



Full Governing Board

Minutes

Date: 23rd May 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	(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			
Sedella Hearson	(SH)	Co-Opted			

Pre Meeting Presentation

Students

The student representative shared a film they had made from their trip to PGL.

Their favorite parts were the zip wire and climbing wall. The student was very pleased that she had the tidiest room!

Governors stated – ‘Looks like you all worked well together and helped each other’ to which the student replied – ‘yes we became best friends!’

The student told Governors-

We went with St Andrews school. The weather was lovely. We stayed for a lot of nights. There was not much free time and we did lots of exercise.

Governors thanked the student for being so brave for coming on her own as the other student was poorly.

Procedural

23.05.16		
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 26th April 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 26th April 2016	Action
4.1	AP1 – To be completed September 2016.	
4.2	AP2 – KS visits all have been completed now.	
4.3	AP3 – completed.	
4.4	AP4 – completed.	
4.5	AP5 – covered at TLC.	
4.6	AP6 – completed.	

School Improvement		
5	Staffing Update	Action
5.1	<p>AH presented an additional enclosure showing the most up-to-date information on staffing. <i>(see additional enclosure)</i></p> <p>AH stated that although we are losing three TAs, we are only going to replace two of them.</p> <p><i>Governors asked about JF's current role – how will she still fulfil all the roles she currently performs with reduced hours?</i></p> <p>The hours will be covered by a replacement and this will be able to be for three days with no impact on the budget.</p> <p><i>Governors asked who will cover the SENCO role?</i></p> <p>This will be looked at as part of the SLT.</p> <p>AH stated that there have been strong applications for the Lead Key Stage jobs. Interviews will take place this week.</p> <p><i>Governors asked about links with the new Deputy Head?</i></p> <p><i>He has already been into school three or four times and will continue to</i></p>	

	visit over the coming weeks.	
	Governors agreed to the proposed changes.	

6	TLC Update	Action
6.1	<p>LF gave an overview of the minutes and highlighted the need for the PSHE curriculum to be consistent across the school.</p> <p>An extra TLC Meeting will be held in July to analyze data more thoroughly.</p> <p><i>Governors asked who will continue MTS's work on PSHE?</i></p> <p>The work MTS has done now needs to be implemented and monitored. It will be the role of the PSHE lead that will be assigned with the new staffing structure once appointments have been made.</p> <p><i>Governors asked if it is now imbedded in school practice?</i></p> <p>It will over the next year.</p> <p><i>Governors asked about Admissions – Are we Full?</i></p> <p>We are full again and potentially could end up more than full. Fortunately it has worked out from an age point (the new ones coming are the same ages as the ones leaving).</p>	

7	RMC Update	Action
7.1	<p><i>Governors asked what is a MUGA?</i></p> <p>Multi Use Games Area.</p> <p>AE commented on the need for accessibility – and to ensure the rest of school is accessible and ready for when current YR5 student move up to KS3.</p> <p>It is almost certain that the LA will fund the accessibility issues so we can use our funds to compete the tarmacking of the EYFS playground. This will hopefully be scheduled for the Summer holidays.</p>	

8	20 Questions for the Governing Board	Action
8.1	<p>Questions 12-19 were completed by the Governing Board.</p> <p><i>(See updated enclosure)</i></p>	

Financial Matters

9	School Business Managers Report	Action
9.1	<p>KCOM Contract:</p> <p>AE presented a revised version of the KCOM contract in that there are now 4 options to choose from – the additional option being the WAVE9 Option. This came to light last Thursday and has been recommended by the IT lead at DCC and AE has spoken to two school who have opted to go with this company.</p> <p>AE explained the need to look at an alternative to KCOM as the Filtering with KCOM is not up to scratch.</p> <p>KCOM and WAVE9 are both through a government framework.</p> <p>Financially there is not much difference.</p> <p><i>Governors asked about the RM option as this is £1,000 cheaper?</i></p> <p>AE stated that they cannot offer the better filtering that WAVE9 can. The issue is with having the ability to have a range of different filters that are age appropriate as have from age 2 up to 16.</p> <p>AE explained that Governors have three options –</p> <ul style="list-style-type: none"> • Stay with KCOM • Do not re-sign with KCOM but make a decision as to which alternative provider to use at the next FGB • Do not re-sign with KCOM and opt for WAVE9 <p>After further discussion Governors agreed to sign up with WAVE9.</p>	
9..2	<p>Fundraising:</p> <p>RF discussed the Fundraising achievements for this year so far. Governors thanked RF for all her efforts and were impressed with the amounts raised over the last two years.</p> <p>RF asked Governors what focus they wanted for the coming year and discussed the different options as shown on the Fundraising Spreadsheet. RF explained that with so much emphasis having been on the KS2 playground other departments in the school have been asking when they will be given priority. The two biggest concerns that have been raised to RF are:</p> <ul style="list-style-type: none"> • Making the Gardening area accessible to students in wheelchairs and with mobility aids. • The senior school playground – having a design that caters for all the needs of the students (areas to run around/burn off energy, plus quieter areas and options for ASD students) • Move the KS4 trim trail (with the exception of the monkey bars and climbing wall) to the KS2 playground where it would get more use 	

