



Full Governing Board

Minutes

Date: 18th July 2016	Time: 4:00pm
Venue: Community Room, Bennerley Fields School	

Governors Present:			Apologies:		
Pauline Wensley	(PW)	Chair – Co-Opted			
Sarah Menzies	(SM)	Vice Chair – Co-Opted			
Mick O’Gorman	(MOG)	Staff			
Ann Harrison	(AH)	Headteacher			
Kay Blissett	(KB)	Staff	Attendees:		
Janet Seymour	(JS)	Co-Opted	Abigail Evans	(AE)	Business Manager
Linda Willis	(LW)	Parent	Ruth Fowler	(RF)	Clerk
Lisa Ferris	(LF)	Parent	Julie Addison	(JA)	TA
Sedella Hearson	(SH)	Co-Opted			

Pre Meeting Presentation

Positive Play – Julie Addison (JA)

The meeting room was set up to represent ‘the den’ where the Positive Play sessions take place to give Governors a sense of what happens. There was gentle music, aromatherapy, special lighting and sensory things to touch.

JA presented a very encouraging report on Positive Play and the effects it has on the pupils. *(See additional enclosure and pupil interviews)*. All the pupils and staff spoke positively about the sessions and the benefits they provide. JA observed that the pupils who gave the video interviews would not have had the confidence to do so before taking part in the Positive Play Sessions.

Governors asked why it was called Positive Play as this gives an impression of little children playing?

JA explained that this was the name given when the project was originally launched by DCC, but she agrees that this detracts from the real nature of the program and what actually happens. Within school we tend to call it Positive Support or simply refer to ‘the den’. This is also better for parents/carers to accept. It is not about playing. A lot of work is about feelings and emotions, building up self-esteem and self-worth and being able to say what you are good at. The environment in ‘the den’ is designed to be relaxing making it easier for students to express themselves.

Governors **asked** if the sessions are planned in advance?

They are planned on an individual student basis and even this can change if something has happened that the student needs to talk about (e.g. bereavement in the family etc.). The sessions are pupil led and based on the students' needs at the time.

Governors **asked** if they learn skills that can be used in class?

Students are encouraged to try new things in the sessions where there is a conducive environment and this gives them confidence when they go back to class to be able to cope with new situations. This in turn makes them calmer and more relaxed about attending school.

Governors **asked** about monitoring progress and if this can be part of the yearly data reported back to Governors?

A Boxall profile needs to be completed to show where gaps are and what targets need addressing. Sometimes the targets are changed to meet personalized needs. The Boxall profile is completed every summer by people across school who know the child and shows improvements from the previous year. JA reports to student's new teachers what has changed.

AH stated that the reporting of progress will be a SIP priority. We know it is of great value – it is just how to measure it.

Governors thanked JA for her time and positive report.

Procedural		
18.07.16		
1	Welcome and Apologies	Action
1.1	No apologies were received.	
2	Declaration of Interest	Action
2.1	None were declared.	
3	Minutes of meeting held 23rd May 2016	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 23 rd May 2016	Action
4.1	AP1 –completed - concern is the new DCC regulations about wooden structures. Leave where they are.	
4.2	AP2 – ongoing AH making it a priority. Working with staff – children going to visit St Martins for some ideas. <i>Governors asked about the timescale for this to happen?</i> Students will visit St Martins in September then work from there.	
4.3	AP3 – ongoing.	
4.4	AP4 – <ul style="list-style-type: none"> • contribution reminders to start in September • Summer Fair reminders - completed 	
4.5	AP5 – completed.	
4.6	AP6 – completed	
4.7	AP7 – AE to send again.	
4.8	AP8 - completed.	
4.9	AP9 – completed	

School Improvement		
5	Staffing Update	Action
5.1	MW – AH explained that this staff member already works these hours and has done for a long time. MW claims these hours every month as additional hours. There will be no effect on the budget. Governors agreed to formally increase MW's hours.	
5.2	AH updated Governors on the staffing vacancies. <ul style="list-style-type: none"> • Family Support Worker – Julie Addison appointed • TA's – all positions have now been covered (including the vacancy arising from appointing Julie) • Apprentices – 1 appointed, 1 still to be interviewed • Nursery Maternity Cover – this will be covered by an agency <p><i>Governors asked about the KS4 lead?</i></p> <p>AH stated that there were no suitable applicants. Kathryn Hughes will lead in the mornings as she is a Maths and Science specialist. Alistair Crawford (AC) will teach two afternoons a week.</p> <p><i>Governors asked what role Sue Firth will now have?</i></p> <p>Ah stated that Sue will be the assistant head, SENCO and teach on one of the early years' classes.</p> <p>AP1 – Governors to thank Sue for all her hard work</p>	

