



PART 1 OF THE FULL GOVERNING BODY MEETING	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
Date	27 th March 2023
Venue	Brackenfield School; Meeting room at 5pm or Microsoft Teams

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

AGENDA ITEM 935	Welcome and Apologies for absence		
Notes	GOVERNOR	REASON	ACCEPTABLE
	Traci Good	Family Reasons	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

GOVERNOR	ROLE	IN ATTENDANCE
Mica Coleman Jones	Chair	<input checked="" type="checkbox"/>
Trish Turner	Head Teacher	<input checked="" type="checkbox"/>
Chloe Lawrence	Staff Governor	<input checked="" type="checkbox"/>
Vacancy	LA Governor	<input type="checkbox"/>
Karen Gauntley	Co-opted Governor	<input checked="" type="checkbox"/>
Ellen Atkinson	Co-opted Governor	<input checked="" type="checkbox"/>
Traci Good	Co-opted Governor	<input type="checkbox"/>
Gemma Watts	Parent Governor	<input checked="" type="checkbox"/>
Kimberley Maycock	Clerk	<input checked="" type="checkbox"/>

AGENDA ITEM 936	Declaration of any pecuniary and/or personal interest to any agenda items
Discussion:	None received

AGENDA ITEM 937	Declarations of AOB
Discussion:	None received

AGENDA ITEM 938	Part 1 Minutes from Full Governors meeting 23rd January 2023
Notes:	PART 1 Minutes - 23rd Jan 2023 MER 2 Feedback .pdf
Discussion:	Signed a true accurate record of the meeting

Minutes of the FGB meeting 27th March 2023
Of Brackenfield School

Mica Coleman Jones

Signed...

. Date...19th June 2023

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AGENDA ITEM 939	Governing Body Membership –Trish to lead on this agenda item
<p>Notes:</p>	<p>Following the resignation of Suzanne Millership Liddle on the 13th Feb 2023, Mica Coleman Jones has put her name forward to act a Chair of Governors. Do all Governors agree to Mica continuing this role?</p> <p>Following the resignation of our LA Governor, Margaret Griffiths on the 24th January 2023 Kim has contacted Governor Support to help recruit a new LA Governor to the Governing Body. We received an application from Michelle Farr:</p> <p>Why are you interested in becoming a local authority governor? As an outward facing person I am keen to use my own experience to support schools and develop my own practice further.</p> <p>Experience: I’m trained in primary education but I’ve worked in alternative provision for 15 years and with vulnerable children and young people for 20 years. I’m a senior leader and DSL (head of quality of education) for a group of independent schools in the East Midlands. My special interest is school improvement and literacy.</p> <p>Knowledge: I have been involved in the setting up independent school and involved in 4 recent Ofsted inspections, as a senior where quality of education has been graded as good.</p> <p>Skills: Solution focussed, effective communicator, person centred practitioner.</p> <p>Attributes: Integrity, creativity and transparency. I like to work in collaboration with people.</p> <p>Michelle has met with both Mica and Trish during February half term and will be present during the Governors Meeting on the 27th March in the hope that the Governors agree with the skills, knowledge and experience she would be a great assist to the governing body.</p>
<p>Discussion:</p>	<p>Mica Coleman Jones asked if anybody wanted to challenge or object to her taking the role.</p> <p>No challenge from the other Governors all agreed they are happy for Mica to take the role as Chair of Governors.</p> <p>Michelle has completed the application for the LA Governor role and has met with both Mica and Trish. No challenges received all Governors welcomes Michelle to the Brackenfield Governing body.</p>

