



Full Governing Body Meeting

Minutes

Date: 17th March 2015	Time: 4:15pm
Venue: Community Room, Bennerley Fields School	

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

Procedural

14.10.14		Action
1	Welcome and Apologies	
1.1	Apologies were received and accepted for JS, VW.	
	DQ will arrive late.	

2	Pupils	Action
2.1	<p>DG introduced two of the Year 11 Pupils who came to talk about the new school uniform.</p> <p>The pupils explained that in the past KS4 had worn a black uniform to look more grown up. They discussed uniform in their communication lessons and realized none of them liked looking the same as 7 and 8 year olds. The pupils then spoke to DG, who sent letters to parents.</p> <p>The pupils spoke to KS4 to help them choose the color and a tie. They chose black jumpers with an optional logo and a blue with yellow strip tie. The pupils also asked to come and speak to the Governors about the new uniform. Parents don't have to change right now – but they will come September. The tie remains optional.</p> <p>Governors discussed the new uniform. Governors like the way it sets the older ones apart. Governors agreed to change policy on the uniform.</p> <p>Governors thanked the pupils for coming to the meeting and commended them on how well that had expressed themselves.</p>	

2	Ofsted	Action
2.2	JB – Acknowledged that this was not an agenda item however felt it was important to say well done to Governors for their role in helping the school become Outstanding.	

3	Declaration of Interest	Action
3.1	None	

4	Minutes of meeting held	Action
	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 – to be completed summer term.	
5.3	AP3 – ongoing.	
5.4	AP4 – to be covered through the Soft Federation.	
5.5	AP5 - to be covered through the Soft Federation.	
5.6	AP6 – AE has mentioned Water Hippos to Paul and will follow up. (Move to ongoing action points)	
5.7	AP7 – completed.	
5.8	AP8 – AP1 - PW to email guidelines on how to access the ‘cloud’. If people still have an issue then a training session will be booked with AE.	PW
5.9	AP9 – completed.	
5.10	AP10 – completed.	
5.11	Ongoing action points – Water saving taps –AE confirmed it is in discussion with the surveyor.	

Communication

6	Update on School Website Information	Action
6.1	PW stated that the Inspectors were very complementary about the website. PW will keep ensuring the website is up to date. Governors agreed it can be reviewed annually. Ongoing AP – RF to put School Website on FGB agenda for Spring 2 2016.	RF

Committee Reports

7	Finance and Personnel	Action
7.1	LF gave a summary of the Committee meeting: <ul style="list-style-type: none"> • Head Teachers Performance Management has been completed and agreed. 	

	<ul style="list-style-type: none"> • Imprest Account – the amount that is paid through this account has increased due to the school now having a School Debit Card. • Pooled Premium for Sickness Cover – this will be covered later in the meeting. 	
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8	SIP	Action
8.1	The SIP that should have been held this term was cancelled due to not enough Governors being able to attend. It was agreed to cover the action points at the next SIP meeting.	

9	Premises Committee	Action
9.1	It was noted that decisions were made at the last Premises Committee Meeting, however, the meeting was not quorate – It was agreed to discuss and approve these decisions now.	
9.2	No. 8 – Parking – DG confirmed there are issues with the parent parking. DG has arranged a meeting with the parents for next Wednesday. Two members of staff will staff the public car park each morning and evening as an interim measure. The priority is the safety of the children. DG is also discussing the issue with the council for a long term plan.	
9.2.1	<p>MB asked - What is the main concern of parents?</p> <p>DG stated that they feel marginalized, as if they were being singled out. They also feel intimidated in the public car park. Some thought there was a suspicious looking van that might have been dealing drugs.</p> <p>MB volunteered to help – e.g. if there was a meeting with a site manager etc. MB would not be surprised if there was drug dealing but would be surprised if there were issues with the local residents.</p> <p>DG stated that another issue is parents parking on the road.</p> <p>JB stated that at least there is an open dialogue with parents.</p> <p>LF has signposted parents to DG. LF has not seen any difficulties herself.</p> <p>MB fully supports idea – knows that any change causes issues but there is always a solution.</p> <p>LW asked if staff can park in the public car park so that parents can drop off their children?</p> <p>PW suggested taxis with the older children parking in the public car park?</p> <p>DG confirmed that she will take all the ideas on board in order to achieve the best solution.</p> <p>AP2 - LF to reassure parents that their concerns are being listened to.</p>	LF
9.3	<p>No. 15 – Health & Safety Committee needed – AE confirmed that the Health & Safety policy states a Health & Safety committee is needed.</p> <p>Governors agreed that the Premises Committee will also become the Health and Safety Committee</p> <p>AP3 AE and RF to look at rewriting Terms of Reference for the Premises Committee to include the Health and Safety aspect also.</p>	AE/RF
9.4	No. 16 Governors agreed to accept this decision – DG confirmed that all these decisions will also be covered under the Annex1.	