6	Questions on Head Teachers Report	Action
6.1	<p>Questions Asked:</p> <p><i>Absence – why an increase in unauthorized?</i> 1 pupil that was not here a lot 1 very anxious about attending. MAT involved and CAHMS. There is a plan in place for all students with long term absence.</p> <p><i>PE funding – will this continue?</i> Yes – SF is working on getting a specialist PE teacher from county for two afternoons per week.</p> <p><i>What is WRAP training?</i> Preventing radicalization.</p> <p><i>KS4 levels – Why does it state Inaccurate KS3 levels again?</i> There is a different system in place now for baselining KS4 pupils by using past papers at the start of KS4. Inaccurate is not correct word – it is the difference in skills that are measured at KS3 compared to KS4.</p> <p><i>DofE – do you have more details?</i> It is a way of developing the already successful KS3 program to give it even more focus and for pupils to learn skills they can then sue for the DofE in KS4. DofE is very time consuming. There is some expenses that will need funding in particular for the expeditions. In the past it has been run with other schools and this is an option.</p> <p><i>Exams – the impact of no course work?</i> AH stated that we will have to look at what our students can achieve. It puts lots of pressure on children who struggle academically – even in mainstream.</p> <p>Governors stated - Well done to staff as all teaching is good or outstanding.</p> <p>Governors spoke positively about the Teaching Schools Alliance.</p>	

7	TLC Update	Action
7.1	<p>LF gave update – see <i>minutes</i>.</p> <p>The data and the process for monitoring it was thoroughly discussed at the TLC meeting.</p> <p>LF explained the new national curriculum guidelines for assessing without levels. The triangulation process ensures accurate marking.</p> <p>There were no questions.</p>	

8	20 Questions for the Governing Board - Review	Action
8.1	<p>Governors discussed the 20 Questions that had been completed over the year.</p> <p><i>Governors asked if there are any areas for development?</i></p> <p>No major areas stood this year.</p> <p>Governors decided that a grading system will be used next year so it is easy to pick out areas that need attention.</p> <p>AP2 – RF to re-configure 20 Questions chart to allow for grading system.</p>	

9	Governor Skills Audit	Action
9.1	<p>Not enough replies were received for an accurate assessment. Some Governors had difficulty accessing the document.</p> <p>RF to send out paper copies or excel versions as needed.</p> <p>From the data so far the following gaps were identified-</p> <ul style="list-style-type: none"> • Community – it was suggested that a Governor could attend the Action4Cotmanhay meeting. They meet regularly at school and look at development of the local area. • Premises management – after discussion it was decided that this was covered by the role of the H&S Governor. 	

Financial Matters		
10	School Business Managers Report	Action
10.1	<p>Approval of Form A.</p> <p>Governors asked what this form is?</p> <p>It is the Petty Cash and Debit Card spending. This is the reconciliation.</p> <p>Governors asked where the money come from?</p> <p>From the school budget. The standard amount is £3000. However, Governors previously approved £5000 to include debit card spending.</p> <p>Governors approved and accepted the Form A.</p>	

11	Absence Report – Staff	Action
11.1	<p>See enclosures.</p> <p>Governors asked why is absence creeping up?</p> <p>Some long term sick. Some from relief TA's. Also we have more staff.</p> <p>Governors asked how we bring it down?</p> <p>The following initiatives are being implemented-</p> <ul style="list-style-type: none"> • Healthy Work Places in Derbyshire (free DCC service). There will be a staff meeting where they do a presentation and complete a questionnaire to find needs. • SAS doing free health screen checks. They will help staff find help for various aspects (e.g. dieting / giving up smoking.) • Installing hand sanitizers. • Deep clean (already taken place) <p><i>Other absence</i></p> <p>This is now being monitored on a rolling 12 months. Staff are only entitled to 5 days paid other absence.</p> <p>Governors asked how we compare with other schools?</p> <p>AE stated she has not seen other absence figures – but by comparing SAS premiums we are at the lower end.</p>	

