

PART 1 OF THE FULL GOVERNING BODY MEETING	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
Date	17 th October 2022 at 2pm
Venue	Microsoft Teams

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

AGENDA ITEM 907	Welcome and Apologies for absence		
Notes	GOVERNOR	REASON	ACCEPTABLE
	Howard Griffiths	Ill health	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Trish Turner	Work commitments, Jessica Lacey (JL), DHT stepping in	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Ellen Atkinson	Work commitments	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 type="checkbox"/>
Vacant	Staff Governor	<input type="checkbox"/>
Margaret Griffiths	LA Governor	<input checked="" type="checkbox"/>
Howard Griffiths	Co-opted Governor	<input type="checkbox"/>
Ellen Atkinson	Co-opted Governor	<input type="checkbox"/>
VACANCY	Parent Governor	<input type="checkbox"/>
Sue Wollett	Co-opted Governor	<input checked="" type="checkbox"/>
Karen Gauntley	Co-opted Governor	<input checked="" type="checkbox"/>
Kimberley Maycock	Clerk	<input checked="" type="checkbox"/>

AGENDA ITEM 908	Declaration of any pecuniary and/or personal interest to any agenda items
Notes:	None received

AGENDA ITEM 909	Declarations of AOB
Notes:	MG would like to verbally give Howard's resignation from the Governing Body due to ill health and is unable to continue in the role.
Discussion:	SML – Confirmed that the Governing Body accepts Margaret's verbal resignation on Howards behalf ad asked that out thanks for his time on the governing body, his experience will be sadly missed. JL also echoed SML thanks to Howard on behalf of Trish Turner and the staff at Brackenfield SEND School.

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AGENDA ITEM 910	Part 1 Minutes from Full Governors meeting 18th July 2022
Notes:	PART 1 Minutes - 18th July 2022.docx
Discussion:	Signed as a true and accurate reflection of the meeting

AGENDA ITEM 911	Welcome to Karen Gauntley, new co-opted Governor
Notes:	Following a welcome meeting and introduction to Brackenfield SEND School Karen Gauntley joins to Governing body

AGENDA ITEM 912	Expressions of interest from Staff to fill the Staff Governor role for consideration
Notes:	<p>We have received the following expressions of interest from staff to join the Governing Body:</p> <p>Chloe Lawrence, Associate Assistant Headteacher: I would like to submit an expression of interest to be considered for the role of Staff Governor. I believe I have the skills required for this role. I have been employed at Brackenfield school since April 2017 and have supported the change and growth of the school since then. I strongly support the vision and ethos of the school and believe as a Staff Governor I can appropriately support and challenge school matters in this forum. I have a positive attitude and am a confident communicator which I believe are vital skills for this role. I am keen to learn and welcome any CPD that may be needed to develop myself for this role. I feel I could bring my current knowledge of the school to build relationships with current Governors and give a different perspective on school matters and contribute effectively as a member of the Governing body.</p> <p>Jennifer Smart, Receptionist: I am emailing to show my interest in possibly joining the Brackenfield Governing Body as Staff Governor, I have worked at Brackenfield since Oct 2019.</p> <p>Lindsay Hitchcock, Class Teacher: I am writing this to express my interest in becoming a staff governor at Brackenfield. I have a keen interest in discovering more about the governance of a school and feel that I could offer a fair and balanced staff perspective during your meetings and decision making. I would be honoured to be considered for the post.</p>
Discussion:	<p>Challenge SML asked JL for some background information on the staff who have expressed an interest</p> <p>JL – Jenny Smart, valued member of staff on reception. We often use the staff governor for interviews and with Jenny only being a grade 4 wouldn't be able to appoint anyone higher.</p> <p>Chloe Lawrence is a very committed member of the leadership team, she would a positive addition to the governing body.</p> <p>Lindsay Hitchcock has had some support over the years, she is a UPS teacher with lots of teaching background.</p> <p>Challenge</p>

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KG – What is UPS?
 JL - This is the Upper School PayScale, you have show evidence of leading across the school to get this. Lindsay has shown this through intensive interaction and used to be a pathway lead.

