

<b>PART 1 OF THE FULL GOVERNING BODY MEETING</b>	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
<b>Date</b>	<b>28th March 2022 - MER 3 Feedback and Budget Ratification</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> 974	<b>Welcome and Apologies for absence</b>		
<b>Notes</b>	<b>GOVERNOR</b>	<b>REASON</b>	<b>ACCEPTABLE</b>
	James Corden	Work meeting	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Kimberley Hamblett	Child Care	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 checked="" type="checkbox"/>
Howard Griffiths	Co-opted Governor	<input checked="" type="checkbox"/>
James Corden	Co-opted Governor	<input type="checkbox"/>
Kimberley Hamblett	Parent Governor	<input type="checkbox"/>
Sue Wollett	Co-opted Governor	<input checked="" type="checkbox"/>
Kimberley Maycock	Clerk	<input checked="" type="checkbox"/>

<b>AGENDA ITEM</b> 875	<b>Declaration of any pecuniary and/or personal interest to any agenda items</b>
<b>Discussion:</b>	None

<b>AGENDA ITEM</b> 876	<b>Declarations of AOB</b>
<b>Notes</b>	<p>Dave Doohan, ICT Manager seeks governor approval to scrap a staff iPad: Had a staff iPad damaged and the repair bill means it is not economical to repair it so we will need to scrap.</p> <p>TAiPad31 = Serial Number DMPD6AYMMF3N – 7<sup>th</sup> Generation White iPad</p> <p>iPad repair cost: LCD Screen £179 + VAT Digitiser £141 + VAT</p>

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	<p>Total: £320 + VAT</p> <p>New iPad cost: £250 + VAT</p> <p>TT – Confidential matter which involves the governors and the budget – KM and LT to leave the meeting to discuss later.</p> <p>TT - White paper published this morning by the Government</p>
<b>Discussion:</b>	<p>Scrapping of staff iPad</p> <p>No objections raised; all governors approved the scrapping of the staff iPad: TAIpad31 = Serial Number DMPD6AYMMF3N – 7<sup>th</sup> Generation White iPad</p> <p>White Paper:</p> <p>TT – The Government have made it mandatory to increase the school day length 32.5 hrs per week. This is a massive change for us as a school which hasn't been budgeted for. The Government have also pledged that by 2030 all schools should join a multi academy trust or form one themselves. TT has invited a member of the Sure trust – Phil Harrison to next governors meeting to inform governors or the benefits and down falls of the academies</p> <p>SML – I sit on the trust board a Greenwood which has over 30 school so under the pressures of academisation.</p> <p>TT central services have seen a real depletion</p> <p>HG – LA are being crimped at the moment, it what's best for the children and the staff</p>

<b>AGENDA ITEM</b> 877	<b>Part 1 Minutes from Full Governors meeting 17<sup>th</sup> January 2022</b>
<b>Notes:</b>	<a href="#">PART 1 Minutes - 17th Jan 2022.docx</a>
<b>Discussion:</b>	Signed as a true and accurate record of the meeting

<b>AGENDA ITEM</b> 878	<b>Governor training and Newsletter</b>
<b>Notes:</b>	<p><b>Governor Feedback Survey:</b> Following on from an email sent on the 27<sup>th</sup> January 2022 there has only been one response received on the Microsoft Form to gather Governor's feedback on your role as a Governor at Brackenfield SEND school. The clerk to Governors will be sending this out twice a year and will review your responses during Governor's meetings. Please could you complete the link here: <a href="https://forms.office.com/r/qH6N4kzJmg">https://forms.office.com/r/qH6N4kzJmg</a> prior to the next Governors meeting on the 28<sup>th</sup> March 2022.</p> <p><b>GDPR Training:</b> Following on from an email sent on the 23<sup>rd</sup> of February 2022 please could Governors confirm if they are able to attend Mandatory GDPR Training for All Staff/Governors for the 25<sup>th</sup> of April 2022. This will be delivered through Microsoft Teams from 4pm till 6pm. If you have already completed training within the last 12 months either through School as part of your Governors duties</p>

or through your place of work, please could you send Kim confirmation of your certificate for our records.

**Governor Visits to school** – Following on from an email sent to Governors on the 23<sup>rd</sup> of February 2022 the Clerk to Governors would like to get Governors booked in to visit school each MER to meet with the Senior Leadership Team in your key allocated area and to give you a chance to have a look around the school and meet the staff and students. As discussed during governor’s meetings below is a list of the key areas and who is allocated to each. Following your visit, I will send a feedback form for you complete allowing you to update all governors with what you have seen, discussed and learnt from your visit as well as any actions to be taken.

Below is a list of Key dates for the upcoming MER windows and if possible I would like to arrange a meeting for each of you at some point during each MER window to come into school. As a result, please could you send Kim a few dates during each MER window where you would be available to come into school and I will arrange with relevant member of the Senior Leadership Team. If you are unable to come into school, I can arrange a Teams meeting at a time to suit you and your work commitments.

