.13.2	KS4 Pupil Progress section – JB queried the statement in the ‘Area of improvement’; to improve provision in KS4, as that is not actually included in the Actions, so how will governors monitor it?	
749.13.3	DG explained there will be things happening across school that won’t actually appear in the SIP - it will be stuff that we should reasonably expect just to happen as a consequence of the SIP.	
749.13.4	JK explained that everything in the SIP should come from school vision, and that there are two types of process; vertical and horizontal. The strands of the SIP go vertically whilst, for example, Behavior cuts horizontally across most areas. JK explained that previously everything had seemed fragmented but this new way of looking at the SIP connects everything together. JK is working, in consultation with DG, on a draft of a visual model to explain this concept fully. DG appreciates this business model approach and believes as a school we can learn a lot from how businesses operate. JB thanked JK for his explanation and work on this. <i>Action 9: JK to provide a visual representation of his theory for the</i>	JK

	<i>next full GB meeting on 17th July.</i>	
749.13.5	JB concurred that responsibility for monitoring all areas (whether on the SIP or not) would come from the each Key Stage Governor.	
750.	New staff appointments for governor approval	
750.1	DG gave details of each appointment and included the offer of the post for KS4 Teacher today. DG expressed how lucky we are to have such a fantastic selection of new staff coming to join our team.	
751.	Minute number to vire budget allocations over the HT virement limit	
	Governors agreed.	
752.	Policies for approval:	
	The policies were circulated with the Agenda.	
752.1	Policy on Acceptable Use of IT, the Internet and Electronic Communication	
752.1.1	DG highlighted that there will be training implications that ICT Steering Group aware of. We will plan this into next term's teacher meetings, as part of safeguarding	
752.1.2	DG highlighted that the policy had been very clear on matters relating to social networking following an incident in school.	
752.1.3	The Policy was accepted by governors.	
752.2	Freedom of Information Publication Scheme (<i>for review only</i>)	
752.2.1	The Policy was reviewed by governors.	
753.	Correspondence and information for Governors	
753.1	Governors have received a letter of resignation from one member of staff.	
753.2	Evaluation of Spring 2013 Governor Strategic Briefings JB explained about the gov bulletin – in folder above CV's head	
754.	AOB	
754.1	The Year 11s are having a Leavers' prom and are sending out invites to Y11 staff plus other people they would like to attend. It is on Friday 28 th June at Ilkeston Rugby Club. There will be a buffet and disco and is kindly being funded by the PTA who will also decorate the room.	
754.2	Governors agreed to the purchase of a new Wireless Network as identified by the ICT Steering Group. Two quotes were obtained. Governors agreed to the purchase without the need for a third quote.	

754.3	JB brought up the matter of using school email addresses for governor business (and the use of a shared calendar) and not personal emails in light of the new ICT policy. DG felt this would be good practice, but we might have to take it step by step.	
754.3.1	MB also felt this was good practice, especially for new governors but felt that her Derbyshire.gov email would be secure enough. AE agreed but pointed out that the shared calendar can only be accessed by school email addresses.	
754.3.2	JB recommended that Governors try using a school email address and see how they get on. Governors agreed . AE offered to provide any technical support. <i>Action 10: AE to email passwords and login details to relevant Governors ASAP.</i>	AE
754.4	Silent Auction for PTA for the Summer Fair – AE has posted details and photos of all items on the school website. It was agreed DG would include details in her next letter to parents. <i>Action 11: DG to include Silent Auction info in next letter to parents.</i>	DG
754.5	DG explained that Sue Morris-King has asked if she can recommend our school to another special school in special measures? She particularly wants to focus on Governors and how schools leaders and Governors have worked together. Also, how Governors have so successfully taken on the SIP. JB said this was a great acknowledgement. Governors agreed .	
754.6	Security Policy – AE requested the policy be updated as it contains GP as a named Governor. MB agreed to take his place.	
755.	How does this impact on outcomes for pupils?	
	JK stated that in the light of the new SIP the future is clearer. All Governors agreed .	
756.	Date and Time of Next Meeting	
	Weds 17 th July 4.15pm	

JB closed the meeting at 5.40pm

Summary of Meeting Action Points				
		Action	Who?	When?
1.	743.1	Purchase suitable gift for GP.	JB	Before next Full GB mtg (17 th July)
2.	743.1	Send invite to GP to attend the start of next full Governing Body meeting on 17 th July.	AE	Before next Full GB mtg (17 th July)
3.	745.2.3	Email to all Governors for comment and contribution prior to sending.	JB	ASAP
4.	748.1	Return completed Business Interest Forms to the Clerk ASAP.	All Govs	ASAP
5.	749.9.1	Write letter of thanks to EY's parent re Taylor Wimpey's Good Will Project for the Sensory Garden.	AE	Before end of summer term.
6.	749.9.2	Write letter of thanks to Clare and Alan for their involvement with fundraising for the Sensory Garden.	AE	Before end of summer term.
7.	749.9.5	Add Fundraiser's Report as a standard Agenda Item from next meeting.		Next Full GB Mtg (17 th July)
8.	749.12	DG to provide the Clerk with the powerpoint to email to all Governors.	DG AE	ASAP
9.	749.13.4	Provide a visual representation of his theory for the next full GB meeting on 17 th July.	JK	For next Full GB mtg (17 th July)
10.	754.3.2	Email passwords and login details to relevant Governors ASAP.	AE	ASAP
11.	754.4	Include Silent Auction info in letter to parents	DG	Next letter