

<b>PART 1 OF THE FULL GOVERNING BODY MEETING</b>	
<b>Agenda</b> <input type="checkbox"/>	
<b>Minutes</b> <input checked="" type="checkbox"/>	
<b>Date</b>	<b>21<sup>st</sup> November 2022 at 6.30pm</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 917</b>	<b>Welcome and Apologies for absence</b>		
<b>Notes</b>	<b>GOVERNOR</b>	<b>REASON</b>	<b>ACCEPTABLE</b>
	Sue Woollett	Resignation	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>GOVERNOR</b>	<b>ROLE</b>	<b>IN ATTENDANCE</b>
Suzanne Millership-Liddle	Chair	<input checked="" type="checkbox"/>
Trish Turner	Head Teacher	<input checked="" type="checkbox"/>
Chloe Lawrence	Staff Governor	<input checked="" type="checkbox"/>
Margaret Griffiths	LA Governor	<input checked="" type="checkbox"/>
Karen Gauntley	Co-opted Governor	<input checked="" type="checkbox"/>
Ellen Atkinson	Co-opted Governor	<input checked="" type="checkbox"/>
VACANCY	Parent Governor	<input type="checkbox"/>
Sue Woollett	Co-opted Governor	<input type="checkbox"/>
Kimberley Maycock	Clerk	<input checked="" type="checkbox"/>
Natalie Collins	School Business Manager	<input checked="" type="checkbox"/>

<b>AGENDA ITEM 918</b>	<b>Declaration of any pecuniary and/or personal interest to any agenda items</b>
<b>Notes</b>	None received

<b>AGENDA ITEM 919</b>	<b>Declarations of AOB</b>
<b>Notes</b>	<p>1. Sue Woollett – Resignation with immediate effect due to work commitments. Following email received by KM and SML: Hi Kim and Suzanne, I am really sorry but I need to resign from my governor position.  Taking on my new job this year has proved far more demanding than I anticipated.  I am happy to stay on as an enterprise advisor and keep in touch with Sophie about career opportunities.</p> <p>2. Traci Goode and Mica Coleman-Jones join the Governing body as co-opted governors</p>
<b>Discussion:</b>	SML – Sue unfortunately has taken on a new job recently and this has proven to be more of a challenge to manage as well as commitment to the governing body.

Minutes of the FGB meeting 21<sup>st</sup> Nov 2022  
Of Brackenfield School

Signed...

.... Date 23rd Jan 2023.

	<p>No questions raised all governors accepted Sue’s resignation and wished her will.</p> <p>SML – We have received a request from Traci Goode, Safeguarding Specialist to join the governing body she will bring with her a wealth of knowledge and experience</p> <p>TT – Mica Coleman-Jones worked at Brackenfield SEND School as a SEM teacher last year and was also a team teach tutor. Mica has a vast understanding of Teaching and Learning and will be an assist the governing body.</p> <p>No question raised all governors accepted co-opted both Mica and Traci to the Governing body, Governors roles and responsibilities to looked at during the next Governors meeting in January 2023</p>
--	--

<b>AGENDA ITEM 920</b>	<b>Part 1 Minutes from Full Governors meeting 17<sup>th</sup> October 2022</b>
<b>Notes:</b>	<a href="#">PART 1 Minutes - 17th Oct 2022.docx</a>
<b>Discussion:</b>	Signed as a true and accurate reflection of the meeting

<b>AGENDA ITEM 921</b>	<b>Governing Body update</b>
<b>Notes:</b>	<p>Welcome to Chloe Lawrence, Associate Assistant Head who joins the governing body as a staff Governor.</p> <p>2 parents have made contact with Suzanne about joining the Governing body, Suzanne to provide an update:            Parminder Kaur - <a href="mailto:primaltarun@gmail.com">primaltarun@gmail.com</a>            Gemma Edge - <a href="mailto:gemma_edge@sky.com">gemma_edge@sky.com</a></p>
<b>Discussion:</b>	<p>SML - Following on the governors meeting 17<sup>th</sup> Oct 2022 the staff governor role was opened up to a staff vote. As a result of this we are pleased to welcome to Chloe to the Governing body.</p> <p>SML – We have now received an expression of interest from 3 parents to join the governing body as a parent governor.</p> <p>SML to make contact with these and to join as a parent governor in the next meeting</p>

<b>AGENDA ITEM 922</b>	<b>Cleaning Contract</b>
<b>Notes:</b>	<p>Notice served to Vertas cleaning company to terminate services due to failing to perform services in line with the terms of the agreement. The contract should run to 31<sup>st</sup> March 2024, however due to a material breach in the contract they have accepted a proposed early end to cease from March 31<sup>st</sup> 2023.</p> <p>Alternative providers have been investigated; however, we propose to manage our own cleaning staff based on our requirements.</p>

