

<b>PART 1 OF THE FULL GOVERNING BODY MEETING</b>	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
<b>Date</b>	12 <sup>th</sup> October 2020
<b>Venue</b>	TEAMS meeting

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

AGENDA ITEM 892	Welcome and Apologies for absence		
Notes	GOVERNOR	REASON	ACCEPTABLE
	Mark Grebby	Resignation	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

GOVERNOR	ROLE	IN ATTENDANCE
Suzanne Millership	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"/>
Rachael De'Angelis	Co-opted Governor	<input checked="" type="checkbox"/>
Glyn Stenson	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 893	Declarations of AOB
Notes	None

AGENDA ITEM 894	Part 1 Minutes from Full Governors meeting 13 <sup>th</sup> July 2020
Notes	<a href="#">Part 1 Minutes 13<sup>th</sup> July 2020</a>
Discussion:	Agreed as a true reflection

AGENDA ITEM 895	Governor Resignation
Notes	Mark Grebby resigned from his position as of 1 <sup>st</sup> October 2020. Due to COVID and personal circumstances, Mark is unable to commit fully in the Governor role.
Discussion:	All governors accepted Marks resignation and would welcome him back.

AGENDA ITEM 896	Link Governors
<b>Notes</b>	<p>GDPR Governor – Who would like to take this role?</p> <p>Named Governor for Careers and personal Development – Discussed last meeting as part of the school Improvement Plan – Do governors agree this comes under the Teaching and learning Lead Governor – Pamela Holder</p> <p>Following on from the Resignation of Mark Grebby, the Pupil premium Lead governor role needs re-allocating and an additional Governor on the Staff discipline and dismissal appeals panel.</p>
<b>Discussion:</b>	<p>GDPR governor – Suzanne to take Lead governor role as she has a great understanding of GDPR through work.</p> <p>Careers and personal Development – Pamela happy to take this one.  <b>PH - What does this role look like?</b></p> <p>TT - We take the curriculum throughout the school and help prepare the children for adulthood; Sophie Evitts has a qualification in Careers which bring £1000 into school.            KM to arrange a meeting with Sophie Evitts</p> <p>Pupil premium Lead governor – Suzanne to take this as it falls into Finance</p> <p>Staff discipline and dismissal appeals panel – Howard to replace Mark</p>

AGENDA ITEM 897	Role of Treasurer to join the Brackenfield PTA
<b>Notes:</b>	As discussed in the previous Governors meeting, there is still a vacancy within the PTA. Please use this <a href="#">LINK</a> to view the role of Treasurer should you want to take part. This does not have to be a parent governor.
<b>Discussion:</b>	RDA and SML would like to support but unable to give the time. KM to report back to the PTA that no members would like to fill the role

AGENDA ITEM 898	Finance
<b>Notes:</b>	<p>Please use this link to view the <a href="#">Brackenfield School 2020 Autumn team 1 &amp; 2 Governor report</a></p> <p>Governor approval of a Virement of £25.5k from 190000 (contingency) into H&amp;S code 120000</p> <ul style="list-style-type: none"> <li>• Hazards to be fixed: £12500-rationale: Path edits and H+S hazards to be resolved around site (sensory park, path outside school)</li> <li>• COVID: £1000-rationale: this is a prediction based on PPE/ cleaning etc and the new cleaning role, as products are currently supplied through the contract, handwashing signs etc.</li> <li>• Evacuation: £10961.52-rationale: ensure fire regulations are in place and evacuation route is DDA compliant/ safe for disabled pupils, £5961.52 for Maglock doors £5000 for path- total</li> </ul>

	<ul style="list-style-type: none"> <li>H+S items: £1500-rationale: to ensure correct equipment is available to staff and pupils to maintain H+S standards in line with policy (increase in pupil numbers and inadequate equipment prior to self-evaluation) Examples-EVAC mats, toasters/ kettles, kick stools etc.</li> </ul>
<b>Discussion:</b>	<p>All governors have read the finance report. SML attended finance meeting with JL  <b>SML – Been through finance with Jess and the LA. The LA have full confidence in Jess and are happy to continue taking number from Jess due to staffing shortages within the LA during COVID.</b></p> <p>TT - Pupil number's we have 17 year 11 Leavers, prediction is that we don't replace these in Sept with new starters. Confident that we will replace these as we have already had 6 positive consultations for Sept 2021 starters. TT is very confident that we will run a balanced budget moving forward.</p> <p>Governor Approved of a Virement of £25.5k from 190000 (contingency) into H&amp;S code 120000</p>

