

<b>PART 1 OF THE FULL GOVERNING BODY MEETING</b>	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
<b>Date</b>	<b>19<sup>th</sup> July 2021</b>
<b>Venue</b>	<b>Microsoft Teams</b>

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

<b>AGENDA ITEM</b> 941	<b>Welcome and Apologies for absence</b>		
<b>Notes</b>	<b>GOVERNOR</b>	<b>REASON</b>	<b>ACCEPTABLE</b>
	Kimberley Hamblett	Child Care	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Howard Griffiths	Hospital	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 checked="" type="checkbox"/>
Margaret Griffiths	LA Governor	<input type="checkbox"/>
Howard Griffiths	Co-opted Governor	<input type="checkbox"/>
Glyn Stenson	Co-opted Governor	<input checked="" type="checkbox"/>
Kimberley Hamblett	Parent Governor	<input type="checkbox"/>
Pamela Holder	Parent Governor	<input checked="" type="checkbox"/>
Kimberley Maycock	Clerk	<input checked="" type="checkbox"/>

<b>AGENDA ITEM</b> 942	<b>Declarations of AOB</b>
<b>Notes</b>	<b>Consultation to lower the age range</b> A proposal was submitted to Derbyshire County Council to alter the lower age limit at Brackenfield SEND School from 4 years to 3 years. On Friday 8 <sup>th</sup> July the cabinet approved the proposal, <a href="#">please use this link for more information.</a>
	<b>Finance – Updated ground work quotes:</b> The costs have already been agreed by Governors but below is an update and breakdown of works.
	Original Tender received quotes x4 all incorporating the price of grounds work required to install modular building. We have sourced x 2 additional quotes to compare just the ground work, we have found a considerable saving if contracting this work separate from the building.

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We will instruct S. Douglas Construction to carry out works. The saving will cover the costs of x 3 additional Car park bays required to pass planning permission at £7500 also completed by S Douglas.

Rationale – Cheaper quote, used this company previously to complete our 1st modular temp building, Can commit to timeline.

	dig out Drainage/elec duct	Ground Work Costs	Ramps		
Premier		£45,062.00		£	45,062.00
Modulek	£12,606.00	£8,983.00	£13,926	£	35,515.00
Midland Portable buildings		£12,000.00	Timber Ramps x3 £11,850	£	23,850.00 EXCI Drainage
S Douglas Construction	£9,000.00	£6,850.00	Concrete ramps £9,950	£	25,800.00
CB Agricultural services	£11,390.00	£8,525.00	£10,700.00	£	30,615.00

S Douglas has requested an upfront payment of £18,000 to cover the cost of materials over the summer holidays, do Governors approve the upfront payment to prevent any delays in the works being completed.

Website – Governor feedback

**Discussion:**

**Consultation to lower the age range**

SML – It’s great that we have cabinet approval for this.

TT – Yes this is a big milestone

**Challenge**

SML – When can this take place?

TT – From September but we have no space.

**Finance – Updated groundwork quotes:**

SML – This has already been approved but we are being asked to approve an upfront cost to S Douglas of £18,000, I have spoken to KH about this as she is the lead Governor for building project and she has confirmed she is happy to approve this.

**Challenge**

PH – If the £18k isn’t enough over the summer, would we need to meet again to approve more monies?

TT – No, the headteachers cap is £10,000 and we don’t envisage this to be that high again.

No further questions raised, all Governors approved the upfront payment of £18,000 to S Douglas.

**Challenge**

**GS - Website:**

Governors were asked to give feedback on the website, please could you confirm when these comments will be actioned?

KM to chase up with ICT manager and feedback over email to Governors.

<b>AGENDA ITEM 943</b>	<b>Part 1 Minutes from Full Governors meeting 28<sup>th</sup> June 2021</b>
<b>Notes:</b>	<a href="#">PART 1 minutes 28th June 2021.docx</a>
<b>Discussion:</b>	Part 1 minutes from 28 <sup>th</sup> June 2021 signed as a true and accurate reflection.

<b>AGENDA ITEM 944</b>	<b>Finance</b>
<b>Notes:</b>	We have upped our Occupation Therapy support to two days a week, this has been budgeted through Pupil Premium.
<b>Discussion:</b>	TT - This has been very positive both inside and outside school, Nicola our OT has been inputting into sensory diets and sensory equipment for the children support the class teams. Nicola has also been picking up on sensory attachment which is not written within the EHCP or been assessed.

