



## Full Governing Board

### Minutes

7<sup>th</sup> December 2015 at 4:00pm

<b>Date: 7<sup>th</sup> December 2015</b>	<b>Time: 4:00pm</b>
<b>Venue: Community Room, Bennerley Fields School</b>	

<b>Governors Present:</b>			<b>Apologies:</b>		
Pauline Wensley	(PW)	Chair – Co-Opted	Sarah Menzies	(SM)	Vice Chair – Co-Opted
Michelle Booth	(MB)	LA	Janet Seymour	(JS)	Co-Opted
Mick O’Gorman	(DQ)	Staff	Linda Willis	(LW)	Parent
Ann Harrison	(AH)	Acting Headteacher	Lisa Ferris	(LF)	Parent
Kay Blissett	(KB)	Staff	<b>Attendees:</b>		
			Abigail Evans	(AE)	Business Manager
			Ruth Fowler	(RF)	Clerk

07.12.15	Pre Meeting Presentation	Action
	<b>ICT and E-Safety - MOG</b>	
	<p>MOG presented to the Governors. The following main points were made:</p> <ul style="list-style-type: none"> <li>The new National Curriculum changed ICT to Computing – this presents challenges for our pupils as there is a lot on programming and algorithms. SIP Group is working on KS1/2 curriculum so that they are prepared for KS3. Most parts of the school very well equipped and ICT is used on a daily basis.</li> <li>MOG is working on getting the right equipment in KS1, 2 and 4</li> <li>MOG is attending the NPQSL training course. This will also tie the progression of pupils into the no levels assessment structure.</li> <li>E-Safety – is a major part of the project. Lots of pupils use WhatsApp and other social media. The school is working towards getting a 360 Safe accreditation and will then share this knowledge with other Special Schools.</li> <li>MOG works at using a lot of the free programs available as well as ones we subscribe to. They give the children a wide variety of computing experiences.</li> </ul>	
	<p>PW <b>asked</b> if the Federation will help with disseminating the information?</p> <p>AH stated that when the federation is up and running properly each</p>	

	school will establish what they can offer and what they need. Governors thanked MOG for the presentation	
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Procedural		
<b>1</b>	<b>Welcome and Apologies</b>	<b>Action</b>
1.1	Apologies were received and accepted for SM, LF, LW and JS.	
1.2	New Governors The GB welcomed MOG as the new staff Governor. (DQ attended before the meeting for Governors to thank her for all her work as a Staff Governor)	

<b>2</b>	<b>Declaration of Interest</b>	<b>Action</b>
2.1	None were declared. Present Governors completed the new forms.	

<b>3</b>	<b>Minutes of meeting held</b>	<b>Action</b>
3.1	The minutes were <b>accepted</b> and <b>agreed</b> as a true and accurate record and signed by the chair.	

<b>4</b>	<b>Matters arising from previous minutes</b>	<b>Action</b>
4.1	AP1 - completed	
4.2	AP2 – PW talked about the prospective Governor Sedilla Hearson (SH) who was unable to attend today’s meeting. SH attended the RMC meeting in September and has been into school to visit. PW stated that SH will bring financial and business experience to the Governing Board which is what is lacking on the skills matrix. Governors <b>agreed</b> to appoint SH as a Co-Opted Governor. <b>AP1</b> <ul style="list-style-type: none"> <li>• <b>PW to inform SH of appointment and send contact details to RF.</b></li> <li>• <b>RF to inform Governor Support and send paper work to SH.</b></li> <li>• <b>AE to set SH up with a school email address.</b></li> </ul>	<b>PW</b> <b>RF</b> <b>AE</b>
4.3	AP3 - completed	
4.4	AP4 -completed	
4.5	AP5 - completed	

4.6	AP6 – completed –Barbara Joss managed to arrange with the OT for a free medical bed and this has now been installed.	
4.7	AP7 - completed	
4.8	AP8 – completed Please see updated Yearly Schedule for Governors 2015-16	
4.9	AP9 – completed / ongoing.	
	Ongoing Action Points – <ul style="list-style-type: none"> <li>1. A 360 review of the chair will be done after they have been in post for one year.</li> <li>2. Take of Water Hippos – will be done each time a new system is installed.</li> <li>3. PW has looked at the school website – it is well updated and meets the new criteria. It would be nice to have more photos and classes to update their blogs more.</li> </ul>	

