

PART 1 OF THE FULL GOVERNING BODY MEETING	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
Date	28th June 2021
Venue	Microsoft Teams

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

AGENDA ITEM 933	Welcome and Apologies for absence		
Notes	GOVERNOR	REASON	ACCEPTABLE
	Leigh Thomas	Staffing issues within school	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 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 934	Declarations of AOB
Notes	None

AGENDA ITEM 935	Part 1 Minutes from Full Governors meeting 29th March 2021
Notes:	PART 1 Minutes - 29th March 2021.docx
Discussion:	Part 1 minutes from 29 th March 2021 signed as a true and accurate reflection.

AGENDA ITEM 936	Current Vacancies
Notes:	Current Adverts

Minutes of the FGB meeting 28th June 2021
Of Brackenfield School

Signed..... Date.....19th July 2021.....

	Start date	Role	Notes
	1 st September	2 Midday Supervisors	Interviews Thursday 24 th June
	1 st September 2021	New STLA for 14 th class STLA (maternity cover)	Grade 8- 39 weeks a year; fixed term till Sept 2022; interview Friday 25 th June
	1 st September 2021	New floating LSA for therapy cover	Floating LSA 39 weeks a year; fixed term; grade 5; 37 hours a week (part funded by PP+)
	1 st September 2021	New LSA for Communicate class	
	13 th September 2021	Head of Pastoral Care starts – Grade 9; 40 weeks a year; 37 hours a week	Advert to be put out
Discussion:	<p>TT - The vacancies are a result of leavers and increase in numbers. The Head of Pastoral Care is Carli's position however this may not be required should Carli not get her bursary for her 2nd years training. We will know more in September/October time.</p> <p>No Questions raised; all vacancies approved by Governors.</p>		

AGENDA ITEM 937	Finance
Notes:	<p>Please click here to view the Governors Finance report for summer terms 5 and 6.</p> <p>Please click here to view the Coronavirus (COVID-19) free school meals additional costs claim form - AF326126661</p> <p>The 2 virements and agreed change to the Annex 1 budget code 222050 have been approved by Governors via Microsoft Office forms and recorded as minute number 932 from 28th May 2021.</p> <p>Virement 1 - When the budget was split on SAP there is an input error. A budget of £220,000 has been allocated to Computer Hardware (145500) which should have been £20,000. To correct we are require to complete a virement as follows using the minute number 930 (as it is just correcting an error) Code 145500 – (minus) £198,000, Code 190000 + (plus) £198,000</p> <p>Virement 2 - A Virement of £26,117 from 190000 unallocated funds from 2020 – 21 to 120040 Premises Repairs and Maintenance for the module building. The virement would be: Code 190000 – (minus) £26,117 from unallocated funds and Code 120040 + (plus) £26,117 to Premises Repairs and Maintenance</p> <p>Annex 1 - Approval to increase the income code 222050 from £816,713 to £1,057,225. Previously we requested the increase needed to be £816,713 however this did not include the Spring invoices of £240,512 which have now been issued.</p>
Discussion:	Finance Report –

TT - When we set the budget, we also looked at worst case scenario. These figures are based on pupils' number of 112 including the 82 brought places. I can confirm that we have 133 confirmed for Sept 2021, the addition 21 children placed come with a placement fee.

With the Predicted figures for the new build the budget will still have a healthy £214,931 carry forward which is 26%. SE will be presenting a plan to Natalie (SBM) and the patch officer due to some staffing issues we have with some of the children where we require additional staff.

Coronavirus (COVID-19) free school meals additional costs claim for £475 – No questions raised all Governors Agreed the £475 claim form.

The 2 virements and agreed change to the Annex 1 budget code 222050 have been approved by Governors via Microsoft Office forms and recorded as minute number **932** from 28th May 2021.