Challenge
 Discussion had about the ethicality of the governing body selecting a staff governor based on applications. Governors feel that CL’s application is the strongest though she is a senior member of staff and staff require input on who should be representing them as a staff governor. Governors discuss this should go out to staff to vote using an anonymous form. KM to action. KM to bring results back to the next governing body meeting.

AGENDA ITEM 913	Governing Body Structure																	
Notes:	<p>It is the time of the year to look at the Governing body structure, below is a table of the roles to be filled. These will be allocated during the Full Governors meeting on the 17th October 2022. Once you have been allocated a role with a link member of the Senior Leadership Team it is a requirement that you meet with them at least 4 times a year to discuss and report back to Governors.</p> <p>We also still have a parent Governor Vacancy; this advert is sent out to parents weekly via the weekly bulletin but to date we have received on interest. If you have any ideas on how we can make the advert more appealing to parents, please email Kim Maycock kmaycock@brackenfield.derbyshire.sck.uk</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="background-color: #cccccc; text-align: center;">Chair of Governors - Appointed 13.07.2020</td></tr> <tr><td style="text-align: center;">Suzanne Millership-Liddle</td></tr> <tr><td style="text-align: center;">Vice Chair -</td></tr> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="background-color: #cccccc; text-align: center;">HT Performance management</td><td style="background-color: #cccccc;"></td></tr> <tr><td style="text-align: center;">Members</td><td></td></tr> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="background-color: #cccccc; text-align: center;">Complaints and grievances panel</td><td style="background-color: #cccccc;"></td></tr> <tr><td style="text-align: center;">Members</td><td></td></tr> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="background-color: #cccccc; text-align: center;">Staff discipline and dismissal panel</td><td style="background-color: #cccccc;"></td></tr> <tr><td style="text-align: center;">Members</td><td></td></tr> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="background-color: #cccccc; text-align: center;">Staff discipline and dismissal appeals panel</td><td style="background-color: #cccccc;"></td></tr> </table>	Chair of Governors - Appointed 13.07.2020	Suzanne Millership-Liddle	Vice Chair -	HT Performance management		Members		Complaints and grievances panel		Members		Staff discipline and dismissal panel		Members		Staff discipline and dismissal appeals panel	
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Members	
Members	
Exclusions	
Members	
Pay Committees	
Members	

Lead Governors

SLT	Areas	Governor
Mick/Sophie	Child Protection/Safeguarding	
Janine	Anti-Bullying and Looked after Children	
Natalie	Premises/ H&S	
Natalie	Finance	
Dave	GDPR	
Jess	Pupil premium	
Jess- informal/ Semiformal	Teaching and Learning	
Maxine- formal		
Chloe- communication		
Sophie	Wellbeing and mental health	
Sophie/Janine	Careers and personal Development	
Trish/Kim	Governor training	