AGENDA ITEM 940	Governing Body Structure and discussion about committee structure								
<p>Notes:</p>	<p>We require to allocate lead Governors to following areas:</p> <table border="1" data-bbox="295 1709 1517 1865"> <thead> <tr> <th data-bbox="295 1709 598 1787">SLT</th> <th data-bbox="598 1709 1038 1787">Areas</th> <th data-bbox="1038 1709 1517 1787">Governor</th> </tr> </thead> <tbody> <tr> <td data-bbox="295 1787 598 1865">Mick/Sophie</td> <td data-bbox="598 1787 1038 1865">Child Protection/Safeguarding</td> <td data-bbox="1038 1787 1517 1865">Traci</td> </tr> </tbody> </table>			SLT	Areas	Governor	Mick/Sophie	Child Protection/Safeguarding	Traci
SLT	Areas	Governor							
Mick/Sophie	Child Protection/Safeguarding	Traci							

M Coleman Jones

		Karen Gauntley – Observing- (may wish to move away from this is takes on finance and PP)
Janine	Anti-Bullying and Looked after Children	Traci Karen Gauntley – Observing- (may wish to move away from this is takes on finance and PP)
Natalie	Premises/ H&S	Chloe
Natalie	Finance	Karen?
Dave	GDPR	Michelle
Maxine	Pupil premium	Karen?
Jess- informal/ Semiformal Maxine- formal Chloe- communication Sarah Preece - RSHE	Teaching and Learning	Mica Coleman Jones - Informal and Communication Michelle
Sophie	Wellbeing and mental health	Ellen
Sophie/Janine	Careers and personal Development	Ellen
Trish/Kim	Governor training	Mica/Kim
Trish	Leadership and Management	Mica
Natalie	Building's Projects	Karen

Role	Panel member
Chair of Governors	Mica Coleman Jones
Vice Chair	Vacancy
HT Performance management	Gemma & Ellen with an external Advisor
Complaints and grievances panel	Karen and Mica

Mica Coleman Jones

Staff discipline and dismissal panel	Ellen and Traci
Staff discipline and dismissal appeals panel	Mica and Karen
Exclusions	Chloe and Karen
Pay Committees	All Governors as part of the Part 2 Agenda

Moving to a committee structure. The Governing board will split into two committees as per the colours above **Resources committee (blue)**, **Education Committee (green)**.

Discussion:

MCJ – Myself and Trish have met to look at the structure, we currently don't have committees to look at areas in finer detail. I would like this to be reviewed yearly. Does anyone have any concerns about this?

Challenge

TT – The Policy review is difficult to manage.

MCJ – We could look at moving the policies into committees.

EA – I agree as the policies are difficult.

MCJ – We could split these into lead areas.

Challenge

KG – I don't come from an education background; I am health care. The safeguarding should be done by someone with experience. The Safeguarding needs to a professional.

MCJ – We are all accountable for each role but agree Traci to stay as Safeguarding lead.

TT – With KG's background as a Health, KG would be good to come into school as Health Care lead, whilst this isn't a lead area it would be beneficial to the school.

Challenge

MF – Don't have a great knowledge of GDPR but happy to take.

TT – Dave Doohan, our ICT manager is a champion in this area, and we have limited breaches.

GW – Safeguarding, Attendance, LAC, Anti Bullying is my lead area due to my line of work, I would be happy to support in this.

MCJ – Do we agree to take Karen from Safeguarding and include Gemma safeguarding, Anti Bullying and LAC?

All governors agreed with this change.

Challenge

MF – Where does Attendance fit in?

TT – This comes into Wellbeing.

MCJ – We also have the Vice chair position available.

GW – What does this entail?

MCJ – This would be a supportive role for the Chair, MCJ to send out a small snip of what this entails to support governors.

MCJ to put together a pack for Governors.

GW – I would be happy to act as vice chair in the interim.

Goleman Jones

SLT	Areas	Governor
Mick/Sophie	Child Protection/Safeguarding	Traci Good Gemma Watts
Janine	Anti-Bullying and Looked after Children	Traci Gemma Watts
Natalie	Premises/ H&S	Chloe
Natalie	Finance	Karen
Dave	GDPR	Michelle
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Mica Coleman Jones

	Complaints and grievances panel	Karen and Mica
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	Pay Committees	All Governors as part of the Part 2 Agenda

KM – All Governors to submit an expression of interest for the Vice Chair role before the next Governors meeting