Policies		
12	Policies	Action
12.1	<p>Home School Agreement</p> <p>Governors reviewed the policy and after discussion the above amended policy was accepted and agreed by the Governing Body.</p>	

Standing Items		
13	Training	Action
13.1	<p>Report on Training Needs:</p> <p>PW presented a form that shows training Governors have attended. Governors are to complete the form and PW will prepare and present a report in September where training needs will be identified.</p> <p>AP3</p>	
13.2	<p>Exclusions Training:</p> <p>To be added onto to Training Needs report.</p>	
13.3	<p>Health and Safety Training Feedback:</p> <p>SH highlighted two main points from the training she attended:</p> <ul style="list-style-type: none"> • Storing above head height – not to store heavy/bulky items. Things not to be overhanging and nothing loose that could slide off. • Not standing on chairs/desks etc. <p>AE stated that every department has a step ladder and there has been whole school health & safety training. MOG commented that you can hear people telling others off now for standing on tables etc.</p> <p>SH stated that it can be very effective to start logging near misses to highlight dangers.</p> <p>AE looking at improving systems to report near misses.</p> <p>AP4 - AE to get Governor H&S training notes from the trainer- Dave- and forward to Governors.</p> <p>MOG left the meeting (17:15pm)</p>	
14	Lead Governor Report – LF	Action
14.1	<p>LF reported on her visit to EYFS at lunch time.</p> <ul style="list-style-type: none"> • The children stay in the EYFS area for lunch. • Some have packed lunch and some have school dinners that are brought over from the school kitchen. • There are lots of eating difficulties and all these needs are met. • Visual prompts encourage good behavior. • There is a very nice relaxed atmosphere. <p><i>Governors asked why the do not eat in the hall?</i></p> <p>It is a better environment in which to start learning how to eat together before moving up to the hall in KS1.</p>	

15	Audit Action Plan	Action
15.1	<ul style="list-style-type: none"> • The Asset Register is the Inventory that we already have in place. • Risk Register – AE has acquired a form from other schools. It will need input from Governors and the SLT to be completed. <p>Governors accepted the format for the risk register.</p> <p>Governors agreed to set up a working group to consist of AE, SH and either AH or AC. AP5</p>	

Governor Termly Responsibilities		
16	Agree arrangements for election of Chair and Vice-Chair September 2016	Action
16.1	After discussion Governors agreed the process as outlined in the enclosures.	

17	Safeguarding Audit	Action
17.1	<p>Governors discussed the previously circulated report.</p> <p>Governors discussed the importance of safeguarding and the role the Governors have in this – i.e. to ensure processes are in place and that things are dealt with in a timely manner. It was stated that Governors need to have more input in this matter.</p> <p>The following was decided (AP6-10)</p> <ul style="list-style-type: none"> • All Governors to complete online Prevent training (AE to send link) • Safeguarding Governor (JS)– to meet with AH half termly after the Safeguarding Team have met. • Anti-bullying Governor (LW) – AH to liaise with LW and discuss review of Anti-bullying policy. • AE to report back on purchasing software for reporting incidents. • JS to attend Governor specific safeguarding training. <p>It was stated that whole school safeguarding training was undertaken this year. The designated safeguarding lead has training every year and so will the Family Support Worker (JA).</p> <p>AH stated that an action plan is part of the report when sent to DCC.</p>	

18	Review Attendance of Governors and Terms of Office	Action
18.1	<p>LF stated she will not become a Co-Opted Governor due to time constraints.</p> <p>Governors thanked Lisa for all her hard work.</p> <p>There are now three Governor vacancies (1xCo-Opted, 1xLA, 1xParent)</p> <ul style="list-style-type: none"> • Parent – this will be advertised in September and elections held. • LA – AP11 - RF to ask Michelle for any prospective LA Governors. • Co-Opted – PW has been in contact with Governor Support, Action4Cotmahay/ National register/asked Vicar/ staff been asked for volunteers. Governors attended parents afternoon to raise awareness. <p>AP 12 -AE to tweet about Governor Vacancy RF to approach businesses that have supported us with fundraising.</p> <p>Governors reviewed the meeting attendance over the year and this has been very good with only a few Committee meeting not being quorate.</p>	

