



Full Governing Board

Minutes

Date: 26th April 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			

Procedural		
26.04.16		
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 1st February 2016	Action
3.1	The minutes were accepted and agreed as a true and accurate record and signed by the chair.	
3.2	<p>Comments and Questions Raised</p> <p><i>What progress is being made with the Sixth Form?</i></p> <p>A gap analysis is still being undertaken. AH met with Mark Emly from DCC and two other heads from Special Schools to discuss the need. Schools need to provide the last three year’s data on leavers and their placements and the impact this has had on them. We need really strong evidence of the need in order to get funding from DCC.</p>	

	<p><i>Is the Integris System being used to monitor behavior yet?</i></p> <p>No, The system is ready to use, however, we are not in a position from a staffing point of view to implement it yet. Brackenfield School use it extensively and have given positive feedback and it is something that we will use soon.</p> <p><i>Deputy Head Position</i></p> <p>PW stated that shortlisting for the Deputy Head post will take place next week.</p> <p><i>Governor Vacancies</i></p> <p>PW stated that the potential Governor that attended the last FGB has decided not to apply for the position. Governors are encouraged to keep looking for volunteers to fill the Co-Opted posts. SF has approached Peter the local vicar and is waiting to hear back from him.</p> <p>SM informed Governors that she will be resigning her post as a Governor at the end of the Summer Term.</p> <p>LF's term of office expires in a few months. LF is happy to become a Co-Opted Governor if there are still vacancies. Governors agreed to hold Parent Governor Elections in September when there is a new cohort of parents.</p> <p>AP1- RF to arrange Parent Governor Election in September 2016</p>	RF
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4	Matters arising from previous minutes 1st February 2016	Action
4.1	AP1 – AE will report back when completed.	
4.2	AP2 – next RMC	
4.3	AP3 – completed.	
4.4	AP4 – completed.	
4.5	AP5 – completed – not enough Governors showed interest so the training was cancelled.	
4.6	AP6 – completed and ongoing. Photo's to be a priority.	
4.7	AP7 – AP2 - Governors to ensure they make visits.	Govs
4.8	AP8 – completed and ongoing.	

5	Minutes of Extraordinary Meeting held 14th March 2016	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 14th March 2016	Action
6.1	AP1 – completed.	

School Improvement		
7	Questions on Head Teacher's Report	Action
7.1	<p><i>Attendance: Is the student with anxiety part of the 98%?</i> Yes and we are working closely with them, their parents and the MAT team to support them.</p> <p><i>KS4 – why is it no longer appropriate for some students to do GCSE's?</i> The issue is the ability of the students to understand the questions asked – it is a skill they have not developed enough even though it is one of the main focuses throughout KS3 and 4. <i>Were the students told they would be taking GCSE's?</i> No – they were not set up to fail. With the assessment without levels we look at what they need to gain the best accreditations that they can. MOG is looking at ways to cope with the more-able students when they are the minority and this will be part of the SIP.</p> <p><i>What is done about the 9% of teaching that was not good or outstanding?</i> The SLT work closely with them and support plans are put in place.</p> <p><i>Have the changes in curriculum been too big a jump for the children?</i> The levels are different but we always fit what we teach to the abilities of the children. The National Curriculum is followed but some areas are only just touched on particularly in Maths and Science where certain topics are beyond the grasp of the students.</p> <p><i>Positive Play-</i> Governors were particular impressed with this part of the report. <i>Governors asked if there is a statistical analysis for the impact of the sessions and can this be presented when Julie Addison(JA) does her presentation to Governors?</i> A Boxall Profile is done and then their progress can be measured against this. AP3 - AH will ask JA to prepare this for her presentation.</p>	AH JA

	<p><i>Speech & Language asked for a Governor representative.</i></p> <p>AP4 – JS will speak with Clare Mason and an official post will be made for the named Governors in September 2016.</p> <p><i>360 Award - Governors congratulated MOG on achieving the 360 Award for the school and asked for more details?</i></p> <p>It is all about internet safety and security and covers teaching students to protect themselves from online abuse, cyber bullying and the safe use of social media.</p> <p>There are two sides to it-</p> <ol style="list-style-type: none"> 1. Having the curriculum in place 2. Training staff to deliver it <p>The award lasts for three years and then we can decide if we want to go for it again. As there is a cost involved to the school we will look the possibility of doing it jointly within the federation.</p> <p><i>What progress is being made with the Special Schools Federation?</i></p> <p>SF and PW attended the first meeting which looked at agreeing a plan of action. On 17th May 2016 at 3:45pm AH and two other heads will do an official launch to all staff and Governors.</p> <p><i>PSHE audit was mentioned in the SIP report but was not attached?</i></p> <p>AP5 - AH to look into this.</p>	JS
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Financial Matters		
8	Questions on Minutes from RMC 19th April 2016	Action
8.1	Governors stated that the minutes and discussion were very thorough. No further questions.	

