



Full Governing Board

Minutes

Date: 1st February 2016	Time: 1:00pm
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	(DQ)	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	Shirley Argent	(SA)	Prospective Governor
Sedella Hearson	(SH)	Co-Opted			

01.02.16	Pre Meeting Presentation	Action
	Post 16 Provision – Maggie Talty-Sanghera (MTS)	
	MTS shared a presentation (see additional enclosure - Key Stage 5 Development)	
	<p>MTS explained that she has been doing a gap analysis in relation to the available college provision. The enclosure shows her findings.</p> <p>The biggest problem is finding a college that is challenging enough for our students who are more able. The data shows that only 3 out of 8 students were in appropriate placements. Another issue is that the colleges only offer three days a week.</p> <p>Brackenfield and Swanwick have the same problem as us so we are working with them as this will give us a bigger cohort of students.</p> <p>Governors asked the following questions?</p> <ul style="list-style-type: none"> • Where will the Sixth Form be? Premises is the biggest issue and will be a long process with the council. • How does the funding work? There is an 18 month lag which also poses a major problem in setting up. One solution is to add the students onto an existing colleges roll but then we would educate them. 	

	<ul style="list-style-type: none"> • Is DCC sympathetic? Yes. They are doing an analysis of NEET students and seeing if they belong to the same cohort of students that we say are difficult to place. • Can the old Bennerley Building be used? We think most of the site has already been allocated, however there is a small chance that there is space in the Media Centre. • What is the timescale to get a Sixth Form up and running? It is too soon to say at the moment as it is dependent on so many external factors. • What can Governors do to support this? Nothing at the moment, but it is good to have their backing. <p>Governors thanked MTS for her presentation.</p>	
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Procedural		
1	Welcome and Apologies	Action
1.1	NO apologies were received.	
1.2	SA is visiting as a prospective Co-Opted Governor with community links.	
1.3	Governors formally congratulated AH on her appointment as Head Teacher.	

2	Declaration of Interest	Action
2.1	None were declared. Governors who had not previously done so completed the new forms.	

3	Minutes of meeting held 7th December 2015	Action
3.1	The minutes were accepted and agreed as a true and accurate record and signed by the chair.	
3.2	The minutes from the Extraordinary FGB held 22 nd January 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 – completed	
4.2	AP2 – completed - MOG has joined the RMC	
4.3	AP3 – online safety is covered by other policies, MOG is going to look into this further to ensure a separate policy is not needed.	
4.4	AP4 – ongoing. AP1 - carry forward to next meeting.	AE SF
4.5	AP5 – completed.	
4.6	AP6 – completed.	
4.7	AP7 – PW/SM are meeting a potential LA Governor candidate next week.	

School Improvement		
5	SIP Report	Action
5.1	Covered in Headteacher's Report	

6	Head Teacher's Report	Action
6.1	<p>AH made the following comments to add to the report:</p> <ul style="list-style-type: none"> Issue with parent parking offsite. AH discussed the situation about a resident's drive that had been blocked. The situation was monitored and a reminder letter sent to parents. The school tried involving the PCSO's but no support was given. The local traffic officers came and the police are also monitoring the situation now. The local County Councilor is coming to meet AH on Friday. The resident emailed Ofsted, the Ilkeston Advertiser and the local MP. <p>Governors asked what options there are to resolve the issue? It has been suggested that the yellow zigzag lines will be put there.</p> <ul style="list-style-type: none"> Alterations for the whole school to be accessible – in particular KS3. The LA has approved the toilets in KS3 and we are waiting to see if this includes the classroom doors. If they say the doors have to come from the school budget this is not possible and AH asked for Governor support to take this up with the LA. AP2- Put Accessibility Alterations on RMC agenda Staffing – AH stated the need for SF to continue as Acting Deputy Head and Lydia Leaf to continue as the EYFS teacher till 	RF

	<p>July 2016.</p> <p>Governors agreed to this extended time scale.</p> <p>Governors asked if the Deputy Head position can be filled internally? No, it has to go external.</p>	
6.2	<p>Governors asked about the Safeguarding team, when they meet and what is the Governor involvement?</p> <p>AH stated that the team meet half termly. It is not appropriate for Governors to be present at these meetings as individual cases are discussed confidentially.</p>	
6.3	<p>Governors asked about the increase in 'Unauthorised' absence?</p> <p>AH stated that the increase is due to one student who is extremely anxious and school phobic. The school are working with the parents, the student and the MAT team to find a suitable timetable that works. This is an ongoing issue.</p> <p>Governors asked if Marie (the Family Support Worker) is involved? Yes.</p>	
	<p>Governors asked about Behavior Support and whether the incidents relate to lots of students or the same person?</p> <p>AH stated it is the same students. The actual number of incidents has decreased.</p> <p>AE stated that we are hoping to use the Integris system to record Behavior as this will produce better reports.</p> <p>Governors asked about the issue of verbal assaults at lunchtime?</p> <p>AH stated that things have improved since the new lunchtime routine was introduced -in particularly the chill zone which offers a very nice social aspect.</p> <p>Governors asked if each different area is staffed? Yes, of course.</p>	