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	Trish	Leadership and Management																						
	Natalie	Building's Projects																						
Discussion:	<p>SML – I have been chair for 2 years full now, this used to be 4 years but changed to annually, I am happy to take on this role for another year. Do any Governors wish to put themselves forward for the role of Chair?</p> <p>No expression of interest received from the governing body. SML to continue for 1 more year, then I think it will be time for fresh eyes and challenges. Who would like to take the role of Vice Chair?</p> <p>KG – This is far too early for me, I have only just joined and feel I need to know more about the school. SW – I feel the same KM To ask Ellen if not add back to the agenda next time.</p> <table border="1" style="margin-left: 40px;"> <tr><td style="text-align: center;">Chair of Governors - Appointed 13.07.2020</td></tr> <tr><td style="text-align: center;">Suzanne Millership-Liddle</td></tr> <tr><td style="text-align: center;">Vice Chair -</td></tr> </table> <table border="1" style="margin-left: 40px;"> <tr><td style="text-align: center;">HT Performance management</td><td></td></tr> <tr><td style="text-align: center;">Members</td><td style="text-align: center;">Margaret & Ellen</td></tr> </table> <table border="1" style="margin-left: 40px;"> <tr><td style="text-align: center;">Complaints and grievances panel</td><td></td></tr> <tr><td style="text-align: center;">Members</td><td style="text-align: center;">Suzanne & Karen</td></tr> </table> <table border="1" style="margin-left: 40px;"> <tr><td style="text-align: center;">Staff discipline and dismissal panel</td><td></td></tr> <tr><td style="text-align: center;">Members</td><td style="text-align: center;">Margaret & Sue</td></tr> </table> <table border="1" style="margin-left: 40px;"> <tr><td style="text-align: center;">Staff discipline and dismissal appeals panel</td><td></td></tr> <tr><td style="text-align: center;">Members</td><td style="text-align: center;">Suzanne & Ellen</td></tr> </table> <table border="1" style="margin-left: 40px;"> <tr><td style="text-align: center;">Exclusions</td><td></td></tr> </table>			Chair of Governors - Appointed 13.07.2020	Suzanne Millership-Liddle	Vice Chair -	HT Performance management		Members	Margaret & Ellen	Complaints and grievances panel		Members	Suzanne & Karen	Staff discipline and dismissal panel		Members	Margaret & Sue	Staff discipline and dismissal appeals panel		Members	Suzanne & Ellen	Exclusions	
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Members		Suzanne & Margaret
Pay Committees		
Members		All governors with the Part 2 agenda
Lead Governors		
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Mick/Sophie	Child Protection/Safeguarding	Karen G
Janine	Anti-Bullying and Looked after Children	Karen G
Natalie	Premises/ H&S	Suzanne
Natalie	Finance	Suzanne
Dave	GDPR	Suzanne
Jess	Pupil premium	Suzanne
Jess- informal/ Semiformal Maxine- formal Chloe- communication	Teaching and Learning	Sue
Sophie	Wellbeing and mental health	Sue
Sophie/Janine	Careers and personal Development	Sue/Ellen
Trish/Kim	Governor training	Ellen
Trish	Leadership and Management	Suzanne
Natalie	Building's Projects	Margaret

AGENDA ITEM 914	Governing Training and updates
Notes:	<p>At the point of sending out the agenda no Governors have completed the Mandatory Governor training sent out email 29th September 2022 with a due of completion being 7th October 2022. Below are the details of how to log in:</p> <p>As part of your governor role at Brackenfield School you are required to complete the following Mandatory Training: Keeping Children Safe in Education 2022 Part 1 and Child Protection Refresher 2022. Accounts have been created for you all using your Brackenfield email address on the following training portal: https://www.myeducare.com/login/index.php. The courses have already been allocated to you under the My learning tab across the top of the page.</p> <div style="background-color: #2c3e50; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> My homepage My learning All courses Contact us Help </div> <p>There are 2 parts to each of the courses, followed by a questionnaire. You MUST complete both parts of each of courses to pass.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div> <p>SAFEGUARDING AND DUTY OF CARE</p> <p>Keeping Children Safe in Education 2022 Part 1 Questionnaire</p> </div> </div> </div> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; align-items: center;"> <div> <p>SAFEGUARDING AND DUTY OF CARE</p> <p>Child Protection Refresher 2022</p> </div> </div> </div> <p>The system tracks your progress and notifies Mick Gayle, Head of Pastoral Care once you have completed the course so there is no need to send a copy of the certificates. If you need any support with accessing the training, please do not hesitate to contact me on email or phone 07939 538 574 or Dave Doohan, ICT Manager on Brackenfield Helpdesk helpdesk@brackenfield.derbyshire.sch.uk.</p> <p>Here is a link to the Keeping Children Safe In Education 2022, please ensure you have read a copy and email Mick Gayle mgayle@brackenfield.derbyshire.sch.uk if you have any questions.</p> <p>I have also updated the Governor Handbook.docx please use the link to access, all documents are hyperlinked in the contents page, please email Kim Maycock kmaycock@brackenfield.derbyshire.sck.uk if you have any issues accessing.</p> <p>Here is a link to the Governing Board Newsletter Autumn 2022</p> <p>Governor Strategic Briefings - 22 - 23 / Governor Training Programme</p>

Our Governor Strategic Briefings will be held virtually via MS teams for 2022 - 2023. Please click on the links below to join.

