



Full Governing Body Meeting

Minutes

Date: 14th July 2015	Time: 4:15pm
Venue: Community Room, Bennerley Fields School	

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

Procedural

14.10.14		Action
1	Welcome and Apologies	
1.1	Apologies were received and accepted for AH and LF	
1.2	Apologies were received and not accepted for VW. Governors discussed the regulations with regards to Governors staying on the board when meetings are not attended. RF explained that after 6 months of non-attendance, if the board does not accept the apology, then a Governor can be asked to step down from the board. Governors confirmed that VW has only attended one FGB since being appointed in October. AP1 – JS to contact VW in September.	JS

2	Pupils Presentation	Action
2.1	Postponed	

3	Declaration of Interest	Action
3.1	MB will leave the room if Decorating quotes are discussed.	

4	Reconstitution –	Action
4.1	Allocation of Governors in new Categories See enclosure – 20.1.2. Governors agreed to accept the new category allocations. AP2 - RF to inform Governor Support.	RF
4.1.1	Governors discussed the need to have a Co-Opted Governor from the Business Sector. AP3 - PW to contact LA, Rolls Royce, Toyota, Stanton Bonna to ask for volunteers to join the Governing Board to fill the skills gap	PW
4.2	Committee Structure (see enclosure) Governors discussed the report by PW and the pros and cons of the restructure. The following was agreed and accepted (to be effective from September 2015) <ul style="list-style-type: none"> • Resource Management Committee (RMC)– will contain five Governors these will also make up the named Governors for the various categories. • Teaching and Learning Committee (TLC) will contain the five other Governors and will make the majority of school visits. • The Headteacher is free to be on one or both committees. • Key Stage Governors can be from either committee. • Governors to ensure that at least one member of the board is present at important school events (parents evening / church visits / summer fair etc) 	
4.3	Meeting Times and Dates Governors discussed the options and decided to have a variety of times/days – but not late evening.	

5	Minutes of meeting held 28th 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 previous minutes	Action
6.1	AP1 – completed	
6.2	AP2 – completed	
6.3	Governors asked about progress with the mini bus? AE and RF informed Governors that an order had been placed – there was a delay as DCC needed to check the finance agreement before we could sign it. The minibus should be ready to use by next term although an exact date has not been given.	
6.4	Ongoing Action Points <ol style="list-style-type: none"> 1. Completed 2. 360 review of chair - To wait until PW has been in post for longer 3. Ongoing 4. Website – ongoing and RF has been trained to upload information onto it now 5. Examination Bed - Ongoing 	

Committee Reports

7	Finance and Personnel Committee	Action
	PW stated that the role of the Governors in Teacher Appraisal is to receive a report from the Headteacher with the recommendations and to give approval. No further action needs to be taken.	
8	SIP Committee	Action
	The major decision was to restructure the Committees as discussed earlier.	
9	Premises Committee	Action
	<p>DG confirmed that a lot of the issues raised are covered in the Headteachers Report</p> <p>AE spoke with DCC about what options are allowed with regards to Sun Canopies. Officially no structure can be within 10 meters of the school.</p> <p>PW stated that it is a necessary requirement to provide outdoor learning spaces for EYFS.</p> <p>AE confirmed that she is meeting with someone from the council and will report back to Governors once she has specific information.</p>	

Financial Matters

10	Audit Action Plan Update	Action
10.1	<p>AE confirmed that the Health and Safety audit is half completed, progress is being made as discussed at the Premises Committee.</p> <p>MB stated that great strides have been made and thanked AE for her work. Governors all agreed.</p>	
11	Fundraising Update	Action
11.1	<p>RF discussed the previously circulated spreadsheet showing the total funds raised from Fundraising this year (not including the PTA money)</p> <p>Governors agreed that RF has done amazingly for raising so much money. SM stated that the results show that the Fundraiser position is well justified.</p> <p>AE confirmed that the Sunken Trampolines will be installed 10th August 2015 and that iPads have been purchased, along with a charging trolley and £2,500 worth of Apps.</p>	
11.2	<p>RF asked Governors to confirm what priorities they would like for fundraising next year?</p> <p>EYFS outdoor learning canopy</p> <p>YURT</p> <p>Trikes for KS4</p> <p>KS2 Playground and Residential Trips to continue.</p>	
11.3	<p>AE explained that a formal minute number is required for the purchase of the iPads, Trampolines and air-conditioning. Governors agreed to these purchases. Governors confirmed they were happy that the purchases had all been discussed beforehand.</p>	

11.4	LW asked about other people fundraising? RF discussed the advantages of setting up a PTA and the many opportunities to apply for funding if you are a registered charity. AP4 – LW to discuss with Sue Firth.	LW
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12	Staffing	Action
12.1	Staff Updates Covered in Head Teachers Report	
12.2	Staff Absence Figures AE discussed the previously circulated data (graphs). Governors asked if the SLT had any serious concerns about staffing levels? DG stated that there are currently no outstanding issues. Governors had no concerns.	

