



Full Governing Body Meeting

Minutes

Date: 28th April 2015	Time: 4:15pm
Venue: Community Room, Bennerley Fields School	

Governors Present:			Apologies:		
Pauline Wensley	(PW)	Chair – Comm	Michelle Booth	(MB)	LA
Sarah Menzies	(SM)	Vice Chair - Comm	Lisa Ferris	(LF)	Parent
Deborah Quinn	(DQ)	Staff			
Debbie Gerring	(DG)	Headteacher			
Kay Blissett	(KB)	Staff	Attendees:		
Janet Seymour	(JS)	LA	Abigail Evans	(AE)	Business Manager
Linda Willis	(LW)	Parent	Ruth Fowler	(RF)	Clerk
			Ann Harrison	(AH)	Deputy Head

Procedural

14.10.14		Action
1	Welcome and Apologies	
1.1	Apologies were received and accepted for MB and LF.	
1.2	No apologies were received for VW. AP1 -JS to contact VW to discuss Governor Role and Responsibilities.	JS
1.3	PW thanked all for appointing her as chair.	
2	Declaration of Interest	Action
2.1	None	
3	Minutes of meeting held 17th March 2015	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	Action
4.1	AP1 – PW emailed information to all Governors regarding accessing the secure website. None have been able to access it yet. AP2 RF to put on next agenda for AE to give demo.	RF
4.2	AP2 – Completed - DG confirmed the issue has settled down now.	

4.3	AP3 – Completed - AE confirmed Health & Safety is already included in the remit of the Premises Committee.	
4.4	AP4 – move to ongoing – Silly Sids in Derby supply hospital beds - RF to look at.	RF
4.5	AP5 – Completed - DG thanked MB as the bin men now come at 9:15am after the taxis have gone.	
4.6	AP6 – Completed - see later on agenda	
4.7	AP7 – Completed - see later on agenda	
4.8	AP8 – Completed	
4.9	AP9 – Completed - see later on agenda	
4.10	AP10 – Strategic Planning Meeting to be held once the new Headteacher has been appointed. DG stated that VI Form meetings are still happening, some foundation should be laid before she leaves.	
4.11	AP11 – Completed	
4.12	AP12 – Completed – letter sent 27/04/2015	

5	Minutes of Extraordinary FGB meeting held 14th April 2015	Action
5.1	The minutes were accepted and agreed as a true and accurate record and signed by the chair.	

6	Matters arising from Extraordinary FGB meeting held 14th April 2015	Action
6.1	AP1 – Completed. SM is collecting donations for JB – they will buy a fruit tree for her garden from the Governors.	
6.2	AP2 – Course cancelled. PW arranging a bespoke session.	
6.3	AP3 – Completed	
6.4	AP4 – Completed. AH has agreed to be acting Headteacher from September 2015.	
6.5	AP5 – Completed – an advert has now been placed in the staffroom. Closing date Friday 1 st May. SM and PW to interview if there is more than one candidate	
6.6	AP6 – Completed. See later on agenda	
6.7	AP7 – Completed. See later on agenda	

Financial Matters

7	Minibus	Action
7.1	<p>RF presented the data previously circulated showing the three quotes for Hire Purchase and for Contract Leasing.</p> <p>PW asked if there was anything in the budget for this?</p> <p>DG stated that money has been ring-fenced budget so that it can be used once the £17,000 has been used up.</p> <p>After discussion it was decided to go with the School Minibus Company – 10,000 miles per year.</p> <p>AE stated that DCC have to agree any leasing contracts.</p> <p>LW, RF, AE and DG to meet to finalize contract and contact DCC.</p>	