19	Governing Board	Action
19.1	<p>Structure</p> <p>Governors agreed to the structure as discussed at the previous meeting.</p> <p>There will be no Committees and 10 FGB meetings per year.</p> <p>Governors discussed the advantages especially as we have three vacancies.</p>	
19.2	<p>Terms of Reference</p> <p>Governors discussed, agreed and accepted the new terms of reference.</p>	
19.3	<p>Meeting Schedule (<i>see enclosure</i>)</p> <p>Governors agreed the proposed meeting schedule.</p> <p>All Governors agreed to meetings being held on a Monday.</p> <p>After discussion it was agreed to hold all meetings at 4:00pm</p> <p>AP13 - AH to look into child care options at school to ensure Parent Governors can attend meetings at 4:00pm.</p>	

20	Website Review	Action
20.1	<p>Governors discussed the previously circulated report.</p> <ul style="list-style-type: none"> • Items 1,2,3,5 (to include former Governors and end of term of office for previous year) and 6 were agreed. • Attendance is to be shown as a percentage • Item 4 – AE will consider the appropriateness of becoming an Associate Governor. • RF will update the website accordingly as part of her office hours. 	

Other Matters Arising		
21	FoDSS	Action
21.1	<p><i>See enclosure</i></p> <p>Comments:</p> <ul style="list-style-type: none"> • Very positive report. • Federation have already made a commitment between schools so if Acadamisation becomes compulsory we are already set up for this. Schools can still keep their individuality with their own Governing Boards and Head Teachers. • The Federation Launch was very positive and showed the benefits of working together. • There will be a Governor Section on FoDSS website. 	

22	Equals Conference Report	Action
22.1	<p><i>See enclosure</i></p> <p>The Equals Conference is a national conference and SM presented at this alongside Debbie Gerring and two pupil representatives from St Martins</p> <p>The report highlighted several important areas that need to be addressed by Governors. Action points for this will be discussed at the next FGB meeting (AP14)</p>	

23	Associate Governors	Action
23.1	<p>See website review enclosure.</p> <p>It was suggested to appoint Josh Baldwin (an ex pupil) as an Associate Governor. He is happy to take up this role.</p> <p>Governors discussed the pros and cons of having an ex pupil as an Associate Governor:</p> <ul style="list-style-type: none"> • Fills Pupil Voice gap. • Not appropriate to attend areas of the meeting where personnel, finance and premises matters are discussed. • The agenda would need to be adapted to accommodate this. • SM will mentor with support from Alistair <p>Governors feel this is an excellent suggestion.</p> <p>Governors agreed to appoint JB as an Associate Governor from Sept 2016.</p>	

Close of Meeting		
24	What has this meeting achieved that will benefit our children?	Action
24.1	<p>Safeguarding highlighted</p> <p>Pupil progress highlighted.</p> <p>Fully staffed</p> <p>Looking at improving outside area</p>	

25	What could have been done to improve the meeting?	Action
25.1	Finish at 6:00pm!	

26	Dates and times of next meetings	Action
26.1	Monday 19 th September 2016 at 4:00pm	

PW closed the meeting at 6:25pm

Summary of Meeting Action Points				
		Action	Who?	When?
1.	5.2	Thank Sue for all her hard work	SM/PW	asap
2.	8.1	Re-configure 20 Questions chart to allow for grading system.	RF	next FGB
3.	13.1	Training needs report	PW	next FGB
4.	13.3	Obtain Governor H&S training notes from Dave and forward to Governors	AE	asap
5.	15.5	Set up a working group to consist of AE, SH and either AH or AC to complete Risk Register	AE	asap
6.	17.1	All Governors to complete online Prevent training (AE to send link)	AE Govs	asap
7.	17.1	Safeguarding Governor (JS)– to meet with AH half termly after the Safeguarding Team have met.	JS AH	half termly
8.	17.1	Anti-bullying Governor (LW) – AH to liaise with LW and discuss review of Anti-bullying policy.	LW AH	asap
9.	17.1	Report back on purchasing software for reporting incidents.	AE	asap
10.	17.1	Attend Governor specific safeguarding training.	JS	asap
11.	18.1	Ask Michelle for any prospective LA Governors	RF	asap
12.	18.1	Governor Vacancies <ul style="list-style-type: none"> • tweet • approach businesses that have supported us with fundraising. 	AE RF	Asap

13.	19.3	Look into child care options at school to ensure Parent Governors can attend meetings at 4:00pm.	AH	asap
14.	22.1	Discuss Action Points from Equals Conference Report. Add to FGB agenda.	Govs RF	next FGB