MER 4 - 14<sup>th</sup> March to 10<sup>th</sup> June 2022

MER 1 – 13<sup>th</sup> June to 23<sup>rd</sup> Sept 2022 (summer holidays 22<sup>nd</sup> July to 5<sup>th</sup> Sept)

MER 2 – 26<sup>th</sup> Sept to 9<sup>th</sup> Dec 2022

MER 2 – 12<sup>th</sup> Dec to 10<sup>th</sup> March 2022

MER 3 – 13<sup>th</sup> March to 9<sup>th</sup> June 2022

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	Currently Vacant - Ellen Atkinson (if she joins)
	Trish/Kim	Governor training	Margaret Griffiths
	Trish	Leadership and Management	Suzanne Millership Liddle
	Natalie	Building's Projects	Kimberley Hamblett

[Please click here](#) to view the Governor newsletter - Spring 2022 also shared via email on the 27<sup>th</sup> Jan 2022

**Discussion:** SML – Reminded Governors to complete Governor feedback form and advise KM if they can attend the GDPR training.

SML – Due to an increase in COVID cases within the school Governors are to contact KM to arrange Teams meetings with staff until the COVID situation settles in school.

AGENDA ITEM 879	Recruitment				
<b>Notes:</b>	Post	Start date	Team	Rationale	Grade
	Caretaker	July/ Sept 2022	Premises	Due to expansion of the building and coverage required for cleaning and general maintenance/ upkeep of the building and premises	TBC (expected grade 4)
	4 LSAs	June/ Sept 2022 (currently at advert)	Teaching and Learning	3 new classes and 2 additional LSAs to provide cover for 'job coaching' in post 16 class	5
	5 STLAs	Sept 2022	Teaching and Learning		8
	3 Teachers	Sept 2022	Teaching and Learning		UPS+SEN1
	2 Pathway Leads	Sept 2022	Teaching and Learning	Due to promotion of internal candidates to other positions, middle leader positions are now available	UPS+TLR+SEN1

	Employment Coordinator	July 2022	Teaching and Learning	The PFA Coach job description/ person spec has changed due to transition to new post to support supported employment study programmes	TBC (expected grade 9)
	Pastoral Support Assistant	Sept 2022	Pastoral Team	admin, attendance and early help 1 signposting for all families due to school expansion	TBC (expected grade 6)
	Communication Lead Practitioner	June 2022	Teaching and Learning	Due to the expansion of the school and curriculum development, a communication lead is required to work across both informal and semi-formal curriculum approaches to improve and embed communication approaches – this will extend to support for families for lifelong impact	Lead Practitioner Scale 1-4
<b>Discussion:</b>	<p>TT – The current vacancies are due to the expansion in the school, the PWL are to replace staff who have been promoted and the Communication Lead practitioner role has come about following meetings with Mark Emly to support the staff and parent/carers of the children.</p> <p><b>Challenge</b>  <b>SML – These are all included in the Budget report?</b></p> <p><b>TT – yes, these have all been included in the 2022-2023 budget.</b></p> <p>No concerns raised all Governors approved the additional job roles within the school to support the children and staff.</p>				

<b>AGENDA ITEM</b> 880	<b>Headteachers Report and Policies</b>
<b>Notes:</b>	Please click here to view the <a href="#">SIP SEF 2021-2022 MER 3 Feedback</a>

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<p>We are required to inform Governors that the school debit card has been added to the EMSTH website to allow us to renew the subscription, Dave Doohan ICT manger has removed the Allow Auto Renew function to allow us to be complaint with policies and procedures</p> <p>The following Policies have been updated:</p>		
<b>Handbook</b>	<b>Whole Handbook to review</b>	<b>Individual Policies to review- please list</b>
Children's Services Handbook <a href="#">Pastoral Handbook</a>		Spilt into pastoral (finished) / healthcare team (draft) Mental health policy (SE)
<a href="#">Health and Safety Handbook</a>	x	Handbook completed (NC) Menopause Policy (SE)
<b>Discussion:</b>	No concerns raised from the Headteacher report or Handbooks all Governors approved the Headteachers report and Handbooks	

