

PART 1 OF THE FULL GOVERNING BODY MEETING	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
Date	17 th January 2022, 5pm
Venue	Brackenfield School; Microsoft Teams

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

AGENDA ITEM 965	Welcome and Apologies for absence		
Notes	GOVERNOR	REASON	ACCEPTABLE
	Howard Griffiths	Hospital Admission	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Leigh Thomas	Sickness	Yes <input checked="" 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 type="checkbox"/>
Margaret Griffiths	LA Governor	<input checked="" type="checkbox"/>
Howard Griffiths	Co-opted Governor	<input type="checkbox"/>
James Corden	Co-opted Governor	<input checked="" type="checkbox"/>
Kimberley Hamblett	Parent Governor	<input checked="" type="checkbox"/>
Kimberley Maycock	Clerk	<input checked="" type="checkbox"/>

AGENDA ITEM 966	Declarations of AOB
Notes:	None

AGENDA ITEM 967	Part 1 Minutes from Full Governors meeting 22nd November 2021
Notes:	Part 1 Minutes from Full Governors meeting 22nd November 2021
Discussion:	Signed as a true and accurate record of the meeting

AGENDA ITEM 968	Spring 2022 Governor Training Programme
Notes:	<p>Please see below governing board training and development programme for the spring term 2022, please click on the links below for information and email kmaycock@brackenfield.derbyshire.sch.uk if you would like a space booking.</p> <p>Roles and Responsibilities - Thursday 20 January 18:00 – 20:00</p> <p>Welcome to Governance: 2-module course (Induction Session for New Governors) – Wednesday 26 January & 2 February 18:00 – 20:00</p>

Minutes of the FGB meeting 17th Jan 2022
Of Brackenfield School

Signed..... Date.....28th March 2022.....

	<p><u>Welcome to Governance: 2-module course (Induction Session for New Governors)</u> – Thursday 17 & 24 March 18:00 – 20:00</p> <p><u>Finance</u> - Tuesday 8 February 18:00 – 20:00</p> <p><u>Preparing for Ofsted</u> – Wednesday 16 February 18:00 – 20:00 <u>Preparing for Ofsted</u> – Thursday 31 March 18:00 – 20:00</p> <p><u>School Complaints Procedure</u> – Wednesday 2 March 18:00 – 20:00</p> <p><u>Monitoring and Evaluation</u> – Tuesday 8 March 18:00 – 20:00</p> <p><u>Clerks to Governors: An Essential Introductory Guide to Clerking</u> – Thursday 10 March 14:00 – 16:00</p> <p><u>Leading your Governing Board</u> – Mon 14 March 18:00 – 20:00</p> <p><u>SEND</u> – Tuesday 29 March 18:00 – 20:00</p> <p><u>Equality Act 2010: The New Ofsted Framework and its Expectations</u> – Tuesday 5 April 18:00 – 20:00</p>
Discussion:	Governors reminded to email kmaycock@brackenfield.derbyshire.sch.uk should they want to attend any courses.

AGENDA ITEM 969	Governing Body
Notes:	<ol style="list-style-type: none"> 1. Sue Woollett has expressed an interest in joining the Brackenfield Governing body as a co-opted, Suzanne has spoken with Sue over the phone and has a lot to offer to both the School and Governing Body. 2. We require a lead Governors for the following areas: <ul style="list-style-type: none"> • wellbeing and mental health of both staff and pupils • Careers and personal Development • Teaching and Learning • Headteachers Performance management • Pay committee • Staff discipline and dismissal appeals panel

