



PART 1 OF THE FULL GOVERNING BODY MEETING	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
Date	11th January 2021
Venue	Brackenfield School; TEAMS

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

AGENDA ITEM 910	Welcome and Apologies for absence
Notes	All governors present

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"/>
Glyn Stenson	Co-opted Governor	<input checked="" type="checkbox"/>
Kimberley Hamblett	Parent Governor	<input checked="" type="checkbox"/>
Pamela Holder	Parent Governor	<input checked="" type="checkbox"/>
Kimberley Maycock	Clerk	<input checked="" type="checkbox"/>

AGENDA ITEM 911	Declarations of AOB
Discussion:	None received

AGENDA ITEM 912	Part 1 Minutes from Full Governors meeting 23rd November 2020
Notes:	Part 1 Minutes 23rd November 2020
Discussion:	Part 1 Minutes from 23 rd November 2020 signed as a true reflection

AGENDA ITEM 913	Governor Resignation
Notes:	<p>After a number of years Racheal De Angelis has handed in her resignation in her role as a Governor at Brackenfield SEND School.</p> <p>Roles to be covered following resignation:</p> <ol style="list-style-type: none"> 1. Vice Chair 2. HT Performance management alongside GS and HG 3. Complaints and grievances panel alongside KH and HG 4. Exclusions alongside LTH and SML



	5. Leadership and Management alongside TT
Discussion:	<p>SML – Resignation is with immediate effect due to personal circumstances meaning Racheal is unable to commit fully in her role as a Governor. As a result, there are number of roles requiring filling:</p> <ol style="list-style-type: none"> 1. Vice Chair – GS, to take this role following nomination from HG. GS happy to fill the role but would struggle to take the role of chair on a regular basis due to being the chair of Governors for another school. 2. HT Performance management alongside GS and HG – PH to take this role. SML offered but unable to as CoG’s in the event of an appeal from TT. 3. Complaints and grievances panel alongside KH and HG - MG 4. Exclusions alongside LTH and SML - KH 5. Leadership and Management alongside TT – SML <p>KM emailed Governor support 4th January 2021 to check numbers required to remain quorate due to Racheal’s resignation. KM to follow this up as there has been no response to date.</p>

AGENDA ITEM 914	Governor Training and Governing Board Newsletter
Notes	<p>Please click HERE to view Governing board training and development virtual programme - Spring term 2021. Please email Kim if you would like a place booking.</p> <p>Please click HERE to view the Governing Board Newsletter - December 2020</p> <p>Following on from email sent by Kim on 2nd December 2020 in relation to new safeguarding course for Governors, are there anymore other governors able to attend - This course comprises of a series of 4 sessions on safeguarding governance running through leadership, policy, the relationship with the DSL, governance and visits to your setting. The course is suitable for chairs of governors, the safeguarding governor and deputies and runs on the 12th, 19th, 26th April & 10th May 2021. All sessions are 4:30pm-6:30pm.</p> <p>Please click HERE for the virtual safeguarding training for school governors which is planned for the 24th March 2021, 5 till 7pm which all Governors need to attend. –</p> <p>I can confirm that all Governors have completed the annual GDPR refresher training, this will be due for renewal September/November 2021.</p>
Discussion:	<p>SML - Would like to be booked on: Exclusion and Preparing Ofsted.</p> <p>KH - Recommended the Monitoring and evaluation course as this covers lots of areas.</p> <p>Safeguarding training on the 24th March to be completed by HG, MG and PH – KM to book. GS has completed this as part of his role of CoG in another school and KH is completing the 4-day DSL safeguarding course.</p>

AGENDA ITEM 915	Governor feedback from visits
Notes:	Kimberley Hamblett - Governor feedback - Virtual Health and wellbeing staff meeting 25122020
Discussion:	<p>KH – This was a Virtual H&W training for all staff and I found it a really useful session for staff.</p> <p>Challenge HG – I wonder if a governor observing would make staff feel uneasy but felt this was useful for staff, helping them deal with situations.</p> <p>Challenge KH – The feedback from staff was really positive.</p> <p>Challenge PH – Is this something that will carry on for staff?</p> <p>Challenge TT – This is written into a policy but actually doesn't exist. We reached out to the Educational Psychologist to support the staff, we are looking to develop bespoke training to support staff.</p> <p>LTH – This showed how staff support each other in school.</p>

AGENDA ITEM 916	Headteachers report and Handbook/Policies to be reviewed																																		
Notes:	<p>MER 2 SIP-SEF</p> <p>Please use the following LINK to view Mark Emly's QDD report - 1a. Initial Remote Visit Template – Brackenfield</p> <p>Please use the following LINK to view information relating to Pre-Publication Consultation on Proposal for Change in Age Range Brackenfield SEND School which was shared with you via email on 15th December 2020.</p>																																		
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	Relationships Curriculum Teaching Learning and Outcomes Intensive Interaction Guide RSE			
Discussion:	<p>SML - Mark Emly report, this was a remote visit via teams with TT and SML – Really positive report. No questions raised from the report.</p> <p>SML - Pre-Publication Consultation on Proposal for Change in Age Range Brackenfield SEND School meeting will be held Wednesday 13th Jan 2021 - Governors to email KM if they want an invite. No governors came forward with any objections.</p> <p>Challenge GS – When are the policies due to be reviewed? TT – Internal policies are reviewed annually and brought to Governors when there is a change. The COVID Policies are reviewed when there is a change in the Governors guidance.</p> <p>All policies and handbooks agreed and signed off with no amendments.</p>			