AGENDA ITEM 941	Governor Presence
Notes:	<p>We would like to add a short bio on the school website to allow people to find out more information about the governing body, would you be happy to write a short piece</p> <p>The clerk would like to arrange a meet and greet session in school for the Governors to meet the staff and pupils, the plan is to hold this on this in May before the next Governors meeting in June to allow Governor's time to write up their visits and feedback to Trish.</p> <p>Action: If you would like to take part please could you confirm your availability to attend Wednesday 24th May 2023 at 1.30</p>
Discussion:	<p>MCJ – The new website has a Governors page; it would be useful for the people to know about the governors.</p> <p>All Governors agreed to send in bio and photo of themselves for the school website agreed, questions to answer are: Why are you interested in becoming a governor?, What is your experience?, What is your knowledge?, what skills do you bring to the governing body?, what attributes do you have? KM to send these out on a Microsoft form.</p> <p>Challenge KG – The Governor login has moved on the new website. KM – I will speak to IT and get this added back to the new website.</p> <p>MCJ – Governor presence in school is a big thing, staff and pupils don't know who we are. Kim would like to arrange a meet and greet session for staff and pupils on the 24th May 2023, would you al, be happy to be part of this?</p> <p>GW – This is a great idea MF – yes definitely, I would be happy to join</p>

AGENDA ITEM 942	Dinner Money arrears

Stoleman Jones

Notes:	We require Governor approval for the school to clear dinner arrears of £41.00 for DG. The family have minimal income and had flee their hometown due to Domestic Violence to re-locate to Derby. DG is eligible for free school meals; however mum was late completing the application when DG started at Brackenfield.
Discussion:	MCJ – This must be hard for the family; I think we need to clear the debt. GW – Especially as mum is eligible but just didn't complete the form in time. No further questions raised all governors approved the clearing of the dinner debt for the family.

AGENDA ITEM 943	Annual Review of gifts to Staff
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Please see below a Annual list of the gifts staff have received from Families during financial year 2022/2023

Recipient	Date	item received	reason
Claire Dunne	06.04.22	Flowers and Chocolates	leaving gift
Dave Doohan	20.5.2022	Jelly Beans	potential supplier
R Holdway	27.5.2022	box with trinkets	Teacher gift
R Holdway	09/06/22	Poster/coaster and Keyring	Teacher gift
R Holdway	09/06/22	Flowers and Chocolates	Teacher gift
willow team	09/06/22	box of chocolates and biscuits	teacher gift
donna Austerberry	09/06/22	key ring and small picture magnet	Teacher gift
Hayley Battrick	09/06/22	key ring and small picture magnet	Teacher gift
Laura Armstrong	13/06/22	Galaxy Choc and Yankee Candle	Teacher gift
Lauren b, Sophie Evitts, Sarah Preece	22/11/2022	£10 NEXT Gift card	teacher gift
Conkers	30/11/2022	Tub Of heros	class Christmas gift
Staff	30/11/2022	tub of celebrations	whole school Christmas gift
conkers	11/02/22	tub of heros	class Christmas gift
Natalie Odell	12/07/22	uncooked egg in a wooden box	Christmas gift
Pine Class staff	12/12/22	biscuits, Coffee and chocolates	Christmas gift
B Freely	14/12/2022	Not opened yet	Christmas gift
Deighton	14/12/2022	Not opened yet	Christmas gift
Ghent	14/12/2022	Not opened yet	Christmas gift
Hine	14/12/2022	Not opened yet	Christmas gift
Parry	14/12/2022	Not opened yet	Christmas gift
WRIGHT	14/12/2022	Not opened yet	Christmas gift
Conkers staff	20/12/2022	Plant candle and choc each	Christmas gift
Conkers staff	20/12/2022	Tin of biscuits each	Christmas gift
Jacquie K	20/12/2022	Celebration Pouch	Christmas gift
Conkers class	20/12/2022	biscuits	Christmas gift
Stacey Rose	21/12/2022	Scented candle	Christmas gift
Ruth/Michelle/Lauren	22/12/2022	A gift	Christmas gift
Ruth/Michelle/Lauren	22/12/2022	Chocolate	Christmas gift

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Of Brackenfield School

Stoleman Jones

Signed...