9.5	No. 3 – AP4 - MB to send email contact to RF re. Hospital beds	MB
9.6	No. 8 - AP5 - Bin Men – MB to talk to contact with regard to changing the times of the Bin Men – they currently come at 9:00am.	MB

Financial Matters

10	Audit Action Plan Update	Action
10.1	AE presented the previously circulated document and confirmed there is only one item remaining – The Health and Safety Audit and Policy. AE is continuing to work on this. DG confirmed that it is a huge undertaking. AE will arrange training courses when possible.	

11	Fundraising Update	Action
11.1	Mini Bus Funding	
11.1.1	DG confirmed that a couple of years ago the school had received a donation for £17,000 to be used for a mini bus. We have been on the waiting list with charities since then but they are still saying it will be another two years.	
11.1.2	DG stated that we are now in desperate need of a minibus with a tail lift and side access with a drop down step and hand rails. The Options are: <ul style="list-style-type: none"> • Contract Leasing • Outright Purchase (if we had £40,000) • Hire Purchase • Second Hand Purchase DG stated that a decision needs to be made before the summer. AP6 - RF to provide detailed figures of the different options for comparison.	RF

11	Fundraising Update	Action
11.2	RF discussed the previously circulated Fundraising Report and confirmed that £9800 had been received for a Sunken Trampoline and £8300 for iPads. We have also been accepted onto the list for funding for the KS4 Residential Trip – although they cannot guarantee it will be in time for this summer.	
11.3	All agreed the Fundraiser is amazing!	

DQ arrived (MB was not present for item 12.1)

12	SFVS	Action
12.1	AE presented the SFVS and confirmed that JB has checked all the evidence links. Governors discussed the thorough evidence that has been presented. All agreed to accept the SFVS for AE to submit by the end of March.	

13	Staffing	Action
13.1	DG advised that she has been appointed and accepted a position as Headteacher at St Martins School in Derby.	

	<p>DG explained her dilemma as she thoroughly loves working here, but she really wants to take on this role at the City School. DG would like to carry on shaping things over the next few months and working together with staff and Governors.</p> <p>Governors congratulated DG on the position – ‘they are lucky people’. Governors thanked DG for all she has done for this school and the ethos she has introduced to the school.</p> <p>Governors discussed their role in appointing a new Headteacher. It is possible there will be no HT employed in time for September. A discussion was had on internal staff being able to go for the position – this has pros and cons. The best person needs to be employed.</p> <p>JB stated that it is possible to buy a package from DCC to support Governors in the process.</p> <p>AP7 - JB to contact Governor Support for advice on Governors role in employing a new Headteacher.</p> <p>It was asked when DG will tell parents / children? DG is going to formally tell parents and children on the first day back after the Easter Holidays.</p>	JB
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MB left the meeting

13	Staffing	Action
13.2	<p>Staff Absence Figures</p> <p>AE presented the data previously circulated to Governors.</p> <p>AE confirmed there are two types of absence- sickness and everything else.</p> <ul style="list-style-type: none"> • Staff Sickness Governors like the new format. Going forward it will show 3 years data. The spikes can be explained – in this case to members of staff being on long term sick. AE can provide this information in the future. Governors discussed the benefits as it will help monitor staff stress levels. • Other Absence Governors would prefer a graph for this data also. <p>AP8 - AE will prepare this for the next FGB / RF to put on agenda AE to put number of staff in each category.</p> <p>No questions about the current data</p>	AE RF

13	Staffing	Action
13.3	<p>Pooled Premium for Sickness Cover</p> <p>AE confirmed that schools have been looking at alternatives to the DCC for Pooled Premium Sickness Cover in order to gain a better deal.</p> <p>AE has received a quote from the Schools Advisory Service this will be £37,675, compared to DCC which was £39,755 for last year and will be more this year.</p>	