	<p>Governors agreed that RF should focus on the KS3/4 and Garden areas.</p> <p>AP1 - AE to look at cost of moving the trim trail from KS4 to KS2 and getting the Landlord's permission.</p> <p>AP2 – AH to take the lead on drawing up a plan for the whole of the KS3/4 area.(with AE to gain planning permission once decided).</p> <p>AP3 – RF to fundraise once a plan is in place.</p> <p>Governors stated that they thought it was a good idea to combine sports day with Summer fair.</p> <p>AP4 - Governors requested that we keep sending reminders (plus class reminders for contributions could be more regular) RF to talk with office staff.</p>	<p>AE</p> <p>AH</p> <p>RF</p> <p>RF</p>
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10	Absence Report – Staff	Action
10.1	<p>AE discussed the previously circulated report on staff absence. Absence is improving although still high in comparison to previous years.</p> <p><i>Governors asked why the TA's absence is very high?</i> Small number of staff with repeating problems.</p> <p><i>Governors asked if it is being resolved?</i> Yes - and none of it is work related.</p> <p><i>Governors asked if it is being managed as well as it can be?</i> Yes.</p>	

Policies		
11	Policies	Action
11.1	<p>Accessibility Plan</p> <p>RF stated that MOG had analyzed the policies since they had been submitted as enclosures and requested some amendments (see <i>highlighted section in additional enclosure</i>). Governors were happy to accept the amendments.</p> <p>Governors reviewed the policy and after discussion the above updated</p>	

	policy was accepted and agreed by the Governing Body.	
11.2	<p>Home School Agreement</p> <p>RF stated that this was the policy that Governors previously rejected due to the change regarding school sharing information with outside agencies. RF highlighted the reworded change and also discussed the updated admissions/new year letter that is sent to parents that explains the situation more clearly.</p> <p>Governors requested that the following change is made: Replace the final sentence with two bullet points – one just for CAMHS and one stating just advice would be gained from other agencies without information sharing.</p> <p>AP5 – RF to amend Home School Agreement Policy and resubmit to Governors next FGB.</p>	RF
11.3	<p>Premises Management Document</p> <p>This is a statutory document from DCC. RF stated that she is not aware of an updated version.</p> <p>Governors reviewed the policy and after discussion the above policy was accepted and agreed by the Governing Body.</p>	
11.4	<p>Prevent Duty Guidance</p> <p>Governors reviewed the guidance and after discussion the above guidance was accepted and agreed by the Governing Body.</p>	
11.5	<p>Safer Working Practices Guidance</p> <p><i>Governors asked it we have a whistle blowing policy?</i></p> <p>Yes – under the Confidential Reporting policy.</p> <p>Governors reviewed the guidance and after discussion the above guidance was accepted and agreed by the Governing Body.</p>	
11.6	<p>Separated Parents Policy</p> <p>Governors reviewed the policy and after discussion the above new policy was accepted and agreed by the Governing Body.</p>	
11.7	<p>Supporting Pupils at School with Medical Needs</p> <p>Governors reviewed the policy and after discussion the above new policy was accepted and agreed by the Governing Body.</p>	

Standing Items		
12	Training	Action
12.1	<p>Audit Training:</p> <p>RF discussed the previously circulated report regarding the audit training session she attended with MOG.</p> <p>RF stated that a big focus was on data and information security. Many</p>	

	<p>of the required procedures are already implemented across school.</p> <p>RF highlighted the Governors role and what audit will look for when they visit – in particular for Governors to question, question, question.</p>	
12.1	<p>Strategic Planning Training:</p> <p>MOG discussed the previously circulated report.</p> <p>Governors should focus on:</p> <ul style="list-style-type: none"> • The school vision and making sure it is fulfilled • Is the school vision fit for purpose? • How is this evidenced in the minutes? • Are Governor visit linked to the strategic development of the school? • Is this a regular FGB agenda item? <p>PW –stated that this comes at the right time as we are looking at the structure of GB and our set up for next year.</p> <p>AH stated that a Visioning day will be held in the Autumn term. This will involve everyone – pupils, staff, parents/carers, governors, community.</p>	
12.2	<p>Exclusions Training</p> <p>RF informed Governors that Governor Support are running an Exclusions training session in June and it is recommended that at least one Governor on the GB has knowledge of the process and Governors involvement.</p> <p>AP6 – PW to add ‘Exclusions’ to the training list and arrange for a Governor to attend.</p>	

13	Lead Governor Report – LW	Action
13.1	<p>LW made a KS3 visit and monitored what happened at lunch time.</p> <p>LW explained that two areas are used – outside and the chill out zone. KS3 and 4 mix. Kitchen staff are very helpful. There is plenty of staff cover. All the students expressed how much they enjoyed school and the different enrichment activities they enjoy on a Wednesday. LW was happy to see that difficult situations are managed very effectively.</p>	