. Date...19th June 2023

Ruth/Michelle/Lauren	22/12/2022	A gift	Christmas gift
Cedar Class	22/12/2022	tub heros	class Christmas gift
Cedar Class	22/12/2022	Box of biscuits	class Christmas gift
Health care team	22/12/2022	Chocolate	Christmas gift
Health care team	22/12/2022	Hot chocolate	Christmas gift
Ash Class	22/12/2022	Hamper	Christmas gift
Ash Class	22/12/2022	Candle	Christmas gift
Ash Class	22/12/2022	Hot chocolate stirrers	Christmas gift
Ash Class	22/12/2022	Box of Chocolate	Christmas gift
Sarah Remon	22/12/2022	Earing and choclate	Christmas gift
Lauren, Ruth and Michelle	22/12/2022	A gift	Christmas gift
sycamore class	22/12/2022	Face mask / m & s biscuit giner bread each Christmas	Christmas gift
sycamore class	22/12/2022	Chocolate	Christmas Gift
sycamore class	22/12/2022	fudge, chocs and cookie selection box	End of year gift
Pine Class staff	22/12/2022	Box of chocolate/ small Orament	Christmas gift
Pine Class staff	22/12/2022	Two box of chocolates	Christmas gift
Mulberry	22/12/2022	Prosecco face Mask Candles Choc	Christmas gift
mulberry staff	22/12/2022	Candle	Christmas gift
Mulberry Staff	22/12/2022	Boc of chocs	Christmas gift
Mulberry Staff	22/12/2022	Home made key rings	Christmas Gift
mulberry staff	22/12/2022	Hand knitted Garments	Christmas gift
Sharnie	25/01/2022	Maltesers	thank you gift

Discussion:

Challenge

KG- Is there anything that is deemed unsuitable?

TT – Large gift cards

Challenge

MCJ - Does this get shared beforehand with staff?

TT – We send this out in the weekly update

CL – This has been sent in the weekly update to parents we recommend parent/carers to make a donation to the charity

GW – that is a great idea and takes the pressure away from families.

TT – CL has also recommended we have a Go Fund me page for the school

GW – This is great idea, and there is option to leave a message to staff

Challenge

CL – The date on the Sharnie's is wrong as she wasn't working for us in 2022.

MCJ - what is the uncooked egg gift?

KM to send an email to HR asking staff to be reminded that there needs to be a clear descript of the gifts they receive.

AGENDA ITEM 944	ICT Equipment Disposal
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Stoleman Jones

Notes:	<p>We require Governors approval to write off a Pupil iPad: F9FVJP2DHLFC</p> <p>The iPad has already been repaired once for a smashed screen and has now started to delaminate the screen once more, it's also bent.</p>
Discussion:	<p>Challenge MCJ – Will this happen again?</p> <p>KM – This iPad has already been fixed once and have a visible bend in the middle. TT – All iPads have the bounce cases, but it still happens.</p> <p>No further questions rased Governors approved the disposal of iPad F9FVJP2DHLFC</p>