7	RMC Committee Update	Action
7.1	<p>Governors asked if the Benchmarking is purely financial?</p> <p>Yes – it is costs relating to all areas of the school – not teaching and learning comparisons.</p> <p>Governors asked if other schools have a Relief TA Bank?</p> <p>We make the most use of it. Other schools are looking to do the same</p>	

	thing now they see how effective it is.	
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8	TLC Committee Update	Action
8.1	<p>Governors asked if the school is full why are we being asked to take extra pupils?</p> <p>AH stated that we are currently full, however next year we will have three spaces. The school say if they can meet the needs of the pupils.</p> <p>AH highlighted the problem that when the council allocate places they just see we have three spaces and they don't look at the split between the key stages. This means that next year KS2 and KS4 will be very big and we could still be allocated pupils in these key stages.</p> <p>Governors stated their concerns if the school is asked to take over the 84 allocated places.</p> <p>AH stated that Steve Parfitt visited the school and agreed that it would not be safe to have an excess, so this should not be a problem.</p>	

9	SM Committee Update	Action
9.	<p>PW stated that once the SLT have finalized the School Development Plan they will circulated it to the Governors.</p> <p>There will also be a school vision day in the future.</p>	

10	20 Questions – Q 9-11	Action
10.1	<p>The Governors discussed the next set of questions.</p> <p><i>See updated enclosure.</i></p>	

Financial Matters		
11	School Business Manager's Report	Action
11.1	<p><i>Fundraising</i></p> <p>RF discussed the previously circulated report detailing funds received so far this year.</p> <p>RF informed Governors of the Lands' End to John O'Groats Charity event that was taking place in school on the 18th and 19th March and asked Governors for any support they could give for this. All details of the event and the 'Better Together' project can be found on the website.</p> <p>AP3 -RF to approach Swanwick School to see if we can borrow</p>	<p>RF</p>

	<p>their exercise bike machines</p> <p>RF explained the need to raise £5,000 by April in order to go ahead with the £15,000 donation from the Lord's Taverners.</p> <p>Governors asked what the plan was if that much is not raised? RF stated that there is money in the Fundraising account that can be used temporarily and paid back later.</p> <p>Governors asked if this needs Governor approval and if it affects the school budget. AE stated that it is not school budget money but fundraising money so does not need Governor approval.</p> <p>Governors suggested using 'Just Giving'? RF will look into this but we believe that we need to be a charity.</p> <p>Governors thanked RF for the fundraising success.</p>	
11.2	<p><i>SFVS</i></p> <p>AE stated that the SFVS is not ready to be signed off yet but needs to be by the 31st March.</p> <p>Governors agreed to hold an Extraordinary FGB for Governor approval of the SFVS on Monday 14th March 12:30pm.</p>	
11.3	<p><i>Photocopying Proposal</i></p> <p>AE explained that the Photocopying contract has expired. There have also been lots of issues with the machines breaking down.</p> <p>The Government have set up frameworks that we can purchase new contracts through. These have been fully checked and verified.</p> <p>Barbara is working through the options and we can confirm that the new contract will be significantly cheaper and will also include a new machine in EYFS.</p> <p>After discussion Governors agreed that AE can go ahead and sign up for the new photocopying contract.</p>	

12	Absence Report – Staff	Action
12.1	<p>Absence Reports.</p> <p>Governors discussed the previously distributed reports (see enclosures)</p> <p>Governors have no concerns as all questions and anomalies are</p>	

	explained in the notes underneath already.	
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Policies		
13	<i>Policy Working Party</i>	Action
	<p>RF stated that last year there was a Policy Working Party that comprised RF, AE the Headteacher and a Governor.</p> <p>This worked very well and ensured polices were updated where necessary and on time. RF would like to reinstate this.</p> <p>Governors agreed to reinstate the Policy Working Party.</p> <p>MOG to be Policy Governor.</p>	
14.1	<i>Dinner Money</i>	
	<p>Governors reviewed the policy and after discussion the above new policy was accepted and agreed by the Governing Body.</p> <p>Governors asked at what point would we choose to write-off outstanding debts?</p> <p>See policy - £40</p> <p>AE stated that lots is done before it gets to this stage.</p>	
14.2	<i>Disaster Recovery</i>	
	Postponed as needs further updating	
14.3	<i>Security Policy</i>	
	<p>Governors asked about needing to sign the Confidentiality agreement?</p> <p>No this is covered by the Code of Practice.</p> <p>Governors reviewed the policy and after discussion the above updated policy was accepted and agreed by the Governing Body.</p>	
14.4	<i>Financial Procedure and Regulations</i>	
	<p>AE informed Governors that DCC have released an updated version of the previous two policies. AE transferred the approval limits that were agreed last term.</p> <p>Governors reviewed the policy and after discussion the above new policy was accepted and agreed by the Governing Body.</p>	

Standing Items		
15	Safeguarding	Action
15.1	JS asked about the Safeguarding audit. It was submitted in July 2015 and there will be another one done this July.	