[Wednesday 2 November 2022 - 5.30 pm](#)

[Wednesday 1 March 2023 - 5.30 pm](#)

[Wednesday 7 June 2023 - 5.30 pm](#)

Our governor training programme continues with many places still available, including our in-person **Welcome to Governance** event on 19 November. Please note the revised date for the **Monitoring & evaluation** session, which is now Wednesday 9 November (not 2 November as originally advertised) Links below lead you to the booking page for each event on S4S

- [Clerks to Governors: An Essential Introductory Guide to Clerking](#) – Wednesday 12 October 14:00 – 16:00
- [Headteacher Performance Management](#) – Thursday 13 October 18:00 – 20:00
- [Finance](#) – Tuesday 18 October 18:00 – 20:00
- [Monitoring and Evaluation](#) – Wednesday 9 November 18:00 – 20:00
- [Equality Act 2010: The new Ofsted framework and its expectations](#) - Wednesday 16 November 18:00 – 20:00
- [School Complaints Procedure](#) – Thursday 24 November 18:00 – 20:00
- [Preparing for Ofsted](#) – Tuesday 29 November 18:00 – 20:00
- [SEND](#) – Thursday 1 December 18:00 – 20:00
- [Networking for Chairs](#) - Wednesday 7 December 18:00 – 19:00
- [Exclusions](#) - Tuesday 13 December 18:00 – 20:00

Discussion:	<p>All governors to complete the Mandatory training by 28th Oct</p> <p>KG has completed all required training</p> <p>KG would like to attend the Welcome to Governance training – KM to find an alternative date and preferability on Teams.</p> <p>KM to arrange time for MG come into school to complete the training and support with IT.</p>
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AGENDA ITEM 915	Headteachers Report and policies to be reviewed
Notes:	<p>Please use THIS LINK to access a completed MER 1 2022-2023 feedback report.</p> <p>Policies to be reviewed:</p> <p>Financial regulations procedures and roles and responsibilities September 2022</p> <p>Gops Healthcare policy Oct 2022 EHa.docx</p> <p>Governors QA+QC JL July 2022.docx</p> <p>Gov Organisational structure policy.docx</p> <p>Governors EHCP policy SE Sept 2022.docx</p> <p>Gops Home School Communication Policy SE Sep 2022.docx</p> <p>Gops Staff induction Policy Sept 22 SE.docx</p> <p>Gops Searching Screening and Confiscation online safety policy Sept 2022 SE.docx</p> <p>Brackenfield SEND Schools Critical Incident Plan</p> <p>Gops Workload policy.docx</p> <p>Gops Staff induction Policy Sept 22 SE.docx</p>
Discussion:	<p>SML – Unable to access Dashboard, KM to send on email.</p> <p>Governors to read policies and send any questions to KM by Friday, if I do not received any questions policies will be signed off Friday 21st Oct 2022</p> <p>SW – I read a school has a shooter on site policy, is this correct?</p> <p>JL – We have similar in the Critical Incident plan but we word it differently</p>

AGENDA ITEM 916	Part 2 Agenda
Notes:	Please see part 2 agenda

AGENDA ITEM	DATE OF NEXT MEETING/S			
	Date of meeting	Time	Date papers will be circulated	Focus
	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

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17 th October 2022	14.00	10 th October 2022	MER 1 Feedback
21 st November 2022	17.00	14 th November 2022	Mid-Year Budget
23 rd January 2023	17.00	16 th January 2023	MER 2 Feedback
27 th March 2023	17.00	20 th March 2023	MER 3 Feedback and Budget Ratification
19 th June 2023	14.00	12 th June 2023	MER 4 and Summative Feedback for Year
10 th July 2023	17.00	3 rd July 2023	Setting SIP-SEF 2023-2024

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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