AGENDA ITEM 945	Headteacher report and Policies to be reviewed													
Notes:	<p>Headteacher Report MER 3 Feedback 2022-2023</p> <p>Dashboard MER 3 2022-2023</p> <p>School-Self-Evaluation-and-Improvement-Plan MER 3 2022-2023.pdf</p> <p>Below is a list of the Policies to be reviewed</p> <table border="1" data-bbox="295 918 1452 1881"> <thead> <tr> <th data-bbox="295 918 766 996">Group</th> <th data-bbox="766 918 1452 996">Individual Policies to review</th> </tr> </thead> <tbody> <tr> <td data-bbox="295 996 766 1108">Staff Policies</td> <td data-bbox="766 996 1452 1108"> Behaviour Principles Feb 2023 Supporting Behaviours Policy Feb 2023 </td> </tr> <tr> <td data-bbox="295 1108 766 1500">Education Policies</td> <td data-bbox="766 1108 1452 1500"> Careers Policy February 2023.pdf Literacy and Numeracy policy Feb 2023.pdf Offsite Visits Policy March 2023.pdf Provider Access Policy Feb 2023.pdf RSE policy March 2023.pdf SEN report 22-23.docx </td> </tr> <tr> <td data-bbox="295 1500 766 1568">Health and Safety Policies (inc health care)</td> <td data-bbox="766 1500 1452 1568"> Transport Procedures and risk assessment Feb 2023 </td> </tr> <tr> <td data-bbox="295 1568 766 1680">GDPR and ICT Policies</td> <td data-bbox="766 1568 1452 1680"> CCTV Policy 2023 - Updated For Review Remote Learning Policy </td> </tr> <tr> <td data-bbox="295 1680 766 1881">Finance Policies</td> <td data-bbox="766 1680 1452 1881"> Charging and Remissions Policy .docx Debit Card Policy.docx Dinner Money Policy .docx </td> </tr> </tbody> </table>		Group	Individual Policies to review	Staff Policies	Behaviour Principles Feb 2023 Supporting Behaviours Policy Feb 2023	Education Policies	Careers Policy February 2023.pdf Literacy and Numeracy policy Feb 2023.pdf Offsite Visits Policy March 2023.pdf Provider Access Policy Feb 2023.pdf RSE policy March 2023.pdf SEN report 22-23.docx	Health and Safety Policies (inc health care)	Transport Procedures and risk assessment Feb 2023	GDPR and ICT Policies	CCTV Policy 2023 - Updated For Review Remote Learning Policy	Finance Policies	Charging and Remissions Policy .docx Debit Card Policy.docx Dinner Money Policy .docx
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Stoleman Jones

		Financial regulations procedures & roles and responsibilities.docx Private School Fund
	HR Policies	Competence - Formal Competence Procedure for Teachers March 2023.pdf Management of Sickness Absence Procedures - Advice Guidance.pdf
	Safeguarding Policies	Attendance Policy Feb 2023 Critical Incident Management plan 22 v2 Extremism and Radicalisation policy 2023 Safeguarding Child Protection Policy SE Oct 22
Discussion:	<p>AOB for Part 2 from TT - Explanation of Bead in I abacus</p> <p>TT - Do Governors have any questions from the Headteacher report, Dashboard or School Improvement plan?</p> <p>MCJ – There is a lot of work which has gone into the information provided to Governors.</p> <p>TT – The dashboard is a summary of the wider work that the SLT have completed. I meet with SLT each MER to complete the work which sits behind the reports to Governors</p> <p>Challenge GW – There is a massive raise in the Concerns rasied. Why has there been such an increase? Are there better out comes? This would be where the Committee structure would come to play. TT – This could be because there has been a change in the reporting and we have growing number of pupils on roll.</p> <p>Challenge MCJ – Governors just need a what has happened, why they have happened and the successes. TT – With Governors coming into school the inforamtion would be reviewed more regularly.</p> <p>Challenge GW- There is lots of information in the documents. TT – What would be useful moving forward? MCJ – Headlines, when we come to Governors we shouldn't be repeating what is discussed at committee meetings.</p> <p>TT – I am keen that we don't send out this much inforamtion, making it more streamlined would be great. MCJ – Any questions about any of the other information?</p>	