16	Training	Action
16.1	<p>PW reminded Governors that there is an expectation to attend training. Governors are to inform PW of any training attended.</p> <p>AP4 - AE will arrange in-house Finance training again. Governors would like this to happen annually</p> <p>David Heald- School Improvement Advisor – has offered to do a training session for Governors.</p> <p>AP5 – PW to arrange training session with David Heald and invite Swanwick and Brakenfield too.</p> <p>Governors to remember to use the Soft Federation to think about sharing bespoke training across schools. This will also have financial benefits.</p>	<p>AE</p> <p>PW</p>

17	Lead Governor Report: Sarah Menzies	Action
17.1	<p>SM discussed the previously circulated report. AAC and Assessment Without levels are covered in the Headteachers report. SM can confirm that she has made school visits for all these areas SM reminded Governors that Key Stage visits are to have a Lunchtime Focus.</p> <p>It was decided that LW and SM will report at the May FGB. LF will report at the July FGB.</p>	

18	Audit Development Plan	Action
18.1	<p>AE stated that all audit action plan items have now been covered. The next audit visit could be anytime from Spring 2016.</p>	

	<p>AE discussed the previously circulated document.</p> <p>AE stated that a lot is covered already, but there are some minor points to work on and these will be looked at over the coming weeks.</p> <p>Governors asked how much notice the school is given? 4-6 weeks.</p>	
Governor Termly Responsibilities		
19	Annual report to Governing Body on safeguarding children	Action
19.1	<p>Safeguarding was covered in the Headteachers report. AH stated it is not appropriate to discuss individual cases at this meeting.</p> <p>The Safeguarding Audit will be submitted in July.</p>	

20	Review Insurance	Action
20.1	<p>AE discussed the insurance enclosure.</p> <p>The insurance comes from DCC.</p> <p>Governors asked if it is value for money? Yes</p> <p>Governors reviewed and approved the insurance.</p>	

21	Review of School Website	Action
21.1	<p>See enclosure.</p> <p>Website has all the information that is legally required</p> <p>Governors discussed the exam reports.</p> <p>AP 6 - RF to update front page picture and AH as head not acting and curriculum.</p> <p>Governors stated that lots of the photos are out-of-date, some of the links refer to old data – this needs to be looked at.</p> <p>AE stated that RF has been taking over updating the website, however it is a very time consuming process.</p>	RF
	<p>KB left the meeting (14:45)</p> <p>LF left the meeting (14:45)</p>	

Other Matters Arising		
22	Governor Responsibilities	Action

22.1	<p>RF discussed the updated Governor Responsibilities and the changes made to the other Committees.</p> <p>Governors agreed to accept the updates.</p> <p>AP 7 - Governors to make their Key Stage visits before May FGB and Named Governor visits before July.</p> <p>AP8 -</p> <ul style="list-style-type: none"> RF to send ‘Governor Visit’ forms to Governors. Governors to complete and send back to RF AH to sign RF to put on shared site 	<p>Govs</p> <p>RF</p> <p>AH</p> <p>Govs</p>
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Close of Meeting		
23	What has this meeting achieved that will benefit our children?	Action
23.1	<ul style="list-style-type: none"> Fundraising benefit Cross training with other schools KS5 / Post 16 Provision Safeguarding Long term strategic plan Potential community link 	

24	What could have been done to improve the meeting?	Action
24.1	<ul style="list-style-type: none"> Encouragement given for more Governors to participate. New Governors encouraged to ask questions, even if they think they are basic. RF reminded Governors that the questions asked are never shown as coming from a specific Governor. All Governors to ask questions and prepare questions in advance. All enclosures to go out 7 days in advance. 	

25	Dates and times of next meetings	Action
25.1	<p>14th March 2016 at 12:30pm</p> <p>26th April 2016 at 4:00pm</p> <p>23rd May 2016 at 1:00pm - Please note this date has been moved from the previous week</p> <p>18th July 2016 at 4:00pm – Please note this date has been moved</p>	

	from the previous week	
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PW closed the meeting at 3:00pm

Summary of Meeting Action Points				
		Action	Who?	When?
1.	4.4	Supporting Pupils at School with Medical Needs – determine if this is now covered by the new Administration of Medicine Policy or if further work needs to be done	AE SF	asap
2.	6.1	Put Accessibility Alterations on RMC agenda	RF	next RMC
3.	11.1	Approach Swanwick School to see if we can borrow their exercise bike machines	RF	By 5 th Feb
4.	16.1	Arrange in-house Finance training again.	AE	asap
5.	16.1	Arrange training session with David Heald and invite Swanwick and Brakenfield too.	PW	asap
6.	21.1	Website - update front page picture, AH as head not acting and curriculum.	RF	asap and ongoing
7.	22.1	<ul style="list-style-type: none"> • Make Key Stage visits before May FGB • Make Named Governor visits before July. 	Govs	Before May Before July
8.	22.1	<ul style="list-style-type: none"> • RF to send 'Governor Visit' forms to Governors. • Governors to complete after each visit and send back to RF • AH to sign • RF to put on shared site 	RF AH Govs	asap and ongoing

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