<b>AGENDA ITEM 899</b>	<b>Headteacher's report and Handbook/Policies to be reviewed</b>																																		
<b>Outstanding adverts</b>	<b>VENCO role:</b> <a href="https://jobs.derbyshire.gov.uk/education-non-teachingsupport-services-contract-vulnerable-educational-needs-coordinator-venco/23006.job">https://jobs.derbyshire.gov.uk/education-non-teachingsupport-services-contract-vulnerable-educational-needs-coordinator-venco/23006.job</a> - see part two minutes for rationale																																		
<b>Notes:</b>	<p><a href="#">MER 1 Feedback SIP/SEF/SDP</a></p> <p>Policies to be reviewed:</p> <table border="1"> <thead> <tr> <th>Handbook</th> <th>Policies/Processes Included</th> <th>Agreed</th> <th>Signed</th> </tr> </thead> <tbody> <tr> <td><a href="#">Financial Policy Handbook</a></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><a href="#">Childrens Services Handbook</a></td> <td>New Handbook</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><a href="#">Safeguarding Handbook</a></td> <td>New Handbook</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><a href="#">Staff Handbook</a></td> <td>Management of Sickness Absence Maternity and Paternity Organisation structure Transport in and out of school Teachers Pay and Conditions External Complaints procedure</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><a href="#">Covid catch up premium strategy 20 21</a></td> <td>Explanation of the Covid catch up premium.</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><a href="#">Education Handbook</a></td> <td>Numeracy and Maths</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><a href="#">Governor Handbook</a></td> <td>Governor Structure Staff List Organisational Structure</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>			Handbook	Policies/Processes Included	Agreed	Signed	<a href="#">Financial Policy Handbook</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Childrens Services Handbook</a>	New Handbook	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Safeguarding Handbook</a>	New Handbook	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Staff Handbook</a>	Management of Sickness Absence Maternity and Paternity Organisation structure Transport in and out of school Teachers Pay and Conditions External Complaints procedure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Covid catch up premium strategy 20 21</a>	Explanation of the Covid catch up premium.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Education Handbook</a>	Numeracy and Maths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Governor Handbook</a>	Governor Structure Staff List Organisational Structure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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<b>Discussion:</b>	<p>TT - Vacancy in the VENCO role, Carli is our current VENCO looking long term to do a Social Care degree at university. Planned to work Part Time and complete the course. Due to the current issues with COVID and registration Carli will defer this until Sept 2021. Will bring this back to the next</p>																																		

governors meeting once Carli has clarification of what is happening with the Course. If we do fill this role, we will make sure that there is a suitable handover period due to the amount of information we have on the children.

Headteachers report – Recovery curriculum has settled well.

KPI's show that maths with the Looked after children (LAC) needs improvement. All LAC at school has a pot of money and we must evidence how we spend this on each of the LAC. Derbyshire froze this funding over lockdown, and we are working with the LA to release this funding.

91.5 % attendance, nationally Special Schools attendance is 77.4 % in all schools it 81.4%, we are well above the national average. These figures do not include the children isolating 7.19% authorised absence, these include siblings isolating, waiting for tests and results. We are continuing to send out home learning packs

8 staff members are off work today, due to being contacted by track and trace or children's schools closing. As a result, we have had to close a class today. We have contacted the LA and are formulating a plan to get these children back into school as soon as possible.

**Challenge**

PH - Is there a point where you would have to close the school?

TT - Yes, we have to make a dynamic risk assessment every day to ensure we can meet the needs of all the children in school. We need to be mindful that we don't break bubbles in school, we are unable to merge classes like we have done previously.

Taxi time – there has been a lot of guidance on taxi's and transport. The taxi companies did not give us any information on the Taxi plan with the children they were bringing along with new starters not being assigned to taxis. We were reported on Spotted Long Eaton for the congestion. Some of the taxis have now merged together which helps with the reduction in traffic.

**Challenge**

KH - Could we stop parents parking outside the school? This is what is causing the issue.

TT - A lot of the issues are parents from English Martyrs'. We have asked that taxis' pull into school in 1 direction to try and help with the flow of traffic.

COVID restrictions with workplace visits for out KS4 children, as a result we are having people come to school to present to the children. We had the police last week.