Goleman Jones

	<p>TT – Attendance manager has been recruited to help improve attendance. MCJ – There was a suggestion that schools could produce shadow data for OFSTED for the persistence absences.</p> <p>Challenge GW – Are the persistence absences marked at unauthorised?</p> <p>TT – Yes and medical but it still goes against our data. GW – That is right, medical shouldn't go against you. TT – We are putting the support in pace to help families and child. Child marked as absent when transport doesn't turn up it can't go against them. GW – Your data doesn't look that bad on the dashboard. It's about getting the support from the LA to help them. It will be different for each child.</p> <p>All governors agreed the Policy updates</p> <p>Future Policy updates to be sent out to the Link Governors</p>
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AGENDA ITEM 946	Budget Ratification and SFVS 2023-2024- Natalie to present
Notes:	<p>Schools financial value standard SFVS checklist 2022-23 (1).pdf</p> <p>Annex 1&2 2023-2024.pdf</p>
Discussion:	<p>All governors confirmed they had reviewed the SFVS and Budget report.</p> <p>Natalie Collins joined the meeting.</p> <p>Challenge MCJ – The SFVS report states that Governors see the budget update at least 6 times a year. NC – A report is issued from the Patch officer and shared with Governors for each Governors meeting.</p> <p>TT - Annex 1 is the list of all of the budget codes, Annex 5 is the spending of staff. We always set the budget a worse case scenario, we have set the budget with a 8% carry forward. Previously we have set a 5%, this will mean a deficit budget for the next 2 years.</p> <p>We have employed staff on FTC contracts based on Pupil numbers.</p> <p>NC - Gas and Electricity is projected by the patch officer the same as support staff. Teachers pay hasn't been agreed yet.</p>

N. Goleman Jones

In this budget for payroll, we have set at an assumed increase of 3%, we have not assigned any further monies for the this. £1925 increase per year for support staff, this has not been agreed yet but we have planed for this but this could be more.

Annex 1 – Agency payments for AP’s this has decreased since last years budget.
Non teaching agency sick cover – we don’t have insurances for this, we used agency for vaccanies last year which is why we spent over the. We are now fully staffed.

Challenge

TT – Why has there been increase in Learning resources?

NC – This for all the Teaching and learning resource which the Pathway Leads manage. This I approved through Trish and myself so we make sure this allocated correctly, this also pay for the PE coaches. Pupil Premium used to pay for the breakfast items but this now comes from T&L along with cooking items but a majority is Breakfast items.

Challenge

GW – Why do you have £4000 for recruitment but you say you are fully staffed?

TT – This is for a TES subscription.

NC – This is a one-off payment but gives you a better calibre of candidates, it also has a good CPD record.

MCJ – The potential deficit budget for the next few years is a worry but it seems you have worked with the Patch officer and set the budget well.

NC – Staffing costs are what are making it so high.

Challenge

EA – How can we be confident to come out of this?

NC – We can’t, we have no idea what is going to agreed but the Government and they haven’t picked up the bill.

TT – The patch officers view is that this is across all schools and that the Government may eventually foot the bill.

Challenge

KG – Have you been in a deficit budget before?

TT – No

MCJ – I have and the Government supported us. There is also the networking with the other schools and chairs.

NC - this is going to be tricky time over the next few year, we need to provide for the children and ensure they are safe.

Challenge

GW – How do you fund a Deficit?

TT – We set the budget with DCC patch officer. Have you had any feedback from other schools?

NC – No it will always be a problem; we will do the best in house to save and we have set the budget on a worse case scenario and may not be that bad.

TT – Natalie could you ask your co SBM and help give an answer for the next meeting on how to fund a deficit budget?

NC – Yes

Stoleman Jones

	<p>Challenge MCJ – have you look into fund raising? NC – Yes, I have a lot of new staff and been struggling to manage this, I want to look into grants that are available once my staff are up and running. TT – I am aware that NC is working at her maximum, we have a staff member who will do some bid writing for us as his UPS target.</p> <p>No further questions raised, all governors approved the SFVS and Annex 1 and 5 for 2023-2024.</p>
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AGENDA ITEM 947	Part 2 Agenda
Notes:	Please see Part 2 Agenda

AGENDA ITEM	DATE OF NEXT MEETING/S			
Discussion:	Date of meeting	Time	Date papers will be circulated	Focus
	27 th March 2023	17.00	20 th March 2023	MER 3 Feedback and Budget Ratification
	19 th June 2023	14.00	19 th June 2023	MER 4 and Summative Feedback for Year
	10 th July 2023	17.00	10 th 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?

Goleman Jones