Governing Body Matters

13	Safeguarding Audit	Action
13.1	The form was sent to Governors last night. SM confirmed that the school is at a level 2 overall. Only 'linking policies to safeguarding' and 'teaching e-safety' are at a level 3 and these are being worked on. DG confirmed that Safeguarding is handled extremely well. There are 3 key children that there are concerns about and this has put the figures up, but this means we are doing our job properly. Governors agreed. AP5 - PW will send information to Governors from DCC relating to Safeguarding. Governors agreed and accepted the Safeguarding Audit The Link Safeguarding Governor will change in September. AP6 - AH to let DCC know who the new Link Governors are in September.	PW AH

14	Data Analysis	Action
14.1	Governors discussed the previously circulated data. PW confirmed that she has discussed this data with AH and that the results all reflect the high levels of achievement. Assessment without levels with start in September – Governors would like to thank the staff for all the work that has been put into this process	

	and the good position that this puts the school in.	
	Governors are welcome to attend inset days- 7 th and 8 th September when Assessment without Levels will be discussed Governors agreed the report demonstrates very positive results.	

15	Pupil Questionnaire Feedback	Action
15.1	KS4 are working on the pupil questionnaire at the moment and this should hopefully be presented at the AGM in September.	

16	Head Teachers Report	Action
16.1	Governors discussed the previously circulated report. The following statements were made: <ul style="list-style-type: none"> • Attendance Figures – fantastic, very positive, huge thank you to MB for attending all the Attendance Meetings • Governors asked if SF will still oversee EYFS come September? Yes! • The report is very positive across all Key Stage areas. • A lot of training has occurred and will continue to do so, especially relating to medical interventions. • There are things in the pipeline with regards to running Saturday Clubs and Holiday Play Schemes. • Formal Staff Observations will be picked up by AH and SF in September. Governors agreed this was a very positive report.	
16.2	Soft Governance Federation – only eight schools wanted this, one has pulled out altogether, one wants the Soft Federation only. This is now being investigated. AH will take the lead on this now.	
16.3	Behaviour is outstanding. Governors would like to acknowledge that staff demonstrate huge skill and that is why behavior is so settled here. LW confirmed she has seen this handled first hand and was very impressed.	
16.4	Staffing – see report. DG confirmed that the caliber of applications for the apprentice position was so outstanding that two have been taken on. DG stated that although there are a lot of temporary positions things will settle down once the new Head is in place. Also there are a lot of good staff in place so things will continue to run smoothly.	
16.5	Post 16 PW asked if there is funding for this? DG stated that it is more likely to be in partnership with a current post 16 provision. There are things out there but you have to chase it. MTS is working on this along with AH. The need has to be formally identified and then we can offer the provision. A discussion was had on the children with higher abilities and the effect that the current college provisions have on them as they repeat work already done here.	
16.6	Governors formally thanked Debbie for all the hard work she has done	

	<p>for the school over the last three/four years. Governors thanked Debbie for the team she has formed and wished DG all the best of luck for the future.</p> <p>DG thanked Governors for their support also and for offering her the opportunity to work here.</p>	
17	School Visits Update	Action
17.1	<p>PW stated that more school visits need to be undertaken next year.</p> <p>SM confirmed that more direction will be given with the new committee structure.</p> <p>Governors discussed the School Visit enclosure and decided that as this is a new process it will continue to be developed next year.</p> <p>AP7- RF to compile the report again next summer and circulate to Governors to complete the section concerning how the issue has been resolved.</p>	RF Govs
18	Governor Skills Matrix	Action
18.1	<p>Governors discussed the how the matrix confirms what was previously stated - that there is a need for a Governor from a Business Background.</p> <p>SM stated that Governors are aware of the financial procedures and have had Finance training so can manage the tasks required of them it is just that they do not have experience in that area.</p>	
18.2	<p>20 Questions for the Governing Board</p> <p>Governors discussed the importance of completing this but agreed to postpone it till next year as there has been so much going on at the school over the last few months.</p> <p>RF suggested completing a few questions each FGB. Governors agreed.</p> <p>AP8 -RF to put on every FGB agenda starting September 2015</p>	RF
19	Soft Federation	Action
19.1	<p>Covered in HT Report.</p> <p>SM asked if Governors need to take any action?</p> <p>DG stated that they needed to wait for AH to report back now.</p>	
20	Extended Services Provision	Action
20.1	<p>This is a request from DCC about the extended school day and the impact on the school budget.</p> <p>Governors discussed what action they need to take.</p> <p>AP9 - AE and DG to look at this and see if any further action needs to be taken.</p>	AE DG
21	Out of County Placements	Action
21.1	<p>DG stated that there is ongoing work with DCC regarding Out of County placements and how these take finance out of the county.</p> <p>Typically they are 8-13 year olds with autism and behavior challenges.</p>	