School Improvement		
5	SIP Report	Action
5.1	AH discussed the 4 SIP areas. All groups have now met.  <b>AAC</b> <ul style="list-style-type: none"> <li>• AAC lead by Rosie – (and will be taken on by our new Speech and Language Therapist in the new year)</li> <li>• Look at which students would benefit from having a communication device.</li> <li>• Best use of Apps has been investigated</li> </ul>	
5.2	<b>Assessment</b> <ul style="list-style-type: none"> <li>• biggest area as it is the new measurements without levels.</li> <li>• SF has taken over this.</li> <li>• Small step grids have been developed for every area. Staff are feeding back on what is working well and what needs changing.</li> <li>• All students were baselined in December. The first update was completed this Friday.</li> <li>• The school is ahead with this process although there is still a lot to do.</li> <li>• Brackenfield and Swanick School will meet with us to compare Reading and Writing assessments as they have a similar cohort of students.</li> <li>• QDD review impressed with work done so far.</li> </ul>	
5.3	<b>PHSE</b> <ul style="list-style-type: none"> <li>• Will we measure progress made</li> <li>• Assessment Grids have been completed for Years 1 and 2 however some students are ahead of this so further work will be done.</li> <li>• MDS's will be given extra training as lunchtimes will also be</li> </ul>	

	used to teach in this area.	
5.4	<p><b>SSM</b></p> <ul style="list-style-type: none"> <li>• SSM is now called Geometry under the new national curriculum.</li> <li>• This was the area that needed the most development. Some issues are language related so the Speech and Language is involved.</li> <li>• Signs and Symbols being worked on.</li> </ul> <p>Governors agreed staff have achieved a lot in the first few months.</p>	

6	Head Teacher's Report	Action
6.1	<p>AH stated some updates since the report was written:</p> <ul style="list-style-type: none"> <li>• Rosie McKay is moving on and will be replaced by Sarah Thrupe in the new year. Sarah is a higher band and more experienced although we will all really miss Rosie.</li> <li>• Eagles Class Teacher interviews took place this morning- Gemma Cox has been appointed as a UQT and will complete her qualification within the next three years. AH believes it will be quicker than this.</li> </ul> <p>Governors discussed that it is getting more normal nationally to appoint TA's as NQT's and it is good that the school is in a position to be able to offer this support and training.</p>	
6.2	<p><b>Federation Agreement</b></p> <p>Governors discussed the Federation Agreement. AH feels it is a very positive way forward.</p> <p>AH highlighted the section on Governors – one Governor representative from each School along with the Head Teacher will be required to attend meetings.</p> <p>Governors <b>asked</b> who will Chair the meetings? –</p> <ul style="list-style-type: none"> <li>• A Chair will appointed each year. Stanton Vale will probably take the lead. The SBM's will clerk on a rotational basis also. AH confirmed that audit and others have been involved and given their approval.</li> </ul> <p>Governors <b>agreed</b> to adopt the agreement.</p> <p>PW volunteered to be the Governor representative.</p>	
6.3	<p>Year 11 Exam Results</p> <p>Governors <b>asked</b> for clarification of the exam grades.</p> <p>AH stated that the pupils achieved higher grades than expected. This is due to KS4 have very aspirational targets.</p> <p>E1 is the lowest grade with E3 the highest. Four students took GCSE exams and passed.</p> <p>On 13<sup>th</sup> January 2016 at 6:00pm there will be a Presentation for Leavers to celebrate their successes.</p>	

<b>7</b>	<b>TLC Committee Update</b>	<b>Action</b>
7.1	<b>AP 2 -MOG is to decide which Committee he would like to be on.</b> All have read the minutes No Questions	<b>MOG</b>

<b>8</b>	<b>RMC Committee Update</b>	<b>Action</b>
8.1	All have read the minutes No Questions	

<b>9</b>	<b>SM Committee Update</b>	<b>Action</b>
9.	All have read the minutes No Questions David Heal thought the Committee structure was good. PW discussed how this is a new committee and they are in the process of writing a long term strategy plan for the school. This will be presented to Governors when it is ready.	

<b>10</b>	<b>20 Questions – Q 6-8</b>	<b>Action</b>
10.1	The Governors discussed the next set of questions. <i>See updated enclosure.</i>	

<b>Financial Matters</b>		
<b>11</b>	<b>School Business Manager's Report</b>	<b>Action</b>
11.1	<i>Lettings for Saturday Club:</i> AE explained to Governors that the charity Umbrella have been working with Marie to run a Saturday Club and a Holiday Play Scheme. They have run two Saturday club sessions so far. DCC have been asked for advice and AE has discussed with other schools the most appropriate way to deal with letting the premises to them. Initially they have just got a Lettings agreement. They will pay Paul's wages and let our children who are under Umbrella to attend free In the future an SLA will probably be arranged.	