Discussion:	<p>SML formally welcomed James to Brackenfield Governing body.</p> <p>Sue Woollett SML – I had a long chat with Sue before Christmas, Sue has a lot to offer the Governing body. Do any Governors object to co-opting Sue Woollett? No objections raised Sue Woollett co-opted to the Governing body</p> <p>Lead Governors SML explained that lead governors are expected to meet with the Senior Leadership team 4 times per year for updates on their lead area and to be proactively involved in progression and report back to the governing body during Governor’s meetings. Below is a table of the allocated Senior Leader and Governor for each of the areas, these are to be reviewed in July 2022:</p> <table border="1" data-bbox="359 734 1385 1480"> <thead> <tr> <th>SLT</th> <th>Areas</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>Mick</td> <td>Child Protection/Safeguarding</td> <td>Kimberley Hamblett</td> </tr> <tr> <td>Sophie</td> <td>Anti-Bullying and Looked after Children</td> <td>Leigh Thomas</td> </tr> <tr> <td>Natalie</td> <td>Premises/ H&S</td> <td>Margaret Griffiths</td> </tr> <tr> <td>Natalie</td> <td>Finance</td> <td>Suzanne Millership Liddle</td> </tr> <tr> <td>Dave</td> <td>GDPR</td> <td>Suzanne Millership Liddle</td> </tr> <tr> <td>Sophie</td> <td>Pupil premium</td> <td>Suzanne Millership Liddle</td> </tr> <tr> <td>Chloe</td> <td>Teaching and Learning</td> <td>Sue Woollett</td> </tr> <tr> <td>Sophie</td> <td>Wellbeing and mental health</td> <td>James Corden</td> </tr> <tr> <td>Sophie</td> <td>Careers and personal Development</td> <td>Ellen Atkinson (if she joins)</td> </tr> <tr> <td>Trish/Kim</td> <td>Governor training</td> <td>Margaret Griffiths</td> </tr> <tr> <td>Trish</td> <td>Leadership and Management</td> <td>Suzanne Millership Liddle</td> </tr> <tr> <td>Natalie</td> <td>Building's Projects</td> <td>Kimberley Hamblett</td> </tr> </tbody> </table> <p>SML - Head Teachers Performance Management meet twice a year and Howard is currently on the panel, it is suggested that Margaret and Sue join this committee.</p> <p>No objections raised and it was agreed that Margaret and Sue join Howard on the Head Teachers Performance Management committee.</p> <p>SML – In July the Pay Committee meet to review Teachers Performance Management and Pay progression it is suggested that the Pay committee forms part of the Part 2 agenda and the full Governing body, apart from Staff Governors sit in on this meeting.</p> <p>No objections raised and it was agreed that full Governing body sit in the Pay Committee meeting as part of the Part 2 Agenda.</p>	SLT	Areas	Governor	Mick	Child Protection/Safeguarding	Kimberley Hamblett	Sophie	Anti-Bullying and Looked after Children	Leigh Thomas	Natalie	Premises/ H&S	Margaret Griffiths	Natalie	Finance	Suzanne Millership Liddle	Dave	GDPR	Suzanne Millership Liddle	Sophie	Pupil premium	Suzanne Millership Liddle	Chloe	Teaching and Learning	Sue Woollett	Sophie	Wellbeing and mental health	James Corden	Sophie	Careers and personal Development	Ellen Atkinson (if she joins)	Trish/Kim	Governor training	Margaret Griffiths	Trish	Leadership and Management	Suzanne Millership Liddle	Natalie	Building's Projects	Kimberley Hamblett
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SML - The Staff discipline and appeals panel is adhoc and only follows if a decision from the discipline panel is taken to appeal, it is suggested that James, Howard and myself join this panel.
No objections raised and it was agreed that James, Howard and Suzanne sit on the Staff discipline and appeals panel

SML - Whilst we have nominated persons on all panels there are times when Governors will have to cover other areas in the absence of others.
Due to a number of Governors being absence today and a new Governing being Co-opted I suggest that the allocation of a Vice Chair for the interim period to be added to the next meeting when more Governors attend.
All Governors agreed that the Clerk add this to the next meetings agenda.

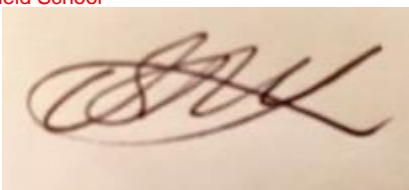
AGENDA ITEM 970	New Build															
Notes:	<p>Please see below tender results for the proposed extension works at Brackenfield SEND School.</p> <table border="1"> <thead> <tr> <th>Contractor</th> <th>Price</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Carter Construction (Derby) Limited</td> <td>£899,996.17</td> <td>Qualified</td> </tr> <tr> <td>CJ Goodwin Limited</td> <td>£839,866.00</td> <td></td> </tr> <tr> <td>Davlyn Construction Ltd</td> <td>£645,878.44</td> <td>Qualified</td> </tr> <tr> <td>Littlelover Building Services Limited</td> <td>£737,030.66</td> <td></td> </tr> </tbody> </table> <p>We have appointed DAVLYN Construction as the recommended contract and would like to appoint as soon as possible to enable time to source materials. We had a suggested start date of 24th January 2022 which has now been pushed back to 14th February 2022 with a proposed end date of 14th July 2022. Consultation was sent to Governors on 14th December 2021 via Microsoft forms but only 3 Governors responded to this as a result we are asking Governors to agree to the appointment of DAVLYN Construction.</p>	Contractor	Price	Comments	Carter Construction (Derby) Limited	£899,996.17	Qualified	CJ Goodwin Limited	£839,866.00		Davlyn Construction Ltd	£645,878.44	Qualified	Littlelover Building Services Limited	£737,030.66	
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Discussion:	<p>TT – As detailed in the agenda Tender closed and Governors were emailed for approval to instruct Davlyn Construction to complete the works as they weren't only the best quote but also came as a recommendation. As a result Davlyn are due to commence on the 14th February 2022 and should take approximately 20 weeks to complete the build.</p> <p>Trish, Suzanne, Natalie Collins (SBM) and Chris Farmer (premises manager) met on Friday with Davlyn Construction and James Lombardo (Architect) to discuss the new build plans. We are currently still looking at insurance for build and Richard Morris, the finance manager for RMA who is acting as our financial regulator for the build has forwarded insurance documents to Natalie and DCC.</p> <p>The concerns we have are the children on site at the time of build and making sure the children are safe on site at all times.</p> <p>Challenge SML – I have concerns as they haven't written the plan yet, I have requested a copy of this along with the critical path with areas of concerns clearly highlighted so we can see areas where the time frame might be put back as 20 weeks is a tight schedule.</p>															