14	Audit Action Plan	Action
14.1	<p>AE discussed the remaining outstanding items from the SFVS and confirmed that they would be completed by the end of the summer term if possible.</p>	
14.2	<p>RF shared with Governors a sample check sheet that audit send to schools before they visit. It highlights the things they will be looking for</p>	

	and demonstrates the Governors role - in particular the use of meeting minutes as evidence. AP7 – AE to send electron copy of Audit checklist.	AE
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Governor Termly Responsibilities		
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15	Receive Health and Safety and Premises Audit	Action
15.1	<p>AE stated that herself and SH as the H&S lead Governor had undertaken a H&S walk of the school and the audit had been prepared from that.</p> <p>AE stated that huge improvements have already been made across school and it is looking so much better than previously.</p> <p>AE highlighted the main outstanding areas:</p> <ul style="list-style-type: none"> • Re-Tarmacking EYFS playground • EYFS toilets (SH stated she was shocked by state of them – it definitely needs to be a priority) • Garden area (look at through fundraising) • KS4 court fencing <p>AE to implement way staff can report any issues so they can be easily logged and monitored.</p> <p>SH stated that this should include near miss reporting.</p> <p>Governors accepted the Health and Safety Audit and thanked SH and AE for their work on it.</p>	

Other Matters Arising		
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16	Governing Board Structure	Action
16.1	<p>PW shared the proposal for the GB structure for next year (see <i>enclosure</i>).</p> <p>Governors discussed how they had performed this year and the pros and cons of not having committees.</p> <p>The main points raised were:</p> <ul style="list-style-type: none"> • It makes perfect sense • Keep the Strategy Committee (SC) • It would be good if all Governors had more understanding • Will larger meetings discourage some from speaking out? • Governors should be assigned individual responsibilities and take the lead in these area of the meetings • Benefit of not repeating information 	

	<ul style="list-style-type: none"> All Governors get the benefit of staff presentations Of the two options Governors prefer the 10 FGB meetings and keeping the SC <p>After discussion Governors decided to trial having no TLC and RMC but having 10 FGB meetings and keeping the SC for next year.</p> <p>AP8 - RF and PW to look at dates and times for meetings next term and report back to Governors at the next FGB.</p>	
16.2	SM retracted her decision to resign as a Governor at the summer term (as stated in the 26 th April 2016 FGB minutes) and will continue in her post. Governors thanked her for staying on.	
16.3	RF asked Governors to consider best meeting times and days for next year (to take into consideration her increased office hours – 8:00am – 1:00pm daily). Governors completed a form showing their preferences.	
16.4	<p>Governors discussed having an informal session for team building–</p> <p>Governors, the SLT and clerk will go for dinner at the Nudigate pub in West Hallam after the July FGB meeting. (SM to book a table)</p>	

17	Governor Skills Audit	Action
17.1	<p>RF drew Governors attention to the skills audit form in the enclosures.</p> <p>AP9 - Governors agreed to complete the form and return it to RF by 30th June 2016. RF will compile the data to be presented at the Summer FGB.</p>	Govs RF

Close of Meeting		
18	What has this meeting achieved that will benefit our children?	Action
18.1	<ul style="list-style-type: none"> Fundraising H&S audit ensuring premises are safe and fit for purpose IT Filtering upgraded Student presentation (Governors to send thank you) 	

19	What could have been done to improve the meeting?	Action
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20	Dates and times of next meetings	Action
20.1	18 th July at 4:00pm – Please note this date has been moved from the previous week as originally published.	

PW closed the meeting at 6:10pm

Summary of Meeting Action Points				
		Action	Who?	When?
1.	9.2	To look at cost of moving the trim trail from KS4 to KS2 and getting the Landlord's permission.	AE	asap
2.	9.2	Take the lead on drawing up a plan for the whole of the KS3/4 area.(with AE to gain planning permission once decided)	AH	asap
3.	9.2	RF to fundraise for KS3/4 once a plan is in place.	RF	asap
4.	9.2	RF to talk with office staff regarding sending reminders for class contributions (as only one letter is sent at the beginning of the year) Also to send reminders for Summer Fair/Sports Day.	RF	asap
5.	11.2	Amend Home School Agreement Policy and resubmit to Governors next FGB.	RF	July 2016 FGB
6.	12.2	Add 'Exclusions' to the training list and arrange for a Governor to attend.	PW	asap
7.	14.2	Send electron copy of Audit checklist to Governors.	AE	asap
8.	16.1	look at dates and times for meetings next year under the new trial structure and report back to Governors.	PW RF	July 2016 FGB
9.	17.1	<ul style="list-style-type: none"> • Complete the skills audit form and return it to RF by 30th June 2016. • Compile the data to be presented at the Summer FGB. 	Govs RF	30 th June July 2016 FGB