	<p>There is a discussion to have them sit on another school's roll but their needs get met by staff here. We often meet these children who when they come here have very complex needs. It is an opportunity to extend the parameters of the school. It will need someone in school to drive it. It is all about giving these older children a chance</p> <p>Governors asked about the financial implications for the school? – It should be possible to channel the money over to our school.</p> <p>Governors asked if other schools have shown an interest to work collaboratively? Yes – but not local to here.</p> <p>Governors stated it is a win-win situation– for the schools, DCC and the children.</p> <p>Governors asked will the children come here or staff go out? A mixture probably. It is a very complex thing so would need to be managed carefully.</p> <p>Governors thanked DG for mentioning it as Governors can ask for updates now.</p>	
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22	Policies	Action
22.1	Policies to be Discussed, Amended and Approved by the Full Governing Body	
22.1.1	EYFS After discussion the above updated policy was accepted and agreed by the Governing Body.	
22.1.2	Governing Body Terms of Reference After discussion the above updated policy was accepted and agreed by the Governing Body.	
22.1.3	IT Administration Policy - to be updated September 2015 – AE explained that the e-safety committee are working on these. Governors would like this policy to be completed by end of the Autumn Term – DG confirmed that MOG can have extra time to prepare this. AP10 - Invite MOG to Autumn 2 FGB	RF
22.1.4	Financial Procedures AE discussed the need to change her limits of signing off as discussed at the F&P Committee. AE brought attention to the highlighted sections where the changes have been made and shared information with regard to the change in her role (see extra enclosure) After discussion the above updated policy was accepted and agreed by the Governing Body. – with the amendment of removing Christine's name.	
22.1.5	Financial Regulations After discussion the above updated policy was accepted and agreed by the Governing Body.	
22.2	Policies Reviewed by Allocated Person/Committee to be Signed Off by Full Governing Body	
22.2.1	Acceptable Use of IT Policy for Staff - to be updated September 2015 – as per 22.1.3	
22.2.2	Dinner Money Policy – to be updated September 2015 – Governors	

	agreed to accept this postponement	
22.2.3	Assessment, Recording & Reporting Achievement After discussion the above updated policy was accepted and agreed by the Governing Body.	
22.2.4	Bad Weather Policy After discussion the above updated policy was accepted and agreed by the Governing Body.	
22.2.5	Educational Trips/Visits Policy After discussion the above updated policy was accepted and agreed by the Governing Body.	
22.2.6	Intimate Care Policy After discussion the above updated policy was accepted and agreed by the Governing Body.	
22.2.7	Religious Education Policy After discussion the above updated policy was accepted and agreed by the Governing Body.	
22.2.8	Safe Administration of Medicine Policy - to be updated September 2015 – two members of staff went on a course and fed back – this will be used to complete a new policy along with the required actions.	
22.2.9	Security Policy After discussion the above updated policy was accepted and agreed by the Governing Body.	
22.2.10	Work Experience Policy After discussion the above updated policy was accepted and agreed by the Governing Body.	
22.2.11	Sun Safe Policy After discussion the above updated policy was accepted and agreed by the Governing Body.	
22.2.12	Electricity Policy After discussion the above updated policy was accepted and agreed by the Governing Body.	
22.2.13	Hot Drinks in Educational Settings After discussion the above updated policy was accepted and agreed by the Governing Body.	

23	Correspondence	Action
23.1	PW shared information she has been sent. Governors agreed that PW does not have to share all correspondence sent when it relates to companies trying to sell their services.	

24	How does this meeting impact on the outcomes for pupils?	Action
24.1	<ul style="list-style-type: none"> • Decisions made ensure children are kept safe. • Children should be able to get out more with the new mini bus. • Achievement and attainment is outstanding • Ensured correct staffing is in place. 	

25	Dates and times of next meetings	Action
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PW closed the meeting at 6:20pm

Summary of Meeting Action Points				
		Action	Who?	When?
1.	1.2	JS to contact VW.	JS	Sept. 2015
2.	4.1	Inform Governor Support of new allocation of Governors for Reconstitution	RF	asap
3.	4.1.1	Contact LA, Rolls Royce, Toyota, Stanton Bonna to ask for volunteers to join the Governing Board to fill the skills gap	PW	asap
4.	11.4	Discuss setting up formal PTA with SF	LW	asap
5.	13.1	Send information from DCC to Governors relating to Safeguarding.	PW	asap
6.	13.1	Inform DCC who the new Link Governor for Safeguarding is.	AH	Sept. 2015
7.	17.1	School Visit summary of issues: RF to compile report Governors to complete how the issues have been resolved	RF Govs	Ongoing / July 2016
8.	18.2	20 Questions for the FB to be on every FGB Agenda	RF	Sept. 2015 and ongoing
9.	20.1	See if further action needs to be taken regarding Extended Services Provision	AE/DG	asap
10.	22.1.3	Invite MOG to Autumn 2 FGB to discuss e-safety	RF	Sept. 2015

Ongoing Action Points				
		Action	Who?	When?
1.		360 Review of Chair	JB	ongoing
2.		Use of Water Hippos	AE	ongoing
3.		Annual Review of School Website (put on Agenda)	PW RF	FGB Spring1
4.		Examination bed – Look at Silly Sids, Derby.	RF	ongoing