Face to face visits for parents evening have not been allowed this term.

GDPR – Freedom of information request from a former student. Contacted the LA and handed over to the LA and GDPR team due to the retention schedule the file is no longer held in school.

SCITTS – Coming to join us in the autumn term.

Peter Emry – Piloted the pre formal and semi formal approach we use in the school. Looking for schools nationally to work alongside to implement training. Will be working with the school for the next 12 months to hopefully turn us into a Beckon school. Will do observations of the children and staff for a 12-week period, Giving feedback and support.

**Challenge**

RDA - are there any cost implications?

TT – No there is no cost.

Glyn Stenson has been in for a COVID health and safety update with Sophie and has another visit booked for MER 2

GS – Excellent visit, met with Sophie who shared a range of strategies in place for the pupils, very satisfied that the children are being put first.  
 KM to share feedback with Governors.

Kimberley Hamblett has been in for a buildings update with Darren.

**Challenge**

KH – Overview of the expansion plans for the school with Darren plans looked amazing and offer a great deal of new space. Darren was able to take KH around the school, changes to the school are exceptional, the new library, Classroom spaces and Lee-Ann having her own space. We discussed future work – the roof which is flat and covered in felt. KH recommended that we replace the whole roof, we could consider this when we look at the new build. Plans are fantastic, we need to look at a cost effect way to complete the build and look through all the quotes and the materials to be used.

TT – We have plans for a steal and panel build and a brick build. The roof, we are in conversations with the landlady about the roof, we are aware of the design faults with the roof.

**Challenge**

HG – 3 schools have been set on fire in derby and Derbyshire. What are doing to prevent this?  
 TT – DCC have been in contact and informed us. We have ensured all the risk assessments are in place and up to date. SE has done extensive work on H&S in the absence of the SBM, all doors have been replaced with fire doors. We are compliant with the fire service.

**Challenge**

PH - Do you have a sprinkler system?

TT – No

**Challenge**

PH – I assumed that all schools had sprinkler system, why do we not have one, is it cost is there a regulation?

TT – No, it is not a regulation to have sprinkler system

Sophie Evitts has completed the full H&S audit, a path at the back of the building was widened to aid evacuation. Path at the front of the building is uneven and sunken drains. A large amount of the virement is being used on repairing this. This will aid the children as it will remove the trip hazards.

We have been given a COVID catch up premium, £240 per pupil for all students who were on roll last year. We have spent this money on staffing, to allow us to run a successful bubble system within the school.

**Challenge**

GS – Additional funding from the Government, was there any rationale on how this was spent?

TT – This was very loose but steered towards the staffing of the school to support the children given the time they have been absent from school through COVID.

**Challenge**

GS – Is £1000 enough for PPE?

TT – We are not currently being charged for the PPE we use in school and the LA don't know if this will change.

Policies: Change to one of the policies – Anti bullying has changed from Jessica Lacey to Sophie Evitts.

SML – All policies agreed, SML has full confidence in Jess and the Finance Handbook  
 Children's Service handbook – Governors request that we define an acronym the first time one is used, and the Absence follow chart Appendix 2 needs looking as the arrows don't match.



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<b>AGENDA ITEM</b> 900	<b>See Part 2 Agenda</b>
<b>Notes:</b>	

DATE OF NEXT MEETING/S			
Date of meeting	Time	Date papers will be circulated	Focus
29 <sup>th</sup> June 2020	14.00	22 <sup>nd</sup> June 2020	MER 4/summative year feedback
13 <sup>th</sup> July 2020	17.00	6 <sup>th</sup> July 2020	Setting SIP/SEF 2020/21
12 <sup>th</sup> October 2020	14.00	5 <sup>th</sup> October 2020	MER 1 Feedback
23 <sup>rd</sup> November 2020	17.00	16 <sup>th</sup> November 2020	Mid Year Budget
11 <sup>th</sup> January 2021	17.00	4 <sup>th</sup> January 2021	MER 2 Feedback
29 <sup>th</sup> March 2021	17.00	22 <sup>nd</sup> March 2021	MER 3 Feedback and Budget Ratification
28 <sup>th</sup> June 2021	14.00	21 <sup>st</sup> June 2021	MER 4 and Summative Feedback for Year
19 <sup>th</sup> July 2021	17.00	12 <sup>th</sup> July 2021	Setting SIP-SEF 2021-2022

**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?