AGENDA ITEM 917	Finance
Notes:	<p>Please click HERE to view Brackenfield SEND school – 2021 Sprint Terms 3 & 4 Governor Report</p> <p>Virement from 190000 (unallocated funds) – to 140060 (building maintenance and improvement of £10304. This is the amount that was budgeted for swimming which has not happened and saved the budget £4200 on staffing costs and £6104 on swimming lessons. Totalling £10304. This money is going to be used to create storage spaces for the iPads and laptops which will increase the space in the PPA room for teachers; fit a path in small forest area; install a clamber stack climbing frame and part payment of a swing. The remaining money for the swing is budgeted for in Sports Premium and Teaching and Learning. As this money has not been spent on swimming the budget set at the start of the financial year will not show an overspend.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>Virement from 190000 (unallocated funds) – to 140060 (building maintenance and improvement of £28000. We have had 5 pupils placed at Brackenfield for January 1st starts in the last 2 weeks of the Autumn Term. This totals an additional £104,250.62 of funding per financial year. This influx of pupils</p>

	<p>has meant that require another classroom as soon as possible. We have sourced a classroom that meets the requirements for a total of £20,000. There will be additional costs for foundations, sewage works, utilities hook up etc as well as planning permission. This building will serve as another classroom and when the new build is completed this will then become the workshop which means the animal unit can be removed.</p>
<p>Discussion:</p>	<p>Playground equipment: Challenge GS – From a H&S point of view how can we make sure these are safe for the children? TT – The Equipment comes from a company which have been H&S certified and DCC approved. We have worked with the Occupational Therapist to ensure these are appropriate for the child.</p> <p>Governors approved a Virement from 190000 (unallocated funds) – to 140060 (building maintenance and improvement of £10304.</p> <p>New Classroom: TT – Before Christmas, the Local Authority placed 5 pupils at Brackenfield for January 1st starts following tribunals. This totals an additional £104,250.62 of funding per financial year. This influx of pupils has meant that we require another classroom as soon as possible. We have sourced a classroom that meets the requirements for a total of £20,000. Challenge SML – Will there be any additional staffing required with the new children?</p> <p>TT- Yes and additional teacher and Grade 8 STLA</p> <p>Challenge SML – The £20,000 doesn't include foundations, sewage works, or utilities hook up?</p> <p>TT – No, this will be an additional £20,000, we can take this from the buildings and maintenance budget.</p> <p>Challenge HG – We discussed during Headteachers performance about TT taking up a Project management course, has this been booked? Would it be useful for Premises manager?</p> <p>KM – TT is booked to attend a 2 day course on the 4th and 5th February 2021.</p> <p>KH – When I met with the architect and Darren the architect offered the service for Project management, but Darren said they didn't need this as he was going to project manage.</p> <p>HG - TT should complete the training and report back to Governors if suitable for Darren.</p> <p>GS – It doesn't sit easy with me for Darren to complete training that Trish has been set a key objective target, I feel that Darren should complete a different course.</p> <p>TT – It is unlikely that Darren would Project manage a project in school. Darren doesn't project manage the workers we have at school; I oversee all the works completed within the school. I would like to complete the course and match this up with his Job Description.</p> <p>Challenge/feedback from gov visit</p>

	<p>GS – I have met with Darren, and he tells me that he does a lot of the work around school i.e replace windows. We need to make sure that he has the skills to complete this.</p> <p>Governors approved a Virement from 190000 (unallocated funds) – to 140060 (building maintenance and improvement of £28000.</p>
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AGENDA ITEM 918	Current Vacancies
Notes:	<p>Grade 5 Learning Support Assistant LRS has been funded for 1:1 staffing – 1 position is to provide this staff member.</p> <p>SB has gone to Derbyshire County Council panel for 1:1 staffing – we are hopeful of a positive outcome of this. If successful at panel we will also recruit for this position.</p> <p>There has also been additional funding for KG of £13903.59 for the period Jan – September to support with staffing. A person will be recruited on a short-term contract for this position.</p> <p>Grade 8 STLA: We have had 5 pupils placed at Brackenfield for January 1st starts in the last 2 weeks of the Autumn Term. This totals an additional £104,250.62 of funding per financial year. This influx of pupils has meant we need to increase the number of classes we have to 13 and therefore require staffing to support this.</p> <p>Mid-day Supervisor: Vacancy due to MDS being successful candidate for the receptionist post.</p>
Discussion:	<p>TT - All adverts are still pending.</p> <p>All Governors approved the vacancies</p>

AGENDA ITEM 919	Please see Part 2 Agenda
Discussion:	Please see Part 2 File

DATE OF NEXT MEETING/S				
Discussion:	Date of meeting	Time	Date papers will be circulated	Focus
	29 th June 2020	14.00	22 nd June 2020	MER 4/summative year feedback
	13 th July 2020	17.00	6 th July 2020	Setting SIP/SEF 2020/21
	12 th October 2020	14.00	5 th October 2020	MER 1 Feedback
	23 rd November 2020	17.00	16 th November 2020	Mid Year Budget
	11 th January 2021	17.00	4 th January 2021	MER 2 Feedback
	29 th March 2021	17.00	22 nd March 2021	MER 3 Feedback and Budget Ratification
	28 th June 2021	14.00	21 st June 2021	MER 4 and Summative Feedback for Year
	19 th July 2021	17.00	12 th July 2021	Setting SIP-SEF 2021-2022



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?