<b>AGENDA ITEM 881</b>	<b>Finance</b>
<b>Discussion:</b>	<p>The following financial approvals have been sent out via Microsoft forms</p> <p><b>Brackenfield Cycle track – sent out via Microsoft form 8<sup>th</sup> March 2022</b>  <a href="#">Please click here</a> for a Purchase Order and plans for the extension of the cycle brack track which requires governor's approval. The total quote has come back at £29,500.00; this is something that the school have wanted to extend in addition to the small track we already have in place, this will allow the children even more space to improve their cycling skills. We have done some fundraising and intend to use some of this money raised to pay for out of school funds £5k and the remaining amount of £24,500.00 to come from the budget in the next financial year.</p> <p><b>6 responses where received, approving the quote from Playground Projects to extend the Brack Track at a cost of £29,500 with £5000 coming from the school fund</b></p> <p><b>Boiler - sent out via Microsoft form 15<sup>th</sup> February 2022</b>          We wish to seek approval for the replacement of the boiler at Brackenfield; on the latest Derbyshire County Council (DCC) inspection they condemned the boiler and took out of action.</p> <p>We have explored different options to find best value for money and looked at heating the school via alternative methods and quoted to replace with additional air conditioning units as the current boiler size is not required, however the attached quote from DCC is for a smaller boiler and serves the requirements of the school. Total amount <b>£27,057.17</b> however this may be reduced as quote for the external gas pipework has come in at between £5,000 and £10,000, the total amount has been estimated at worst case scenario.</p> <p><b>4 responses where received, approving the quote of £27,057.17 for the replacement of the boiler at Brackenfield</b></p> <p><b>School Minibus - sent out via Microsoft form 17<sup>th</sup> March 2022</b></p>

	<p>On the 15<sup>th</sup> Feb 2022 I shared a form with you for approval to purchase a school mini bus at a cost of £25,395 +VAT. Unfortunately upon inspection we were advised against purchasing and have found the current demand for a used minibus is extremely high and has proved very difficult to find an appropriate match for our needs, we have managed to find one however it is more expensive than previously stated so we seek approval to increase the amount to <b>£31,495+Vat</b>, we have had this inspected and paid £500 refundable deposit to hold.</p> <p><b>6 responses where received, approving the purchase of a new Mini bus at £31,495+Vat</b></p> <p><b>Budget Setting 2022-2023</b> Please <a href="#">click here</a> to view a Budget overview prepared by Natalie Collins, School Business Manager</p> <p>Please click here to view the <a href="#">Annex 1</a> and <a href="#">Budget Monitoring spreadsheet</a></p> <p><a href="#">Revised Annex 1 24<sup>th</sup> March 2022</a></p> <p>Please click here to view the <a href="#">SFVS 2021-2022</a></p>
<p><b>Discussion:</b></p>	<p>SML- attended the budget meeting on behalf of the governing body with NC, TT, the senior team and Patch officer NC ran through the Budget Overview <a href="#">found here</a></p> <p><b>Challenge/information sharing from visit</b> <b>SML – We have built the budget at worst case scenario</b></p> <p>NC – Yes, we are putting in planning permission to replace garages and whilst the quote for the Kitchen has come back at £375k from DCC we are looking into getting additional quotes and support. The £50K for internal improvements is due to staff not being able to access rooms off the hall with training running for the EMSTH but we need to get a structural engineer in for plans to be drawn up and we have been granted Joint match funding for the Showers of £15k We have been guided by DCC around the increase costs for Gas &amp; Electricity along with the increased size due to the school developments. The building and maintenance budget has increase to support the build up the new premises managers tools as well as the Learning resources budget due to pupil numbers and learning resources for the children</p> <p>The Minibus has been checked over by DCC so should be with us shortly, Wilsthope have been a great help loaning us their minibus for free</p> <p>Computer hardware again increased due to pupil numbers and staffing</p> <p>Boiler is still ongoing; this may increase due to pipe works needing to be replaced</p> <p><b>Challenge</b></p>

	<p>HG – Storage units, these are not attractive to look at, will these be going back in the same place on school?          NC - Yes, we are looking at metal containers, but we have to apply for planning permission. We were given a £5k grant for PE equipment which we need to store somewhere.</p> <p>HG – You should get more storage in a modern unit</p> <p>NC – The new units will include a workshop for the new premises manager</p> <p>TT – The new premises manager is a qualified plumber and electrician but we need to increase his tools to enable him to carry out the works.</p> <p><b>Challenge</b>          SML – We have budgeted worst case; do you see any risks to the reverse?</p> <p>NC- No, we have planned everything worst case to support the school.</p> <p><b>Challenge</b>          SW – Has the cost of all the supplies been factored in with the increased bills?</p> <p>NC – Gas is the only concern, but we have a contingency of £30k for this work, we have been in contact with Western Power due to the increase in size of the school, but again this has been factored in the contingency plan. The bricks were ordered ahead of the increase in costs of supplies.</p> <p>TT – DCC were very strict on the roof that we fitted which was supplied by one supplier which we have negotiated a price for.</p> <p>SML – It is great to see the school investing into the student.</p> <p>No further questions raised all governors approved the budget documents for 2022-2023</p>
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<b>AGENDA ITEM</b> 882	<b>Part 2 Agenda</b>
<b>Discussion:</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
	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
	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

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	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?

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