<b>AGENDA ITEM 945</b>	<b>Headteacher Report and Policies</b>																
<b>Notes:</b>	<ul style="list-style-type: none"> <li>- <a href="#">Governors to agree the SIP/SEF 21-22</a></li> <li>- <a href="#">Governors to agree the III update</a></li> <li>- <a href="#">Governors to agree the 3 year strategic plan with proposed staffing structure changes</a></li> </ul> <p>No questions raised all approved.</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><a href="#">Pupil Handbook</a></td> <td>Updated handbook – Easy to ready very good handbook</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><a href="#">DATA PROTECTION IMPACT ASSESSMENT OF Careers Enterprise Company &amp; Compass+</a></td> <td>New policy – No questions raised approved</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><a href="#">Pupil Privacy Notice</a></td> <td>New Policy – No questions or concerns raised.</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Policy	Policies/Processes Included	Agreed	Signed	<a href="#">Pupil Handbook</a>	Updated handbook – Easy to ready very good handbook	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">DATA PROTECTION IMPACT ASSESSMENT OF Careers Enterprise Company &amp; Compass+</a>	New policy – No questions raised approved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Pupil Privacy Notice</a>	New Policy – No questions or concerns raised.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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<b>Discussion:</b>	<p><b>SIP/SEF 2021-2022:</b></p> <p>Challenge</p> <p>GS – The COVID catch up premium, have all staff picked up and signed into the Catch up Curriculum?</p>																