	<p>A discussion was had on the benefits and disadvantages of not using the DCC package-</p> <ul style="list-style-type: none"> • Only tied in for one year – can go back to DCC next year if we want to. • Other Special Schools are looking to pull out of the DCC pool this will eventually make the DCC option unviable. • At the strategic briefing the LA were plugging for using DCC services to obtain a security of service that cannot be outdone. • The SAS provide a well-being package as well as sickness cover. • Based on last year's data this quote would make us better off, however if sickness dramatically dropped we would not be – this is the risk with any insurance package. <p>AP9 – AE to provide a third quote for comparison / Decision to be made at next FGB as part of the Annex1.</p>	<p>AE Govs</p>
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Governing Body Matters

14	Head Teachers Report	Action
14.1	<p>All Governors received this report in advance.</p> <p>Comments / Questions:</p> <ul style="list-style-type: none"> • JB commented on the excellent attendance – 26 pupils had 100% - this is superb. • EYFS – delay due to admission system? <p>DG stated that pupils now need to have a Plan or Statement before they can come to the school. In the future this won't be an issue and should even be better as they can have them from birth but as we are swapping from one scheme to the other it has presented delays.</p> <ul style="list-style-type: none"> • KS3 – Purple Mash?– <p>This is Software that is very suitable for all ages across school particularly for the ICT curriculum. We also received the Maths and English bolt-ons for free. Teachers will receive training on the package this week.</p> <ul style="list-style-type: none"> • KS4 – Transition Places – <p>The group we have mainly struggled with are the pupils who fall between entry 3 and level 1 – there is little provision out there for them. Colleges are delivering what we have already given them. DG confirmed that the LA are looking to expand the Phoenix Centre and Ilkeston College has opened up again. DG is looking at having a Post 16 Option at Bennerley Fields.</p> <ul style="list-style-type: none"> • Inspectors saw 100% teachers all good or outstanding – Governors want to acknowledge this great achievement and say well done to the staff. • Data – Outstanding – targeted interventions still working well. • JB – proud of students and how well they represented the school to the Inspectors. • 	

14.2	A discussion was had with regards to the future aspirations of the school. It was decided to hold an additional FGB to discuss this along with the SLT. AP10 - Additional FGB Meeting to be held – Tuesday, 19th May 2015 at 1:15pm. RF to inform all Governors	RF
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15	Policies	Action
15.1	Policies to be Discussed, Amended and Approved by the Full Governing Body	
15.1.1	None	
15.2	Policies Reviewed by Allocated Person/Committee to be Signed Off by Full Governing Body	
15.2.1	Benchmarking After discussion the above updated policy was accepted and agreed by the Governing Body.	
15.2.2	Learning and Teaching Policy After discussion the above policy was accepted and agreed by the Governing Body.	
15.2.3	Behaviour Policy After discussion the above policy was accepted and agreed by the Governing Body.	
15.2.4	Health and Safety Policy- In progress by AE – to be carried forward	RF
15.2.5	Premises Management Document After discussion the above policy was accepted and agreed by the Governing Body.	
15.2.6	Sex and Relationships After discussion the above policy was accepted and agreed by the Governing Body. Governors commented on the time and effort that has been put into this.	

AE and LF left the meeting

16	Soft Federation	Action
16.1	All Governors had received the previously circulated information relating to the Soft Federation. DG discussed the options for the next steps for the Special Schools Federation: <ul style="list-style-type: none"> • Soft Federation • Soft Governance • Hard Governance DG confirmed that all ten Headteachers from the Derbyshire Special Schools have worked closely together and all agree that the Soft Governance Option is the best route to take. This offers a sound legal footing whilst enabling schools to retain their own individuality and Governance. There would be a joint Governing Body of the Soft Governance Federation that would be made up of the Headteacher and one	