	The 2 staff members currently employed by Vertas will TUPE over to DCC contracts (protection of employment regulations) and we will recruit additional staff members to the amount of hours required to clean the school to an acceptable level.
<b>Discussion:</b>	<p>NC – There have been issues across the board with the contrac, NC has had meetings with the area manager to try and resolve but the issues have been constant. One of the cleaners left and since January they have failed to recruit.</p> <p>Legal advice has been sort and a letter has been drawn up serving notice on the contract as they have failed to fore fill these obligations of the contract. Vertas have accepted the letter and we have served notice and as a result are looking at other contracts. The quotes we have received back are still more expensive than the vertas contract, so it makes sense to employ our own cleaners. We can more hrs of cleaning for the same price we currently pay.</p> <p><b>Challenge</b>  <b>MG - does this cover sickness?</b></p> <p>NC - the current Vertas contract doesn't cover sickness, we have to cover absences with our own staff. I am presently refusing to pay the full amount of the invoices.</p> <p>No further questions raised; all governors agreed Brackenfield terminate the contract with Vertas as of 31<sup>st</sup> March 2023.</p>

<b>AGENDA ITEM</b> <b>923</b>	<b>Policies for review</b>
<b>Notes:</b>	<p>The following policies are due for review:</p> <p><a href="#">Govs - Brackenfield School Accessibility Plan Nov 2022.pdf</a></p> <p><a href="#">Govs - Equality and Diversity Information and Objectives Policy.pdf</a></p> <p><a href="#">Govs - Uniform Policy TT Nov 2022.pdf</a></p> <p><a href="#">Govs Wellbeing and pastoral policy June 2022 SE.pdf</a></p> <p><a href="#">Govs Attendance Policy Sept 22 FR.pdf</a></p> <p><a href="#">Govs Safeguarding Child Protection Policy Sep 2022 MG.pdf</a></p>
<b>Discussion:</b>	<p>The following policies have been approved and signed by Governors: <a href="#">Govs - Uniform Policy TT Nov 2022.pdf</a>, <a href="#">Govs Wellbeing and pastoral policy June 2022 SE.pdf</a> And <a href="#">Govs Attendance Policy Sept 22 FR.pdf</a></p> <p><b>Challenge</b>  <b>EA – The Accessibility Plan talks about the Disability Discrimination Act 1955 throughout, I thought this was replaced with the Equality Act 2010 which is referenced in the Equality and Diversity information and objectives policy.</b>  <b>KM to contact Neathouse to update the policies as we no longer get these from Derbyshire County Council as you do not but into their HR.</b></p> <p><b>Challenge</b></p>

KG – The Safeguarding and Child Protection Policy has some names which aren't up to date and it mentioned that we Safeguarding issues are discussed as part of the Governors meetings.  
 TT this is the update from the KCSIE we can take this back to Mick. KM to discuss changes to be made with Mick Gayle, Head of Pastoral Care

AGENDA ITEM 924	Parent Voice feedback
<p><b>Notes:</b></p>	<p>We have received the 2 positive emails from parents that we would like to share with Governors            Hi Sophie,            I just wanted to send an email to thank you and all the hickory class for supporting O's successful transition. Throughout the past half term, we have been constantly updated with his progress and achievements through boop (I love this diary).</p> <p>Today we had parents evening and it was so lovely to speak to the staff and find out how well he has settled in and to see him in his classroom. His communication is coming on more than we could have dreamed of and he's now even using the communication boards which we have previously struggles with. O has not stopped smiling since starting Brackenfield and has been so much more settled in the evenings.</p> <p>A huge thanks to all the staff, particularly his class, for making him feel so welcome. You all are really amazing!!            Thank you,            SJ</p> <p><b>From:</b> RC  <b>Sent:</b> 03 November 2022 09:27  <b>To:</b> CL  <b>Subject:</b> MC.</p> <p>Good morning CL, sorry I missed your call yesterday and thank you so much for asking how we feel about how MC is settling in. We are really happy with everything and feel that over the last few weeks MC has really started to feel more settled and happy coming to school every day, most actually looking forward to the school day! We feel that he couldn't be in a better school for his needs and are really looking forward to seeing him achieve his personal goals and learn to the best of his ability. Having photos and messages daily of what MC has been doing has been absolutely amazing and we are so very grateful that he was given a placement at Brackenfield. Thank you again for everything!            M.</p>
<p><b>Discussion:</b></p>	<p>SML – This is great feedback about the school            TT we have had a website review from our schools advisor. The feedback we received was that the information was hard to locate but we are compliant. From an admin point of view the website is hard to edit and we don't have full control, we need to be able to add information.</p> <p>SML – I am working on this Experian; it would be wonderful if Brackenfield can show this.            TT – Absolutely            SML – I would like to be involved in this.            TT – There doesn't seem to be any software available for easy read, this would be helpful for parents.</p>

EA – There are companies, out there to convert policies into easy read documents and simplify the complexity of the language used.