9	REHO	Action
9.1	<p>AH explained the role of the MAT (Multi agency teams) and how in the past this provision had been provided for centrally.</p> <p>This year schools have been given the money (£11,500 for our school) with the option to provide their own service or to re-pool the funds centrally.</p> <p>Of the Special Schools Brackenfield and Swanwick want to re-pool as they use the service regularly. Of the 78% of mainstream schools that responded, 98% are going to re-pool. We also use the MAT's regularly.</p>	

	<p>Governors asked if the service can be guaranteed in light of all the cuts County are making?</p> <p>AH stated that if we re-pool the three Special Schools will write a letter to DCC stating that they are only buying into this service as long as County provide what they are promising. AH stated she realizes it does require a leap of faith and potentially we could make better use of the money.</p> <p><i>Governors asked if the service will be monitored over the coming year?</i></p> <p>Yes</p> <p><i>Governors asked if the Federation could pool the money and make their own team of support workers?</i></p> <p>AH stated that this is an option as there would be approx. £150k. The benefit would be a more specialized team specific to our needs rather than mainstream. This would have to be set up properly however and that will take time. Marie Chadwick(MC) the Family Support Worker has been key in making links with other professionals.</p> <p>Governors asked</p> <ul style="list-style-type: none"> • when does MC leave? – Friday (although she is attending the PGL residential trip next week) • Will we fill her position? Yes • When by? September 2016. AH acknowledged that this left a gap in the provision for parents for this term but the SLT feel it is important to fill the post with the best person and not to rush into it. This term parents will be supported by AH and SF <p>Governors officially thanked MC for all her work.</p> <p>After further discussion Governors agreed to re-pool the funding for the MAT teams this year with the service to be monitored and alternative provisions looked at for next year.</p>	
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10	Approval of Annex 1 and Annex 5	Action
10.1	<p>RMC covered this line by line as seen by the minutes.</p> <p>Governors had no further questions.</p> <p>Governors agreed to accept the Annex 1 and Annex 5 and ratified the decisions made by the RMC.</p>	

11	Absence Monitoring	Action
11.1	<p>AE presented the previously circulated data and Governors discussed the information and the significance of the rise in sickness this year.</p> <p>AE monitors the situation closely and completes the Returns to Works. AE stated there had been a lot of sickness and diarrhea and so a deep clean was undertaken over Easter and hand sanitizers will be installed around the school.</p> <p><i>Governors asked how the Stress levels of staff was?</i></p> <p>AE stated that there has been absence due to stress but it is not work related. A number of staff have also had bereavement leave. Staff that are having home stresses are being supported.</p> <p>Governors stated there has been a lot of sickness around in general in the community.</p> <p>AH stated that Stubbin Wood school have had to close due to staff sickness a few times this year.</p> <p>AH stated that staff sickness is also discussed and monitored at SLT meetings.</p>	

12	Audit Development Plan	Action
12.1	<p>SFVS – partially completed items:</p> <p>1 – completed in house. Governors to go on external training if they want to. AE to present Finance training every year before Annex1 is set.</p> <p>2 and 3 – AE will work on these items this term.</p> <p>AP6 - RF and MOG are attending Audit training (tonight) and will report back at next FGB.</p>	RF MOG

Close of Meeting		
13	What has this meeting achieved that will benefit our children?	Action
13.1	<ul style="list-style-type: none"> • Budget in place to ensure the best provision for students • Staffing ensured for benefit of children • Large carry forward will ensure future rising costs can be met and we can avoid redundancies • Another year of MAT support • Sixth form still being made a priority 	

14	What could have been done to improve the meeting?	Action
14.1	<ul style="list-style-type: none"> SM stated that it was nice to hear other Governors contribute more to the discussions and encouraged all to continue with this. 	

15	Dates and times of next meetings	Action
15.1	<p>23rd May at 4:00pm - Please note this is a new date and time from that originally published.</p> <p>18th July at 4:00pm – Please note this date has been moved from the previous week</p>	

PW closed the meeting at 5:00pm

Summary of Meeting Action Points				
		Action	Who?	When?
1.	3.2	Arrange Parent Governor Election in September 2016.	RF	Sept 2016
2.	4.7	<ul style="list-style-type: none"> • Make Key Stage visits before May FGB. • Make Named Governor visits before July. 	Govs	before May before July
3.	7.1	AH to ask Julie Addison to prepare a statistical analysis based on the Boxall Profile when she presents Positive Play to Governors.	AH JA	July FGB
4.	7.1	<p>Speak with Clare Mason regarding Speech and Language.</p> <p>Ensure Named Governors includes Speech and Language next year.</p>	JS RF	asap Sept 2016
5.	7.1	Forward PSHE audit (from SIP report) to Governors.	AH	asap
6.	12.1	Attend Audit training and report back at next FGB.	RF MOG	next FGB