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	<p>TT - We don't have a Catch up curriculum, we are focusing on meeting the children's needs, communication and keeping the children in the school, we have transitioned into new classes and have familiar staff in classes to support the transition period and focusing on the core subjects areas.</p> <p><b>Challenge</b>  GS – Pupils and their needs, being out of school will have a massive impact on them. Have the individuals who will struggle been picked up?</p> <p>TT – Yes, we also have a number of children who will receive weekly contact during the holidays to support them and their families, this will also include the new starters.</p> <p>SML – I have spoken to TT today and the actions from last year are a credit to the school and staff, there are so many are greens given the impact of the pandemic. The school has had a major achievement. KH has approved the SIP/SEF over email.</p> <p>No further questions raised; all governors approved the SIP/SEF for 2021-2022</p> <p><b>Intent, Impact, Implementation (III)</b>  TT – This has been updated inline with the new school policies.</p> <p>No questions raised; all governors approved the III for 2021-2022</p> <p><b>3 year strategic plan with proposed staffing structure changes</b>  No questions raised; all governors approved the 3 year strategic plan with proposed staffing structure changes</p>
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<b>AGENDA ITEM</b> 946	<b>Staffing</b>
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<b>Notes:</b>	<p><b>Expansion of the Health care Team</b></p> <p>2 Additional Health and Personal Care Assistants:</p> <ul style="list-style-type: none"> <li>• Increase in intimate and personal care needs of pupils due to age and complexity of cohort</li> <li>• Class staff ratios are based on adults in the classrooms- crunch points and incidents are occurring when intimate/ personal care/ meds is happening disrupting the flow of the classrooms and impacting on pupil progress</li> <li>• Interventions and therapies are impacted by lack of classroom support- reducing positive impact of sessions and going against ethos of therapeutic input</li> <li>• Early help assessment have highlighted pupils who require additional healthcare support in school- i.e. physio, showers, medical appointments etc.</li> </ul> <p>Review of the Health and Personal Care timetable:</p> <p><b>Class team can deliver:</b></p> <ul style="list-style-type: none"> <li>• Enteral feeds in first aid room (FR- dignity) any adult can observe self administering</li> <li>• Food supplement</li> <li>• Enteral feeds in classrooms (HA- but dignity wise would better out/ JH/ HG dignity check)- TAs swap between classes</li> <li>• First aid</li> <li>• Creams/ Calpol – 2</li> <li>• Controlled meds - 10 pupils</li> </ul> <p><b>HPCAs can deliver:</b></p> <table border="1"> <tr> <td>Physio- 2 x 45 mins/ 1 x 30 mins/ 2 x 30 mins</td> <td>3 hours a week</td> </tr> <tr> <td>Personal care: 60 pupils-15 mins each and AK 1 hr 30</td> <td>16 1/2 hours of PC a day 82 1/2 hours a week</td> </tr> <tr> <td>Showers - ASL- 1 hr/ PP- 1 hr / WO- 2.5 hours / Ake- 1 hr</td> <td>5 1/2 hours a week</td> </tr> <tr> <td>Admin- 30 mins a day</td> <td>2 1/2 hours a week</td> </tr> <tr> <td><b>Total</b></td> <td><b>Total; 93 1/2 hours a week</b></td> </tr> </table> <p>Suggestion: 23 1/2 hour contracts for 4 HPCT assigned to a pathway each (currently 2 in post)</p> <p><b>Health and Personal Care Manager will complete:</b> Writing and reviewing care plans, liaising with professionals, link worker training, managing first aid/ PPE etc. Quality assurance of medicine management in line with policy expectations, medicine administration to support cover needs, new personal care needs, personal care needs when a child requires 2 members of staff, first aid support calls</p>	Physio- 2 x 45 mins/ 1 x 30 mins/ 2 x 30 mins	3 hours a week	Personal care: 60 pupils-15 mins each and AK 1 hr 30	16 1/2 hours of PC a day 82 1/2 hours a week	Showers - ASL- 1 hr/ PP- 1 hr / WO- 2.5 hours / Ake- 1 hr	5 1/2 hours a week	Admin- 30 mins a day	2 1/2 hours a week	<b>Total</b>	<b>Total; 93 1/2 hours a week</b>
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Teacher	Require 14 <sup>th</sup> class teacher and replacement for Lizzie Webb						
<p><b>Discussion:</b></p>	<p><b>Expansion of the Health care Team</b>            TT - This has been costed and within the 3 year strategic plan, there are more younger children who require Intimate care, feeding and medication. This additional staffing will allow the class team more time within the class to support.</p> <p><b>Upcoming Vacancies</b>            TT upcoming vacancies – teacher vacancy, there will be a period of time where 2 classes won't have a class teacher, but we have the 2 x Teacher apprenticeships who will be able to act up as class teachers. The earliest a teacher can start is December now.</p> <p><b>Challenge</b>            GS - Learning support assistants x 2, are these being interviewed over Teams/Zoom?</p> <p>TT – No the candidates have been into school, face to face, within the class team. There was a 3<sup>rd</sup> candidate, but they didn't show enough interaction with the children as a result we asked this person to come back for a second day, but to date they have been unable to come in, Governors MG and HG joined the interviews via Teams.</p> <p><b>Challenge</b>            GS - Have you closed the door on this person?</p> <p>TT - They haven't been easy to get hold of.</p> <p>SML – They need to show passion in the school and position.</p>						

	<p><b>Challenge</b>  <b>PH – Should this person make contact now would you be interested in getting them back in?</b></p> <p>TT – That is hard question to answer, through safer recruitment we identify who is most suitable for the role, including reliability and want to engage, if the candidate showed this and was the right person for the job, we would of course consider them for the post.</p> <p>PH – This has to have some bearing on her appointment if she hasn't been forth coming with her availability.</p> <p>No further questions or concerns raised, all Governors approved the vacancies.</p>
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<b>AGENDA ITEM 947</b>	<b>Part 2 Agenda</b>
<b>Notes:</b>	Please see part 2 agenda

AGENDA ITEM	DATE OF NEXT MEETING/S			
<b>Discussion:</b>	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 <sup>th</sup> October 2021	14.00	4 <sup>th</sup> October 2021	MER 1 Feedback
	22 <sup>nd</sup> November 2021	17.00	15 <sup>th</sup> November 2021	Mid-Year Budget
	17 <sup>th</sup> January 2022	17.00	10 <sup>th</sup> January 2022	MER 2 Feedback
	28 <sup>th</sup> March 2022	17.00	21 <sup>st</sup> March 2022	MER 3 Feedback and Budget Ratification
	27 <sup>th</sup> June 2022	14.00	20 <sup>th</sup> June 2022	MER 4 and Summative Feedback for Year
	18 <sup>th</sup> July 2022	17.00	11 <sup>th</sup> 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?

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- 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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