AGENDA ITEM 925	Mid-year Budget review
Notes:	Please click here for the <a href="#">Governor Report 2022 Autumn terms 1 &amp; 2.pdf</a> , Natalie Collins, School business manager will join the meeting to review.
Discussion:	<p>NC - 4 year budget projection</p> <p>Estimated Yr end balance forecast was £401,426 at this point we are now forecasting a surplus of £186,664 which is £214,762 lower than anticipated but is mainly due to higher pay awards than expected.</p> <p>In line with the School Teachers' Review Body recommendations, an average increase of 5% has been applied to all pay and allowance ranges and advisory points from September 2022 (budgeted for only 2% increase Sept 2022). For September 2023, a 3% increase to all pay and allowance ranges and advisory points is included. The average increase in salaries for support staff is now estimated to be in the region of 8.7% from April 2022 (budgeted 2% increase from April 2022), and for April 2023 a 3% increase to all pay grades is included.</p> <p>Future balances indicated above show a deficit by the end of 2025-26. This assumes that no additional funding from the Government is made available to support the pay awards in 2022-23 which become embedded in the cost base.</p> <p><b>Challenge</b> SML – The difference in the figures from the budget meeting last week with Ruth? NC - Nothing has been confirmed at the moment. <b>Challenge</b> SML - The difference is quite a lot</p> <p>Payroll Costs</p> <ul style="list-style-type: none"> <li>• <b>Teachers salary costs and Teachers Arrears of Pay</b> - estimated to over spend by a combined £89,212 due to employing additional Teachers and the pay award of approximately <b>5% from September 2022 which was budgeted at 2%</b>. The unbudgeted element of the pay award alone has cost approximately £28,500.</li> <li>• <b>Support Staff salary costs</b> - estimated to over spend by £259,315, due to a combination of employing a significant number of additional Teaching Assistants, Ancillary and Administration staff during the year and the <b>pay award of £1,925 per full-time member of staff, backdated to April 2022, which is approximately 8.7% for an average Teaching Assistant which was budgeted at 2%</b>. The unbudgeted element of the pay award alone has cost approximately £108,000. Part of the over spend is due to a <b>'post budget' increase of 1.49%</b> applied to employer contributions to the LGPS for Support Staff from April 2022.</li> </ul> <p><b>Challenge</b> SML – Still not clear in my head – We had to fund this from our existing budget? TT – DCC have estimated a 5% SML - so this is included in the 5% we set. By 4 year we would be at -£119K, we have always agreed 10% in the reserve.</p>

Signed...

.... Date 23rd Jan 2023.

TT - That is correct but we have previous agreed to go down to 5% if needs be.

NC - This is assuming we won't get any additional funding from the government.

Challenge

SML – Moving forward we need to make sure we monitor more clearly.

MG – This is way things are going with the raise in the cost of living at the moment.

NC continued with her presentation

- The combined salary over spends are partially offset by additional estimated top up income totalling £152,747 within OLA Top UP, and High Needs Block Funding.
- Additionally £36,554 of Recovery Premium is held in a 'holding pot' Making Good Progress which could be used to offset staffing costs.

Premises Costs

- **Buildings - Minor improvements** - a budget of £990,000 was set comprising of £700,000 big build, £20,000 garages, £30,000 towards the Brack track, £40,000 car park, £50,000 internal improvements and £150,000 for the Kitchen. Works are on-going and £309,583 of the original budget remains available.

NC – We put aside £150k for the kitchen, the prices are coming back at £375K

SML - this was for inhouse catering

NC yes, we are still working with catering to improve this. We need to find a solution.

Challenge

SML – Out of the £309k what is the forecast spend?

NC – We have made other improvements around the school, the wall art, external painting, messy paly area, fences.

- **Buildings Maintenance & Improvement - Equipment** - a budget of £3,000 was set for the Caretaker to purchase tools and materials for minor internal repairs. He is completing lots of work and an over spend of £10,000 is now anticipated, assuming further costs of £3,104 the £10k is offset against Minor improvements budget code.
- **Gas and Electricity** – Saving on Gas due to boiler not working, estimated to have a combined over spend of £10,000 which assumes further costs of £19,147.

NC – Still waiting for this to pan out, the figures are a safety net as we have only just turned the boiler back on.

Service Costs

- **Furniture** - estimated to over spend by £5,000 due to under budgeting for items required for the new build premises. This assumes further expenditure committed of £11,061.

NC – We had planned to spend £30k, this was under budgeted due to the amount of equipment required.

