

PART 1 OF THE FULL GOVERNING BODY MEETING	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
Date	11 th October 2021
Venue	Brackenfield School; Meeting room

Please read papers in advance of the meeting ready to discuss and ask questions

AGENDA ITEM 948	Welcome and Apologies for absence		
Notes	GOVERNOR	REASON	ACCEPTABLE
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

GOVERNOR	ROLE	IN ATTENDANCE
Suzanne Millership-Liddle	Chair	<input checked="" type="checkbox"/>
Trish Turner	Head Teacher	<input checked="" type="checkbox"/>
Leigh Thomas	Staff Governor	<input checked="" type="checkbox"/>
Margaret Griffiths	LA Governor	<input checked="" type="checkbox"/>
Howard Griffiths	Co-opted Governor	<input checked="" type="checkbox"/>
Kimberley Hamblett	Parent Governor	<input checked="" type="checkbox"/>
Pamela Holder	Parent Governor	<input checked="" type="checkbox"/>
Kimberley Maycock	Clerk	<input checked="" type="checkbox"/>

AGENDA ITEM 949	Declarations of AOB
Notes:	Safeguarding audit and feedback to Governors – Kimberley Hamblett Safeguarding Audit Tool 2021.10.06-Brackenfield School -Governor Feedback Safeguarding
Discussion:	Challenge KH - Generally, as a whole safeguarding in fantastic in the school and we are where we need to be. Staff aren't aware who the Governors are as a result I discussed with the Mick and Carli about putting Governors names and faces in the staff room, so Staff know when I am in school in my governor's role I am not just JH's mum. We also discussed putting our pictures on the website with email addresses so staff can email us with any concerns about staff.

	<p>TT – I support all the above but wouldn't welcome staff reporting concerns to the Governors as they are not Designated Safeguarding Lead's (DSL's). Within school we have 5 DSL's who staff can report to. The Head is always the lead and in school this is delegated to CF and then MG.</p> <p>All Governors need to read to the KCSIE yearly and sign off on this and also the prevent.</p> <p>Actions - Govs to email KM with a picture and 3 lines all about me for KM to add to the website.</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

AGENDA ITEM 950	Part 1 Minutes from Full Governors meeting 19th July 2021
Notes:	Part 1 Minutes from Full Governors meeting 19th July 2021
Discussion:	Signed as a true and accurate record.

AGENDA ITEM 951	Governor Resignation
Notes:	Glyn Stenson resigned from post as co-opted governor on the 5 th Sept 2021.
Discussion:	SML – explained that due to other commitments Glyn has stepped down from his role as Governor both TT and SML have discussed recruiting further Governors who have an educational background or knowledge in the near future and has asked the Governing body if they know of anyone who can fill this role. SML has also made contact with the COE of Greenwood Multi-Academy Trust to see if they could support in filling the vacancy.

AGENDA ITEM 952	Governor Training and Governors Newsletter
Notes	<p>Please click here to view the virtual Training programme for Autumn 2021. Please let Kim Maycock know if you would be interested in booking onto any courses.</p> <p>Please could you make sure you have completed the online elearning for Prevent Awareness: Prevent Awareness Online Training once you have completed the training, please could you send Kim Maycock a copy of your certificate for your training record.</p> <p>Please click here to read a copy of the Governing Board Newsletter for Autumn 2021.</p>
Discussion:	All Governors to complete Prevent Awareness training by the end of week and email certificate to Kim Maycock.

AGENDA ITEM 953	Review of Governing Body membership		
Discussion	Chair of Governors – re-appointed 11 th October 2021		
	Suzanne Miller-Liddle		
	Vice Chair – Vacant		
	HT Performance management - re-appointed 11 th October 2021		
	Members	HG and external Advisor - PH to sit on the next meeting in Dec and to be looked out again once more Governors in post	
	Complaints and grievances panel - re-appointed 11 th October 2021		
	Members	KH, HG	
	Staff discipline and dismissal panel - re-appointed 11 th October 2021		
	Members	KH, MG	
	Staff discipline and dismissal appeals panel - re-appointed 11 th October 2021		
	Members		HG, PH
	Exclusions - re-appointed 11 th October 2021		
	Members	LTH, SML	
Pay Committees - re-appointed 11 th October 2021			
Members	KH, HG, MG, PH		
Lead Governors			
SLT	Areas	re-appointed 11 th October 2021	

