



Full Governing Body Meeting

Minutes

Date: 27th January 2015	Time: 4:15pm
Venue: Community Room, Bennerley Fields School	

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

Procedural

27/01/15		Action
1	Welcome and Apologies	
	Apologies were received and accepted for MB, LW, VW , KB and DQ	

2	Declaration of Interest	Action
	None declared.	

3	SIRR Update – Mark Emly	Action
3.1	<p>ME presented the SIRR Report which had been previously distributed and read by Governors.</p> <p>ME then went through preparation for the Ofsted visit.</p> <p>The main focus will be:</p> <ul style="list-style-type: none"> • Pupil Premium • Sports Funding • British Values and SMSC (Spiritual, Moral, Social and Cultural Education) <p>SM asked if it there should be any focus on the weak areas from the last inspection?</p> <p>ME stated that it is useful to know what they were and the improvements that have been made.</p>	

3.2	<p>An exercise was undertaken and a discussion ensued based on the 20 Questions Inspectors are likely to ask the Governors. (see enclosure) ME led this exercise.</p> <p>DG stated that it was important to highlight the positives and speak about being Good / Outstanding.</p> <p>ME focused on being able to evidence statements made.</p> <p>AP1 All Governors to refresh knowledge found in the Governors Hand Book.</p>	All Govs
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4	Reconstitution of Governing Body	Action
4.1	RF informed the Governors that the new Instrument of Government had been submitted to the LA and been approved. Governors confirmed their acceptance of the Instrument of Government. It will come into effect from 1 st September 2015.	
4.2	AP2- RF reminded Governors that during the summer term a decision needed to be made as to who would be allocated to which category.	JB/SM

5	Time Limit for Chair / Vice Chair	Action
	After discussion it was decided that the maximum length of office for a Governor to be Chair or Vice Chair will be 4 years.	

6	Minutes of meeting held 16th December 2014	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 – Solar Panels – AE stated that DCC run a scheme where they undertake a structural survey, obtain planning permission and supply Solar Panels to schools at no charge to the school. The school would have to pay for any structural work required. All agreed it was worth going on the waiting list. AE has applied to do this.	
5.3	AP3 - RF and SM to meet 16 th February to discuss the Training Matrix.	
5.4	AP4 - completed	
5.5	AP5 – JB analyzing information sent by RF with regards to 360 review of the Chair and to discuss with RF asap. AP3	JB
5.6	AP6 – completed.	
5.7	AP7 – to do – remain on action list AP4	JB/SM
5.8	AP8 - to do – remain on action list AP5	MB/JB
5.9	AP9 – see agenda item 8.	
5.10	AP10 – AE has discussed water hippos with Paul. AE to follow up. AP6	AE
5.11	AP11 – ongoing.	
5.12	AP12 – completed.	
5.13	AP13 – completed.	
5.14	AP14 – see enclosure. A discussion was had with regard to attendance and Governors are happy with the results and the explanation that we are just below the national average due to many	

	children having complex medical needs with some spending extended periods of time in hospital. The report showed excellent attendance for LAC pupils (98.55%) and Pupil Premium children (94.7%).	
5.15	AP15 – due November 2015 - keep on action list.	
5.16	AP16 – DG confirmed that Ashgate Croft are writing a policy for Supporting Pupils at School with Medical Needs and once complete they will be happy to share it.	
5.17	AP17 – completed.	

Communication

8	Update on School Website Information	Action
8.1	PW updated Governors on the progress made with the website. The main outstanding area is the Curriculum information. DG confirmed that this was in progress and the SLT are preparing documents. DG also stated that there is basic curriculum information on the website.	
8.2	PW stated that the Policies on the website are now all the legally required ones plus ones that are of use to parents. All other policies are to be made available to staff on the R drive in school. AP7 AE has set up a 'cloud' space for Governors to access all policies. RF will put the policies on there. Governors have been sent a link and are to contact AE if they cannot access this. AP8 RF will continue to send policies as attachments with Agendas until all can access the 'cloud' confidently.	RF Govs

9	Parent View	Action
9.1	DG confirmed that parents have been sent a letter today with a link to access the Parent View website. There are currently no reports on there. DG stated that a parent questionnaire is also sent out annually so that the school does receive feedback.	

Financial Matters

10	Audit Action Plan Update	Action
10.1	R7 – Health and Safety – AE confirmed that she has attended training. Staff have been trained with regard to Risk Assessments are written risk assessments are now in place across the school. AE stated the next priority is to prepare the Health and Safety Policy.	
10.2	R32 – see agenda item 14	
10.3	R23 – see agenda item 7	

11	Fundraising Update	Action
11.1	RF stated that she had contacted Julie Lomas and received some useful tips which will be followed up on.	
11.2	RF presented the Fundraising spreadsheet and confirmed that three more applications had been submitted with a further one awaiting proof read.	

11.3	RF stated that it was best practice to have particular projects and then look for funding for these – rather than the other way round. RF asked Governors if they were happy with the projects we have at the moment?	
11.3.1	<p>SM asked where the projects came from?</p> <p>DG stated the following-</p> <ul style="list-style-type: none"> • KS2 Playground – there is nothing there for the pupils to play on. The decision was made based on feedback from pupils and staff. Also a need for quality outside learning space. RF stated that the funding is being applied for on the basis that the area would be used for out-of-school clubs as this was the best way to gain funding – many funders will not donate to projects that are just for school time use. • KS4 Residential – the majority of families would not be able to afford to send their children on this experience. Although all parents are asked for a contribution the school always subsidises the trip and the idea to gain funding is to reduce the cost to the school. • iPads- this is in line with the SIP for communication. 	
11.3.2	The Governors agreed to keep with the current projects.	
11.4	DG also stated that there will be a Youth Group running from the school starting in a few weeks time. The club will run straight after school and children from other schools will be attending. It will be run by the Youth Service.	