- **Computer Software and hardware** - Some ICT hardware items purchased will be transferred to Devolved Formula Capital, however, the original budgets of £26,000 and £22,000 respectively will be spent in full.

NC - Planned to use the DFC money, but we haven't coded it to this yet, looking to do this moving forward.

- **Catering Fee (313150)** - estimated to over spend by £24,873 following a recalculation of charges by the LA, who appear to have under charged for the last three years

This is due to them under charging is for a few years

#### Income

- **Government Grants Specific** (recovery premium)-Budget £9318 income totalling £62,428 is now anticipated, a surplus of £53,110. Recovery Premium and SLT holding pots have been increased accordingly, an unbudgeted vaccination income of £1,046 has been received.
- **Disadvantage Subsidy – (School-Led Tutoring (SLT) holding pot).** As the school are not participating in this scheme the DfE will claw back the 2021/22 academic year funding received. All 2022/23 income is budgeted to be clawed back by the DfE in 2023-24.
- **Making Good Progress (Recovery premium holding pot)** of £7,630 was set comprising of estimated income of £5,220 plus £8,410 carried forward from last year. Additional income of £28,942 for the 2021/22 and 2022/23 academic years is now anticipated, therefore the 'holding pot' is increased, resulting in £36,554 available to spend.
- **Contributions** - Total income is estimated at £7,430 comprising of £4,075 from the sale of the old mini-bus, along with £3,355 of student income.
- **OLA Top Ups and High Needs Block Funding** - combined surplus income of £152,747 is anticipated, based on place funding of £10,000 for every pupil.

#### Ring fenced funding

- **Devolved Formula Capital DFC** - £26,168 to be spent on IT equipment
- **Pupil Premium** - £79,680 –(PP holding pot in Pupil Education ). Current expenditure totals £42,223 and income is now estimated to be £3,325 less than budgeted, leaving £34,132 available
- **Primary sports funding-** (Sports holding pot in Non IT curriculum) £12,306 was budgeted, estimated income of £16,537 plus £11,769 carried forward from last year, allocated £22,000 for brack track

#### Project expenditure plan 22/23

- Boiler £27,000 – Completed
- Minibus £31,500 – Purchased
- Showers & Toilets refurbishments £55k (Joint Match Funding £15k LY) – Split into 2 projects – Therapy room and showers.

This will be in the next six week holiday

- Big build extension £770 k (LY) – Retention fee outstanding after snagging completed
- Garages £20k - £10k including demolition
- Cycle brack track extension £30k (22k sports premium, £8k PSF) – Completed
- Kitchen £150k – Feasibility survey completed, estimates cost +£375k
- Car park £40k – Wall art, paint exterior building – There is still some monies left in this pot
- Internal improvements £50k

#### AOB

- Joint match Funding – Drains gone to quote – These are collapsing, DCC giving us a quote for this.

TT These are the same drains from the 1950's, very shallow.

	<ul style="list-style-type: none"> <li>Cleaners contract – served notice to Vertas end 31<sup>st</sup> March, legal advice to exit contract 1 year early.</li> <li>Received quotes from other companies- employ in house cleaners, TUPE current staff over, employ 2 more staff to cover growth in school.</li> </ul> <p>MG – Lots of activity.          SML – Over the last couple of years, the budget is getting easier to understand and manage. Thanks to Ruth and Brackenfield staff. Are there any risks?          NC – No, I have been very caution and meeting with Ruth helps us keep on track. The only risk is the increase in staff wages, everything else is on track</p>
--	---

<b>AGENDA ITEM 926</b>	<b>Part 2 agenda</b>
	<b>Please see part 2 agenda</b>

AGENDA ITEM	DATE OF NEXT MEETING/S			
<b>Discussion:</b>	Date of meeting	Time	Date papers will be circulated	Focus
	18 <sup>th</sup> July 2022	17.00	11 <sup>th</sup> July 2022	Setting SIP-SEF 2022-2023
	10 <sup>th</sup> October 2022	14.00	3 <sup>rd</sup> October 2022	MER 1 Feedback
	21 <sup>st</sup> November 2022	17.00	14 <sup>th</sup> November 2022	Mid-Year Budget
	23 <sup>rd</sup> January 2023	17.00	16 <sup>th</sup> January 2023	MER 2 Feedback
	27 <sup>th</sup> March 2023	17.00	20 <sup>th</sup> March 2023	MER 3 Feedback and Budget Ratification
	26 <sup>th</sup> June 2023	14.00	19 <sup>th</sup> June 2023	MER 4 and Summative Feedback for Year
	17 <sup>th</sup> July 2023	17.00	10 <sup>th</sup> 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?

A handwritten signature in blue ink, appearing to be "S. J. T.", is written over the "Signed..." text.