No further question

AGENDA ITEM 938	Headteachers report and Policies												
Notes:	<p>Please use this link to access the SIP- SEF- SDP- MER 4 20-21 along with the Headteachers report</p> <p>External QDD Feedback: Peter Imray Report Mark Emly: EYFS Deep Dive Forest Schools Deep Dive PE Deep Dive Literacy Deep Dive Numeracy Deep Dive Life Skills Seep Dive</p> <table border="1" data-bbox="295 1601 1281 1798"> <thead> <tr> <th>Policy</th> <th>Policies/Processes Included</th> <th>Agreed</th> <th>Signed</th> </tr> </thead> <tbody> <tr> <td>Fire evacuation plan June 2021</td> <td>Updated with new classroom numbers and names – No Concerns and questions.</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>ICT Strategy June 2021</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Policy	Policies/Processes Included	Agreed	Signed	Fire evacuation plan June 2021	Updated with new classroom numbers and names – No Concerns and questions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ICT Strategy June 2021		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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ICT Strategy June 2021		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Discussion:	<p>SML thanked TT for glossary of terms within the HT report. Challenge</p>												

SML - Impact table for the staffing, there are a number of satisfactory are you happy with this or are there areas where you would like to prioritise?

TT - Yes and No this table looks at the linear progress, when a child reaches the age limit in learning it is difficult improve this. Life skills of some elements are also important, it is about teaching the children the skills required to succeed in life. Looking at what is relevant for each child is difficult to plan in, each child's needs are different.

Maths – we have seen an impact since COVID and home learning, the focus hasn't always been on the Curriculum but engaging the children

Challenge

SML – Staff Voice, MER 3 to MER 4 there has been a decrease in figures.

TT – We address issues with staff either individually or as part of a group. MER2 and MER 3 had a heavy workload due to COVID, there was a time when we had to close the school within 24 hrs. The negative figures are staying the same, for 2021-2022 we are going to send out specific questions.

SML – Do governors have any questions around the SIP?

No further questions raised from the governing body.

TT – Issues with staffing, namely Helen Diggle and the change in her roll. We are going ahead with a pilot of the Post 16 provision with the support of Paula Williams the head of Childrens services. We have 3 post 16 placements for Sept 2021, the 3-year plan which we have yet to ratify, whilst we are in the interim change, we will require an additional STLA to support Helen Diggle in this work. When we interviewed last week for found a strong candidate for this role.

From Sept 2021 we will have 60 children who require intermate care, as a result we are looking to cost in additional HPCA to support the class teams. We aim to get this information to you by the next governors.

Positive response following the school dog consultation, Vets for pets are donating a puppy health care checks for the dog who will be joining the school 6th July.

Challenge

GS - Is there a Puppy training plan in place for the puppy?

TT Yes, the puppy will attend a puppy school of a suitable nature to be a school dog at the age of 9months- 1year, all being well, he will undertake PAT training. He will be a 'School Pet Dog' not a therapy dog in the first instance and it is our intention that he will take a greater role in school as he matures.

GS - Have you got insurance for puppy?

TT – Yes but will have to confirm the company name for governors.

PH - What prompted the vets to donate the plan to the school?

TT - They are wanting to supporting the school

Pressure from the Local Authority re tribunals – This has resulted from the LA not sticking to the schedule regarding placement and under section 104 fire regulations we are full and have not space.

SML – Do you need me to report back on this one about the fire regs?

TT – Not at the moment, I have discussed this with the other special heads. I will attend the tribunal, we have told the LA and parents that we aren't able to place the child where required within school to support them as we just don't have the space.

External QDD Feedback:

	<p>HG – I found the QDD very positive but the last comment did make me laugh. TT we are working closely with Peter Imray for the next 2 years . The Deep Dives with Mark Emly have been very beneficial with the middle leaders.</p> <p>SE – I agree, having sat in one myself, you don't know what you don't know until you have to tell someone who doesn't know. In my position as a senior leader I do this every day, the middle leaders doing this has developed their knowledge and strength and shaped there CPD for the next year.</p> <p>TT - we will be presenting the SDP at the next meeting reflecting on these reports.</p> <p>Challenge GS – During the Deep Dives did you find anything which was a shock or not working? TT – Not really as senior leaders we drill down the curriculum leads to make sure they are the best they can be in there area.</p> <p>Policy Updates Fire evacuation plan – No questions raised and approved.</p> <p>Challenge ICT Strategy – SML – There are a number of TBD on the strategy, do we have an order of priority for these due to the cost? SE - The budget fund is formed alongside the ICT Strategy. The DFC is spent on the new pupils coming to the school. The additional have also been planned into this with the patch officer.</p> <p>Challenge SML - There is a lot in there which is not yet costed they have TBD. Do we feel this is achievable within the budget? SE - Yes</p>
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AGENDA ITEM 939	Tender Documents
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Notes: An invite to tender was sent to the following companies for the 2-classroom modular unit. Quote of received to be presented to Governors.