	Carli	Child Protection/Safeguarding	KH
	Carli	Anti-Bullying and Looked after Children	LTH
	Sophie	Premises/ H&S	MG
	Jess	Finance	SML
	Jess/SBM	GDPR	SML
	Sophie	Pupil premium	SML
	Jess	Teaching and Learning	PH
	Sophie	Careers and personal Development	PH
	Trish/Kim	Governor training	MG
	Trish	Leadership and Management	SML
	Sophie	Building's Projects	KH
Discussion:	<p>Vice Chair – vacant at present, Howard thought would be good for KH but KH unable to pick up, PH also unable to take on. SML has gone to the Greenwood School to reach out for support.</p> <p>Headteacher Performance - HG and external Advisor PH to sit on the next meeting in Dec and to be looked out again once more Governors in post</p>		

AGENDA ITEM 954	Old phone equipment
Notes:	We now have a new supplier for phones due to issues with previous supplier. Confirmation that we can keep the old handsets told can destroy, these have a cash value to them and rather than dispose and go to landfill, we have sought authorisation to sell and keep the proceeds for the school. There is a process for this and a guide from DCC - Disposal of redundant equipment . Do Governors give approval to sell?
Discussion:	<p>TT confirmed that the previous phone system was not being fit for purpose within school and as a result we had to buy into another contract with another company.</p> <p>Challenge HG – Do the phones have any stored memory? TT – Confirmed there is no stored memory only an internal phone book with school extension numbers which have been deleted.</p> <p>No further questions were raised, Governors approved the equipment can be sold.</p>

AGENDA ITEM 955	Headteachers report and policies
Discussion:	

Please click here to read the Headteachers report for MER1			
Policy	Policies/Processes Included	Agreed	Signed
Staff Handbook	Intent, Implementation, and Impact (III) Confidential reporting code (whistleblowing)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Educational Handbook	Key Stage 5 Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Discussion:	<p>KPI's are outstanding and attendance is higher now within the school than pre COVID and thanked the school for its outstanding efforts.</p> <p>LTH – It was nice to see the children get back into the routine and they have settled so quickly. TT and SLT have spoken to the school as a team about the III</p> <p>SML – Key stage 5 curriculum looks incredible.</p> <p>TT – We have 4 post 16 placement, 1 who is cognitively too low to access the curriculum, 1 who is completing work experience in a café and even supported in making the buffet we had for a reason conference through the EMSTH, 1 who is working on reception and finally 1 who has now spent 3 days in school, he has previously been a non-attender.</p> <p>Challenge MG – How is the school dog, getting on?</p> <p>TT - Really well he is helping the non-verbal children and giving confidence. One of our post 16 students will be walking him twice a week. Working with very specific children, helping them learn how to handle and interact with the dog and giving them an understanding that they can't just run up to any dog they see and think that everything will be ok.</p> <p>No further questions were raised, Governors approved the Headteachers report and Policies.</p>		

AGENDA ITEM 956	Part 2 Agenda
Notes:	Please see part 2 Agenda

AGENDA ITEM	DATE OF NEXT MEETING/S			
Discussion:	Date of meeting	Time	Date papers will be circulated	Focus
	28th June 2021	14.00	21st June 2021	MER 4 and Summative Feedback for Year
	19th July 2021	17.00	12th July 2021	Setting SIP-SEF 2021-2022
	11 th October 2021	14.00	4 th October 2021	MER 1 Feedback
	22 nd November 2021	17.00	15 th November 2021	Mid-Year Budget
	17 th January 2022	17.00	10 th January 2022	MER 2 Feedback
	28 th March 2022	17.00	21 st March 2022	MER 3 Feedback and Budget Ratification

Minutes of the Part 1 FGB meeting 11th Oct 2021
Of Brackenfield School

Signed..... Date.....22nd November 2021.

	27 th June 2022	14.00	20 th June 2022	MER 4 and Summative Feedback for Year
	18 th July 2022	17.00	11 th July 2022	Setting SIP-SEF 2022-2023

Questions from the new Governance Handbook January 2017 in relation to finance that governors may wish to use:

- Are resources allocated in line with the organisation’s strategic priorities?
- Does the organisation have a clear budget forecast, ideally for the next three years, which identifies spending opportunities and risks and sets how these will be mitigated?
- Does the organisation have sufficient reserves to cover major changes such as re-structuring, and any risks identified in the budget forecast?
- Is the organisation making best use of its budget, including in relation to planning and delivery of the curriculum?
- Does the organisation plan its budgets on a bottom up basis driven by curriculum planning (i.e. is the school spending its money in accordance with its priorities) or is the budget set by simply making minor adjustments to last year’s budget to ensure there is a surplus?
- Are the organisation’s assets and financial resources being used efficiently?
- How can better value for money be achieved from the budget?
- Is the organisation complying with basic procurement rules and ensuring it gets the best deal available when buying goods and services in order to reinvest savings into teaching and learning priorities?
- Is the organisation taking advantages of opportunities to collaborate with other schools to generate efficiencies through pooling funding where permitted, purchasing services jointly and sharing staff, functions, facilities and technology across sites?