8	Staffing Annex 5(discussed with Annex 1)	Action
8.1	Staffing Changes / Updates	
8.1.1	<p>Annex 5</p> <p>DG presented and discussed the main staffing changes. (See enclosure)</p> <p>DG stated that last year 2.5f.t.e TA's were used by the school but were not budgeted for – they were paid under a Supply code. This year DG is ensuring that we have the correct number of staff needed. There are some reductions in other staffing hours and this will offset some of the costs from the extra positions that are being employed.</p>	
8.1.2	DG stated that a KS3 teacher has handed in their notice. This position will be filled by a straight replacement. An advert will be issued asap.	
8.1.3	<p>DG discussed the new TA positions.</p> <p>It was asked what the difference between a Grade 5 and Grade 8 TA is?</p> <p>DG stated that the Grade 8 has to be qualified to Level 3. The Grade 8 position will be permanent. One of the two Grade 5 positions will a fixed term contract and the other will be filled by our regular Relief TAs.</p> <p>PW asked if they will have employment rights?</p> <p>DG confirmed only after two years.</p>	
8.1.4	<p>DG stated that the school is now in a position to offer opportunities for staff to step up. Being an Outstanding School now means this is part of what needs to be done. Currently there is no way to bridge the gap between TA and Teacher. This will be done with the Unqualified Teacher Post. The candidate must commit to qualifying as a teacher within four years.</p> <p>The school will also take on an apprentice in KS1.</p> <p>LW asked if this would put extra pressure on the staff to mentor?</p> <p>DG stated that KS1 is a very established team – the apprentice will be above what is needed – the class will not be reliant on the apprentice.</p> <p>Access Training – support the training and make sure they get through their course. The School do the mentorship. The candidate will be 16-18 years old – so will be placed with the younger ones.</p> <p>PW stated that it is excellent that we can give these opportunities now we are Outstanding. And that it is good we can now properly staff the classes.</p>	
8.1.5	Governors agreed to accept the Annex 5.	

8.2	Head Teacher Appointment Update AH left the meeting	Action
8.2.1	<p>PW stated that the recruitment panel had met this afternoon and agreed a job description and person spec.</p> <p>A detail of the timings of the process were presented (see enclosure).</p> <p>PW will come to the staff meeting tomorrow to discuss with staff the progress that is being made.</p>	
	AH returned to the meeting.	

8.2	Staff Absence	Action
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8.2.1	<p>AE presented the staff absence data and discussed the information. AE apologized for it being sent at short-notice. Governors asked why there is a large jump in March? AE stated that there is no long term sick or any specific reason why this has occurred. PW stated that Governors will keep on monitoring to pick up any issues or trends. AE presented the 'Other Absence' data – the R1 Regs. Staff are allowed up to 5 days per year and it is the Headteacher's discretion as to whether they get paid or not. Governors like the new format for this data and thanked AE for her work.</p>	
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8.4	Pooled Premium Sickness Cover	Action
8.4.1	<p>AE stated that she tried every effort to get a third quote but could not get one in time. A decision had to be made before the financial year started and so the school purchased the SAS option as previously discussed. AE presented the comparison costs from DCC and SAS which show a significant saving. Other schools have recommended SAS and virtually all the other Special Schools have also bought into it. AE showed the SAS staff leaflets to Governors. AE stated that the company also provides private health insurance and a range of well-being benefits. After discussion Governors agreed to accept the decision to buy the service from SAS.</p>	

9	2015/2016 Devolved Formula Capital	Action
9.1	<p>AE presented the DFC data. PW asked about restrictions to the spending of this money? AE stated that it is mainly for buildings improvements but can also be used for ICT hardware and software. Governors agreed to AE viring the DFC as appropriate.</p>	

10	2014/2015 Carry Forward Allocation	Action
10.1	<p>AE presented the data as previously circulated. AE explained why there was a carry forward. This is partly due to more income coming in from pupil premium and pupil profiles. DG stated that as we get complex children in she negotiates with the DCC to get extra funding. The expenditure shows where and why any overspends occurred, mainly;</p> <ul style="list-style-type: none"> • Sickness – as this cannot be budgeted for at the beginning of the year. • Internal Charges – DCC – impossible to predict accurately. <p>SM stated that considering where we started from it is incredible to have any carry forward. DG expressed huge thanks to AE and especially to the staff who have worked so well to keep to a strict budget. Governors asked DG to thank staff on behalf of the Governors.</p>	

11	Annex 1 Approval	Action
11.1	<p>AE presented the financial data of the Annex 1. (see enclosures) AE also presented a summarized version that is easier to read. (see enclosures)</p> <p>Governors asked what the ERS is?</p> <p>AE stated these are top ups based on pupil profiles. DG discussed how the heads of the special schools have worked really hard to get extra money and this has amounted to £900 per pupil extra being agreed by DCC.</p> <p>Also site-specific extra funding -DSG -has been agreed. This is the best outcome we could have had.</p> <p>The table shows where all the income comes from and where it has been budgeted to.</p> <p>Staffing should be no more than 80% and this is now the case (it was 93% when DG first started)</p> <p>SM asked if our level of staff is more sustainable now?</p> <p>DG stated yes – (see Staffing agenda item)</p> <p>PW asked about a comparison with last year?</p> <p>AE stated that the following have all got an increase in the budget-</p> <ul style="list-style-type: none"> • Staffing • Class Budgets • Furniture • Enrichment • IT – all teachers will get new laptops. <p>DG stated that it is still tight but it is not limiting this year. AE will continue to monitor the budget closely</p> <p>Apart from the OT we have put back all that we had to cut last year.</p> <p>Governors agreed to accept the Annex 1</p>	