	<p>AE explained that we need retrospective Governor approval for the letting.</p> <p>Governors <b>agreed</b> to give approval for this letting.</p>	
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<b>12</b>	<b>Absence Report - Staff</b>	<b>Action</b>
	<p>Absence Reports.</p> <p>Governors discussed the previously distributed reports (see enclosures)</p> <p>Governors have no concerns.</p>	

<b>Policies</b>		
13.1	<p><b><i>Strategy Committee Terms of Reference</i></b></p> <p>After discussion the above new policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	<b>Action</b>
13.2	<p><b><i>Acceptable Use of IT Policy for Pupils</i></b></p> <p>After discussion the above updated policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
13.3	<p><b><i>Acceptable Use of IT Policy for Staff</i></b></p> <p>After discussion the above updated policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
13.4	<p><b><i>Computing &amp; E-Safety Committee Terms of Reference</i></b></p> <p>After discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
13.5	<p><b><i>IT Administration Policy (See Acceptable Use of IT)</i></b></p> <p>After discussion the above updated policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
13.6	<p><b><i>Online Safety Policy</i></b></p> <p><b>AP3 - MOG to discuss Online Safety Policy with RF</b></p>	
13.7	<p><b><i>Recruitment &amp; selection policy</i></b></p> <p>After discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
13.8	<p><b><i>Register of Business Interests</i></b></p> <p>Governors completed the new Business Interest Forms. RF will collate</p>	

	them.	
13.9	<p><b><i>Supporting Pupils at Schools with Medical Needs</i></b></p> <p>AP4 - This is still the guidance AE and SF will look at this at next medicine Coordinator meeting and report back to FGB asap.</p>	
13.10	<p><b><i>Teacher Appraisal</i></b></p> <p>After discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
13.11	<p><b><i>Teachers' Pay</i></b></p> <p>After discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
13.12	<p><b><i>Homework Policy</i></b></p> <p>After discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
13.13	<p><b><i>Safe Administration of Medicine Policy</i></b></p> <p>After discussion the above new policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
13.14	<p><b><i>Code of Conduct for Employees</i></b></p> <p>After discussion the above updated policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
13.15	<p><b><i>Anti-bullying</i></b></p> <p>After discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
13.16	<p><b><i>Behaviour</i></b></p> <p>After discussion the above updated policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
13.17	<p><b><i>Child Protection</i></b></p> <p>After discussion the above updated policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
13.18	<p><b><i>Health &amp; Safety Policy</i></b></p> <p>After discussion the above updated policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.</p>	
13.19	<p><b><i>Keeping Children Safe in Education (2 parts)</i></b></p> <p>This is guidance that everyone in school needs to have read. Governors <b>accepted</b> the guidance.</p>	
13.20	<p><b><i>Managing Allegations Against Staff, Carers and Volunteers</i></b></p>	

	After discussion the above policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.	
13.21	<b>Management of Stress (4 parts)</b> After discussion the above new policy was <b>accepted</b> and <b>agreed</b> by the Governing Body.	

Standing Items		
<b>14</b>	<b>Safeguarding</b>	<b>Action</b>
14.1	SF and MC attended a Safeguarding course. All safeguarding issues have been dealt with and are up to date. The procedures in place are very robust.	

<b>15</b>	<b>Training</b>	<b>Action</b>
15.1	PW is the now training coordinator and will report next FGB	

<b>16</b>	<b>Lead Governor Report: Pauline Wensley</b>	<b>Action</b>
16.1	Governors discussed PW's report.  PW met with staff relating to her roles or responsibilities.	

<b>17</b>	<b>Governor Visits into School</b>	<b>Action</b>
17.1	Governors were encouraged to make school visits and complete reports that will be put on the secure site.	