No further questions raised on the new build, Governors to be kept up to date on the progress throughout.

AGENDA ITEM 971	Headteachers Report and Policies																
Notes:	<p>Please click here for a copy of the MER 2 SIP-SEF-SDP for 2021-2022</p> <p>Please click HERE to view the Spring Terms 3 & 4 Financial Governor Report 04.01.2022. Ruth Lane School Patch officer has investigated whether we can access the COVID 19 workforce fund and has reported back that we are currently above the 4% threshold for the Workforce fund at this stage.</p> <table border="1"> <thead> <tr> <th>Policy</th> <th>Policies/Processes Included</th> <th>Agreed</th> <th>Signed</th> </tr> </thead> <tbody> <tr> <td>Section 175 Safeguarding Audit - Brackenfield SEND School 2021</td> <td>Review</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Self-Audit Form 12-11-2020</td> <td>Review</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Menopause Model Policy 2021.11 V01</td> <td>New Policy</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Policy	Policies/Processes Included	Agreed	Signed	Section 175 Safeguarding Audit - Brackenfield SEND School 2021	Review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Self-Audit Form 12-11-2020	Review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Menopause Model Policy 2021.11 V01	New Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Discussion:	<p>Challenge SML - There are lots of actions from the audits, can we realistically meet these?</p> <p>TT - Are there specific areas you looking at?</p> <p>SML - No, there just seems to be a lot of areas which are amber.</p> <p>TT – The Middle Leadership, this is be discussed in Part 2 as there are elements which aren't working well. This is partly due to the increase number of new pupils we have had and we can't hold middle leaders to count as we don't have subject leads.</p> <p>Challenge SML – Is the intent greater than the ability to deliver?</p> <p>TT - When I have met with the Senior Leadership Team concerns haven't been raised that we can't complete these all by the end of the year. Target 1 will require some re-shaping before the end of the year.</p> <p>No further questions raised and all policies approved.</p>																

AGENDA ITEM 972	Glasses Policy
Notes:	Information to follow ahead of the meeting from Natalie Collin, School Business Manager
Discussion:	In addition to any insurance claims or DCC guidance, Brackenfield recognise that due to the nature of the role in our school, incidents and damage to personal property can happen. Whilst we encourage removal of spectacles in a situation that could cause any damage this is not always practical. Therefore, we have adopted a policy to re-imburse staff up to £50 contribution towards fixing of glasses, or up to £50 contribution towards replacement at the headteachers discretion.

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	<p>The procedure will be as follows:</p> <ul style="list-style-type: none"> • If a staff member is wishing to request a re-imbusement of glasses due to being damaged during a pupil incident, they are to put a request in an email to the head teacher explaining the circumstances and await a decision. • If accepted, an adjustment form will be completed by HR Admin and sent to HR to be paid up to £50 in the employees' pay. Adjustment form to be filed in employee P File. • Employees are entitled to one claim per financial year. • Headteachers discretion and decision will be final. <p>All Governors agree to the new policy for the damage to staff glasses</p>
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AGENDA ITEM 973	Part 2 Agenda
Notes:	Please see Part 2 Agenda Items

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
	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?

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A photograph of a handwritten signature in black ink on a light-colored surface. The signature is stylized and appears to be the initials "ASL".

Signed..... Date.....28th March 2022.....