12	SFVS	Action
12.1	It was decided that this item would be postponed until the next meeting due to time constraints. AP9	RF

13	Review Insurance	Action
13.1	AE confirmed that the school has insurance that is through DCC.	

14	Inventory Write-Offs	Action
14.1	AE presented the inventory list and explained that all items are old and broken with the exception of the laptop which was brand new and was dropped (the screen cracked) – this has been claimed on the insurance.	
14.2	Governors agreed to write-off all items.	

15	Staffing	Action
15.1	DG confirmed that there are no staffing changes to report.	
15.2	DG stated that there will be a Maternity Leave in June and this post will be covered by a temporary contract employee.	

Governing Body Matters

16	Succession Planning	Action
16.1	It was agreed that the decision to make the length of time for the Chair and Vice Chair to stay in position a maximum of 4 years would encourage succession whilst still maintaining a good knowledge base on the Governing Body.	
16.2	DG confirmed that within school there are now good middle leaders in	

	place. The SLT are devolving more responsibility. TA's are given opportunities to step-up.	
17	SIP Update by DG	Action
17.1	DG presented the SIP Update report that had previously been circulated and read by Governors.	
17.2	PW asked what the time scale for the SIP was? DG explained that the SIP is up till the summer. Then the SES is analyzed and the SIP worked out from there- it is an on-going cycle.	
17.3	SM stated that there is a school visit record about Assessing without Levels – this is a skills based curriculum as opposed to subject based. SM confirmed she will be meeting with AH (Deputy Head) next term to discuss this further.	
17.3.1	DG stated that herself, AH and SF have had strategic meetings in relation to this and have now got a grip on how to progress.	
18	Ofsted and Effective Governance	Action
18.1	This was covered by ME – Agenda Point 3	
19	Private Fostering	Action
19.1	DG presented a definition of Private Fostering and the responsibilities of the school in such a situation (see enclosure). This was to clarify questions raised from the Private Fostering Policy that was presented to Governors at the last meeting. All Governors confirmed they now understood the process.	
20	Policies	Action
20.1	Policies to be Discussed, Amended and Approved by the Full Governing Body	
20.1.1	Authorized Leave of Absence After discussion the above policy was accepted and agreed by the Governing Body.	
20.1.2	Manual Handling After discussion the above policy was accepted and agreed by the Governing Body.	
20.1.3	Maternity, Paternity, Parental and Adoption Leave After discussion the above policy was accepted and agreed by the Governing Body.	
20.2	Policies Reviewed by Allocated Person/Committee to be Signed Off by Full Governing Body	
20.2.1	Accessibility Plan After discussion the above policy was accepted and agreed by the Governing Body.	
20.2.2	Learning and Teaching SM questioned the section where it says “Targets?”. AP10 – RF to discuss with DG and put policy on next FGB	RF

20.2.3	<p>Child Protection and Safeguarding Policy</p> <p>After discussion, in which DG explained that the policy was different as it included the new Ofsted regulations whereby all staff who deal with children under the age of 8 need to complete a Disqualification by Association form, the above policy was accepted and agreed by the Governing Body.</p> <p>DG stated that as a school it was decided that all staff would complete the form.</p>	
20.2.4	<p>Data Protection Policy</p> <p>After discussion the above policy was accepted and agreed by the Governing Body.</p>	
20.2.5	<p>Disaster Recovery Plan</p> <p>After discussion the above policy was accepted and agreed by the Governing Body.</p>	

21	Safeguarding – Supporting Pupils at School with Medical Needs	Action
21	Covered – see item 5.16	

22	Correspondence and Information for Governors	Action
	JB confirmed that the Head Teacher’s Performance Management process was carried out in accordance with statutory requirements in December 2014. Any pay progression will be discussed at the next Finance Committee Meeting and reported back to Governors at the following FGB.	

23	How does this meeting impact in outcomes for pupils?	Action
	The Ofsted preparation demonstrates that the school is having a positive effect on the pupils outcomes.	

24	Dates and times of next meetings	Action
	17 th March 2015 4:15pm 28 th April 2015 4:15pm 14 th July 2015 4:15pm	

JB closed the meeting at 6:30pm

Summary of Meeting Action Points				
		Action	Who?	When?
1.	3.2	Refresh knowledge found in the Governors Hand Book.	All Govs	asap/ongoing
2.	4.2	Assign Governors to categories under the new Instrument of Government	JB/SM	Summer Term
3.	5.5	Make decision with regard to 360 review of the Chair	JB	asap
4.	5.7	JB and SM to prepare a letter from Governors to send to Chris Allcock.	JB/SM	asap
5.	5.8	MB advised writing to Kevin Gillet and Jim Coyle also. MB and JB to liaise. MB is prepared to lobby on the schools behalf.	MB/JB	asap
6.	5.10	Follow up Water Hippos with Paul	AE	asap
7.	8.2	Ensure all policies are on the R drive for staff to access.	RF	asap
8.	8.2	Contact AE if cannot access the 'cloud' to view policies.	Govs	asap
9.	12.1	Put SFVS on agenda for next FGB	RF	Next FGB
10.	20.2.2	Discuss Learning and Teaching Policy with DG and put policy on next FGB	RF/DG	asap

Ongoing and Future Action Points				
		Action	Who?	When?
1.	5.11	Look at using water saving technology when refurbishments are undertaken (i.e. EYFS work)	AE	ongoing
2.	5.15	Prepare a report for Governors in line with the Teacher's Appraisal policy for Nov. 2015	DG	Nov. 2015