Governing Body Matters

12	Soft Governance Federation	Action
12.1	<p>Governors looked at the information presented at the previous meeting along with an email from DG showing the pros and cons of the different options.</p> <p>SM stated that a Governor would need to commit to being on the Official Body that will meet once a year.</p> <p>SM asked if we had the £3,000 needed to set up the process?</p> <p>DG confirmed that it is already in the budget.</p> <p>PW stated that having looked further at the information she believes the Soft Governance Federation is the way forward. Advantages of budgets – being a teaching alliance in the future etc. If we are in it from the beginning we can have more influence over how it is set up.</p> <p>DG stated that it will take a year to set up the contract. Will not be rushed there is time to get it right.</p>	

	<p>SM stated that when the Governors met with other Special Schools – the five schools that came were all keen on the idea and were shocked that we were not convinced.</p> <p>PW stated if we choose what group we are in then it is better for us. Schools are grouping together – academies etc. – This won't change It makes sense for the Special Schools to come together.</p> <p>AE meets with other Special School SBMs and stated that the support is invaluable.</p> <p>LW asked if this is this just for Special Schools – will our new Head understand and want to continue to support the process?</p> <p>DG stated that Soft Governance Federations are occurring across the country - it is what is happening. Governors will also have the opportunity to ask this question during appointment process.</p> <p>DQ asked if there will be more links for pupils too?</p> <p>DG said yes. Also combined training.</p> <p>Governors agreed to accept the next step in setting up the Soft Governance Federation and to use £3,000 from the budget for this.</p>	
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13	Policies	Action
13.2	Policies Reviewed by Allocated Person/Committee to be Signed Off by Full Governing Body	
13.2.1	<p>Protocol for Governor Visits to Classroom</p> <p>Point 6 – remove 'circulate to staff' sentence.</p> <p>After discussion the above updated policy was accepted and agreed by the Governing Body. (with the above amendment)</p>	
13.2.2	<p>Mobile Phone Procedures</p> <p>After discussion the above updated policy was accepted and agreed by the Governing Body.</p>	

14	France Trip	Action
14.1	<p>AH stated that she and a number of staff and pupils will be on the residential trip to France next Tuesday. St Andrews and Holbrook will also be with them.</p> <p>They will visit Northern France and Belgium. With trips to the Trenches, a WW1 museum and a Chocolate factory. Staff been very supportive with all the needs of the pupils and reassuring the parents and pupils. All are very excited about the trip.</p> <p>Governors asked how the trip has been funded?</p> <p>AH stated that it is mainly by parents.</p> <p>Governors asked AH to thank all staff from the Governors.</p> <p>Governors asked how many residential trips are taking place this year?</p> <p>DG stated there is-</p> <ul style="list-style-type: none"> • KS2 • KS4 • France • MOG plus one other staff and two pupils will go on a fully funded trip to the War Memorials in France and Belgium. 	

15	Correspondence and Information for Governors	Action
15.1	Strategic Meeting with SLT – 19 th May 2015	
15.1.1	Cancelled as discussed earlier.	

16	How does this meeting impact on outcomes for pupils?	Action
16.1	Agreed new minibus – which will benefit all the pupils and in particular provide inclusivity for Eagles class. Budget - in a much more positive position which will impact on staff morale and benefit the pupils. Increase to staffing levels (as above) France trip – a great opportunity for the young people.	

17	Dates and times of next meetings	Action
17.1	14 th July 2015 4:15pm	

PW closed the meeting at 5:45pm

Summary of Meeting Action Points				
		Action	Who?	When?
1.	1.2	Contact VW to discuss Governor Role and Responsibilities.	JS	asap
2.	4.1	Put on next FGB agenda – AE to give demo of how to access secure website.	RF/AE	next FGB

Ongoing Action Points				
		Action	Who?	When?
1.		Assign Governors to categories under the new Instrument of Governance	JB/SM	FGB Summer 2
2.		360 Review of Chair	JB	ongoing
3.		Use of Water Hippos	AE	ongoing
4.		Annual Review of School Website (put on Agenda)	PW RF	FGB Spring1
5.		Examination bed – Look at Silly Sids, Derby.	RF	ongoing