	<p>Governor from each school. They would meet a minimum of once a year. The advantages would be such things as Joint Procurement / Cost Neutral CPD etc. and a bigger voice with the LA.</p> <p>The Federation will employ the services of Flint Bishop Solicitors to draw up a Service Level Agreement that will satisfy the needs of all the schools. The cost for this will be £3,000 per school.</p> <p>Schools would only be tied in for one year after this they can chose to opt out.</p> <p>DG strongly recommends this option as Special Schools need to seize this opportunity to move forwards and ensure secure positions for themselves in the changing climate.</p> <p>Governors were mixed in their views of accepting this proposal. There was a lengthy discussion on the matter.</p> <p>Some of the concerns raised were the cost of the solicitors, retaining the schools identity, how much power would be given to the Federation Governing Body, what would the details of the Service Level Agreement be and which Governor would be able to take on the role?</p> <p>Some Governors felt it was important to seize this opportunity in order to protect the schools future – to not stay in isolation – there is strength in numbers – and it will also unite the Governors across the schools. It gives a legal identity – however Governors would need to take a very informed look at the service agreement section. Flint Bishop have provided this service for other schools so know how it works. We cannot know what will be in the agreement until it is prepared.</p> <p>DG stated that at this point in time the proposal is of a strategic nature not a final commitment. DG is asking if Governors will agree to take the next step for the Soft Governance Federation and employ the services of Flint Bishop.</p> <p>It was decided that Governors needed more time to discuss this matter and acquire further information.</p> <p>AP11 – Governors to obtain more information regarding the Soft Governance and to discuss the matter with Governors from other schools, where appropriate.</p> <p>Governors to email DG with any further questions in preparation for the next FGB.</p> <p>A decision to be made at the next FGB – RF to put on Agenda.</p>	<p>Govs DG RF</p>
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17	Correspondence and Information for Governors	Action
17.1	Parent Representative for Computing/e-Safety Committee	
	<p>As JS is not available to feedback to Governors from this Committee AE presented the information.</p> <p>The committee need a Parent Representative.</p> <p>It was decided that this should be offered to all parents across school.</p> <p>AP12 – AE to write to parents.</p>	AE

	LW stated that if no other parent is interested then she will be happy to join the committee.	
17.2	Breakfast Briefing for Governors	Action
17.2.1	See enclosures for information	
18	How does this meeting impact on the outcomes for pupils?	Action
18.1	New Uniform – gave pupils opportunity to come and talk (pupils knew to approach Governors which highlights positive role Governors have in the school) Ofsted results demonstrate the excellent quality of teaching and school life the pupils are receiving.	
19	Dates and times of next meetings	Action
	28 th April 2015 4:15pm 19 th May 2015 1:15pm 14 th July 2015 4:15pm	

JB closed the meeting at 7:00pm

Summary of Meeting Action Points				
		Action	Who?	When?
1.	5.8	Email guidelines on how to access the 'cloud'. If people still have an issue then a training session will be booked with AE.	PW	asap
2.	9.2.1	Reassure parents that their concerns are being listened to with regards to the car parking arrangements.	LF	ongoing
3.	9.3	Look at rewriting Terms of Reference for the Premises Committee to include the Health and Safety aspect also.	AE RF	asap
4.	9.5	Send email contact to RF re. Hospital beds. RF to find Hospital Bed.	MB RF	asap
5.	9.6	Talk to contact with regard to changing the times of the Bin Men – they currently come at 9:00am.	MB	asap
6.	11.1.2	Provide detailed figures of the different options for purchasing a mini bus.	RF	next FGB
7.	13.1	Contact Governor Support for advise on Governors role in employing a new Headteacher.	JB	asap
8.	13.2	Staff Absence: Put on next FGB Agenda AE to present all information in graph format and include total numbers of staff in each category.	RF AE	next FGB
9.	13.3	Provide a third quote for comparison of Pooled Premium Sickness Cover. Decision to be made at next FGB as part of the Annex1.	AE Govs	next FGB
10.	14.2	Additional FGB meeting to be held with SLT to discuss future aspirations of the school. RF to inform all Governors	Govs SLT RF	asap / 19.05.15
11.	16.1	Obtain more information regarding the Soft Governance and to discuss the matter with Governors from other schools, where appropriate. Email DG with any further questions in preparation for the next FGB. Decision to be made at the next FGB – RF to put on Agenda.	Govs DG RF	asap / next FGB

12.	17.1	Write to parents with regards to place on the Computing / e-Safety Committee.	AE	asap
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Ongoing Action Points				
		Action	Who?	When?
1.	5.2	Assign Governors to categories under the new Instrument of Governance	JB/SM	FGB Summer 2
2.	5.3	360 Review of Chair	JB	ongoing
3.	5.6	Use of Water Hippos	AE	ongoing
4.	6.1	Annual Review of School Website (put on Agenda)	PW RF	FGB Spring1