Company	E-mail	Address
Midlands Portable Buildings Ltd	admin@mpbltd.co.uk	88 Littleworth Road, Hednesford, Cannock, Staffordshire, WS12 1PA
Premier Modular Ltd	sales@premiermodular.co.uk	Catfoss Lane, Brandesburton, East Yorkshire, YO25 8EJ
Portakabin (Refurbished) Limited	nottingham.hire@portakabin.com	Nottingham Road, Beeston, Nottingham, NG9 6DP
Modulek Limited	sales@modulek.co.uk	Modulek House, 19 Bessemer Close, Ebblake Industrial Estate, Verwood, Dorset. BH31 6AZ
Smart-Space	enquiries@smart-space.co.uk	Unit 25, Manor House Farm, Dordon Hall Lane, Grendon, Atherstone, Warwickshire. CV9 2EX

Discussion: TT Introduced Natalie Collins, new school business manager to the governors.
 TT – The temporary build will help house the children during the big build. The Tender process was a learning curve, Ashgate Croft have supported us throughout the process.
 NC - Tender sent out to 5 companies, to which we received 4 responses.

Company	Costs without grounworks and hook up to utilities (electric, alarms and plumbing including waste)	Overall costs	Building costs
Premier	£166,382.00	£222,209.00	£122,020.00
Modulek	£82,760.00	£199,618.00	£115,382.00
Potakabin Ltd	£165,000.00	£165,000.00	
Middland Portable buildings	£88,185.00	£88,185.00	£64,450.00

NC - Through reviewing the quotes, we have decided to us Midlands Portable due to the price and the fact we have used them before, there are some elements which are being fitted by other companies. We costed each element individually.

Small portakabin no1			
PROJECT MANAGEMENT SHEET - BRACKENFIELD SPECIAL SCHOOL			
Temp Build			
	Task		Responsibility
1	Ground works	£1,500.00	S Douglas
2	Stone ground and membrane	£1,500.00	
3	Drains and ducting	£1,600.00	
4	Building install	£29,500.00	Midland Portable buildings
5	Mains Water connection	£241.92	M Daykin
6	Ramps and handrails	£5,700.00	S Douglas
7	Electrics, fire alarm and data points.	£2,522.57	Stelec
8	Kitchen	£420.75	DB
9	Notice boards	£102.89	DB
10	Smart boards	£1,666.53	DB/DD
11	ASI Intruder alarm	£578.00	ASI
12	Cleaning and finishing		DB/DG
13	Sundries (Screwfix)	£35.43	DB

Challenge

SML - The costs which are included, can these change?

NC – I have been back and forth with the company to clear up any areas we were not sure of which they have come back and confirmed, S Douglas will do the ground works.

TT – there is a 10% deposit required which is £8818 to paid, do governors agree to this without the planning permission?

All Governors agreed with the 10% despoit being paid to allow the process to being in a timely manner.

Challenge

GS – Does the contract include maintenance during the lifetime that we have the build?

NC – No the Building is 8 years old - Works are covered for 1 year

Challenge

GS - How long are you planning on having this for?

TT – the life span of 30 years, so as long as possible or we could sell on.

Challenge

GDS – are you aware of any schools who have used this company before?

TT – Yes, we have as a school

AGENDA ITEM	DATE OF NEXT MEETING/S
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Minutes of the FGB meeting 28th June 2021
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Signed..... Date.....19th July 2021.....

Discussion:	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 th October 2021	14.00	4 th October 2021	MER 1 Feedback
	22 nd November 2021	17.00	15 th November 2021	Mid-Year Budget
	17 th January 2022	17.00	10 th January 2022	MER 2 Feedback
	28 th March 2022	17.00	21 st March 2022	MER 3 Feedback and Budget Ratification
	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

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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