<b>18</b>	<b>Audit Action Plan</b>	<b>Action</b>
18.1	There are NO outstanding items! AE stated that we now need to look at planning for the next audit. This could occur anytime from Spring 2016 onwards. Governors <b>asked</b> if there was a school plan for this. AE has been gathering information from other schools about what things audit have been looking into. <b>AP5 - Audit Development Plan to be new Agenda item now.</b>	

Governor Termly Responsibilities		
<b>19</b>	<b>Ensure that Head's review will be done by 31 December</b>	<b>Action</b>



19.1	This will occur once a head has been appointed.	
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20	Appoint auditor for school private fund	Action
20.1	<p>AE confirmed that the school private fund has been audited. The SBM at Brackenfield audited our accounts and AE audited theirs.</p> <p>Governors <b>asked</b> how much money is in the fund now?            AE stated that the majority of the money is the £17,000 that was allocated for the minibus.</p> <p>AE updated Governors on minibus developments. The leased minibus has been delivered. A few weeks ago we also the Sunshine club contacted us to say that they have found a donation for another bus – this is just a standard minibus. We used £10,000 of the £17,000 to match fund.</p> <p>Governors <b>asked</b> what the effect would be on the budget?            AE stated that as the second minibus only required a donation of £10,000 then the remaining £7,000 will be used towards the lease hire. Money was already allocated in the budget for the lease, so going forwards there will be no overspend.</p> <p>Governors <b>asked</b> is we need four minibuses?            AE stated that the old Blue Minibus is on its last legs. As we still have the insurance / tax etc. on it we will continue to monitor the situation and report back to Governors to make a decision later in the year.</p>	

21	Governor Skills Audit	Action
21.1	<p>See enclosure.</p> <p>MB stated that she is formally resigning from the Governing Board.</p> <p>PW stated that we now have two vacancies – one LA and one Co-Opted.</p> <p>The lowest score on the skills audit is Financial which will be filled by SH.</p> <p>The next area is Community Links  <b>AP6 - AE to approach Action4Cotmanhay group to enquire if they have someone who would be interested who met the skills required.</b></p> <p>MB stated that the LA have a list of potential LA Governors and will</p>	

	eventually appoint someone if we don't identify someone ourselves.	
	<b>AP7 - RF to inform Governor Support and state that Experience of Governance somewhere else is the next skills gap that we need filling. Governors to also be proactive in looking for replacement.</b>	

Other Matters Arising		
<b>22</b>	<b>Write-Off Dinner Debt</b>	<b>Action</b>
22.1	See RMC minutes as this was agreed in principal but the meeting was not quorate. Governors <b>agreed</b> to write off the Dinner Debt.	

Close of Meeting		
<b>23</b>	<b>What has this meeting achieved that will benefit our children?</b>	<b>Action</b>
23.1	<ul style="list-style-type: none"> <li>• E-Safety huge impact</li> <li>• Health and Safety Policy – Huge progress</li> <li>• Year 11 results – credit to everybody</li> <li>• Assessing without levels – very significant on children's learning.</li> </ul>	

<b>24</b>	<b>What could have been done to improve the meeting?</b>	<b>Action</b>
24.1	More questions could have been asked.	

<b>25</b>	<b>Dates and times of next meetings</b>	<b>Action</b>
25.1	1 <sup>st</sup> Feb at 1:00pm 26 <sup>th</sup> April at 4:00pm 16 <sup>th</sup> May at 1:00pm 18 <sup>th</sup> July at 4:00pm – <b>Please not this date has been moved from the previous week</b>	

PW closed the meeting at 5:45pm

<b>Summary of Meeting Action Points</b>				
		<b>Action</b>	<b>Who?</b>	<b>When?</b>
<b>1.</b>	4.2	<ul style="list-style-type: none"> <li>• PW to inform SH of appointment as Co-Opted Governor and send contact details to RF.</li> <li>• RF to inform Governor Support and send paper work to SH.</li> <li>• AE to set SH up with a school email address.</li> </ul>	PW RF AE	asap
<b>2.</b>	7.1	MOG is to decide which Committee he would like to be on.	MOG	asap
<b>3.</b>	13.6	MOG to discuss Online Safety Policy with RF	MOG RF	asap
<b>4.</b>	13.9	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
<b>5.</b>	18.1	Audit Development Plan to be new Agenda item now	RF	next FGB
<b>6.</b>	21.1	Approach Action4Cotmanhay group to enquire if they have someone who would be interested who met the skills required.	AE	asap
<b>7.</b>	21.1	<p>Inform Governor Support of need for new LA Governor and state that Experience of Governance somewhere else is the next skills gap that we need filling.</p> <p>Governors to also be proactive in looking for replacement.</p>	RF  Govs	asap