

PART 1 OF THE FULL GOVERNING BODY MEETING	
Agenda <input checked="" type="checkbox"/>	
Minutes <input type="checkbox"/>	
Date	19 th June 2023
Venue	Brackenfield School; Meeting room

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

AGENDA ITEM 950	Welcome and Apologies for absence		
Notes	GOVERNOR	REASON	ACCEPTABLE
	Ellen Atkinson	Work commitments	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Michelle Farr	Work commitments	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Karen Gauntley	Sickness	Yes <input checked="" 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"/>
Michelle Farr	LA Governor	<input type="checkbox"/>
Karen Gauntley	Co-opted Governor	<input type="checkbox"/>
Ellen Atkinson	Co-opted Governor	<input type="checkbox"/>
Traci Good	Co-opted Governor	<input checked="" type="checkbox"/>
Gemma Watts	Parent Governor	<input checked="" type="checkbox"/>
Kimberley Maycock	Clerk	<input checked="" type="checkbox"/>

AGENDA ITEM 951	Declaration of any pecuniary and/or personal interest to any agenda items
Discussion:	None received

AGENDA ITEM 952	Declarations of AOB
Discussion:	<p>1. Attendance Policy June 2023.doc – Reviewed by Gemma Watts GW – I have reviewed the Attendance Policy and confirm I am happy for Brackenfield to implement the changes.</p> <p>2. Governor Appointment of Mrs Stephanie Bellett MCJ – Steph has been a Finance governor for 2 years, as we have a gap in finance on the governing body I have reached out to steph as a work colleague to support Brackenfield SEND School.</p>

	<p>SB – I currently work as Head of Childrens service at Team Teach. I have been a SEN Support with brother, supported as his carer in his home for a number of years. I started in recruitment focusing on SEND – Worked through the system and ended up as a manager in the job where I loved working in the role and supporting people.</p> <p>I went on maternity to have my daughter who is now 8 years old and has down syndrome, when I returned to recruitment I was heartbroken to find that the field of people was not good enough. I wouldn't like them to have looked after my daughter. As a result I moved to Team Teach where I have working for the last 5 years, I support training staff to ensure they have the right skills to work with the children in their care. I have Governor experience for 2 years at a primary school as the finance governor.</p> <p>No questions raised from the Governing body, all governors approve to co-opted of Stephanie to Governing Body and welcome her passion and experience that she will bring.</p>
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AGENDA ITEM 953	PART 1 Minutes - 27th March 2023
Notes:	PART 1 Minutes - 27th March 2023.pdf
Discussion:	Signed as true and accurate record of the meeting

AGENDA ITEM 954	PART 1 Minutes – 9th May 2023 – Medical tracker
Notes:	PART 1 Minutes 9th May 2023.pdf
Discussion:	Signed as true and accurate record of the meeting

AGENDA ITEM 955	Action's from PART 1 Minutes - 27th March 2023														
Notes:	<p>Minute number 941 - MCJ – to send out a small snip of what this entails to support governors.</p> <p>Minute number 940 - All Governors to submit an expression of interest for the Vice Chair role before the next Governors meeting Gemma is still happy to take on the role – Officially accepted as a vice chair</p> <p>Minute number 941 – Kim - To add Governor login option to the new website. Done</p> <p>All Governors minute number 941 - If you would like to take part in the Governor open afternoon on Wednesday 24th May 2023 at 1.30. Other school events Governors to be invites – KM to send Invites out so they can attend if able.</p> <p>Minute number 943 - Kim to send an email to HR asking staff to be reminded that there needs to be a clear description of the gifts they receive.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">B Freely</td> <td style="width: 15%;">14/12/2022</td> <td style="width: 40%;">Not opened yet – Handmade head band</td> <td style="width: 30%;">Christmas gift</td> </tr> <tr> <td>Deighton</td> <td>14/12/2022</td> <td>Not opened yet – Handmade head band</td> <td>Christmas gift</td> </tr> <tr> <td>Ghent</td> <td>14/12/2022</td> <td>Not opened yet – Handmade head band</td> <td>Christmas gift</td> </tr> </table>			B Freely	14/12/2022	Not opened yet – Handmade head band	Christmas gift	Deighton	14/12/2022	Not opened yet – Handmade head band	Christmas gift	Ghent	14/12/2022	Not opened yet – Handmade head band	Christmas gift
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	WRIGHT	14/12/2022	Not opened yet – Handmade head band	Christmas gift
<p>Minute number 946 – Natalie Collins - Find out from the patch officer and other SBM's how we fund a deficit budget.</p> <p>Response from Ruth Lane – Patch officer: <i>There is provision within the Derbyshire Funding Arrangements for Schools to balance a budget over 2/3 years with Cabinet approval. This means if you can't balance in year one but can show a plan to balance in year 2, the LA will work with you to support this.</i></p> <p><i>Most schools will look as though they have a deficit in year 3 or 4 and as you say actions taken/numerous other changes happen which prevents the deficit from ever occurring. We work with you on a Monitoring/advice/support basis to ensure this happens.</i></p> <p><i>If an individual school does have a deficit it is covered by other school balances. Think of it as one big bank account for LA schools in Derbyshire, all the work on SAP does is allocate income and expenditure to the correct school and pay creditors/collects money from debtors. If a school becomes an individual Academy or chooses to run their own bank account, cashflow and deficit balances would become a very difficult situation.</i></p>				
Discussion:	No Questions raised from the actions of the previous meeting.			

AGENDA ITEM 956	LA Governor Appointment
Notes:	The Clerk has received confirmation from Governor Support that the cabinet have endorsed Michelle Farr's application to become the Local Authority Governor at Brackenfield SEND School. As a result we official confirm that the Governing body are happy to appoint Michelle as a the LA Governor
Discussion:	No Questions or concerns raised all Governors approved Michelle Farr becoming the Local Authority Governor for Brackenfield SEND School.

AGENDA ITEM 957	ICT Equipment Disposal
Notes:	We require Governor's approval to write off a Pupil iPad: GCGVKTYUHLFC due to severe water damage.

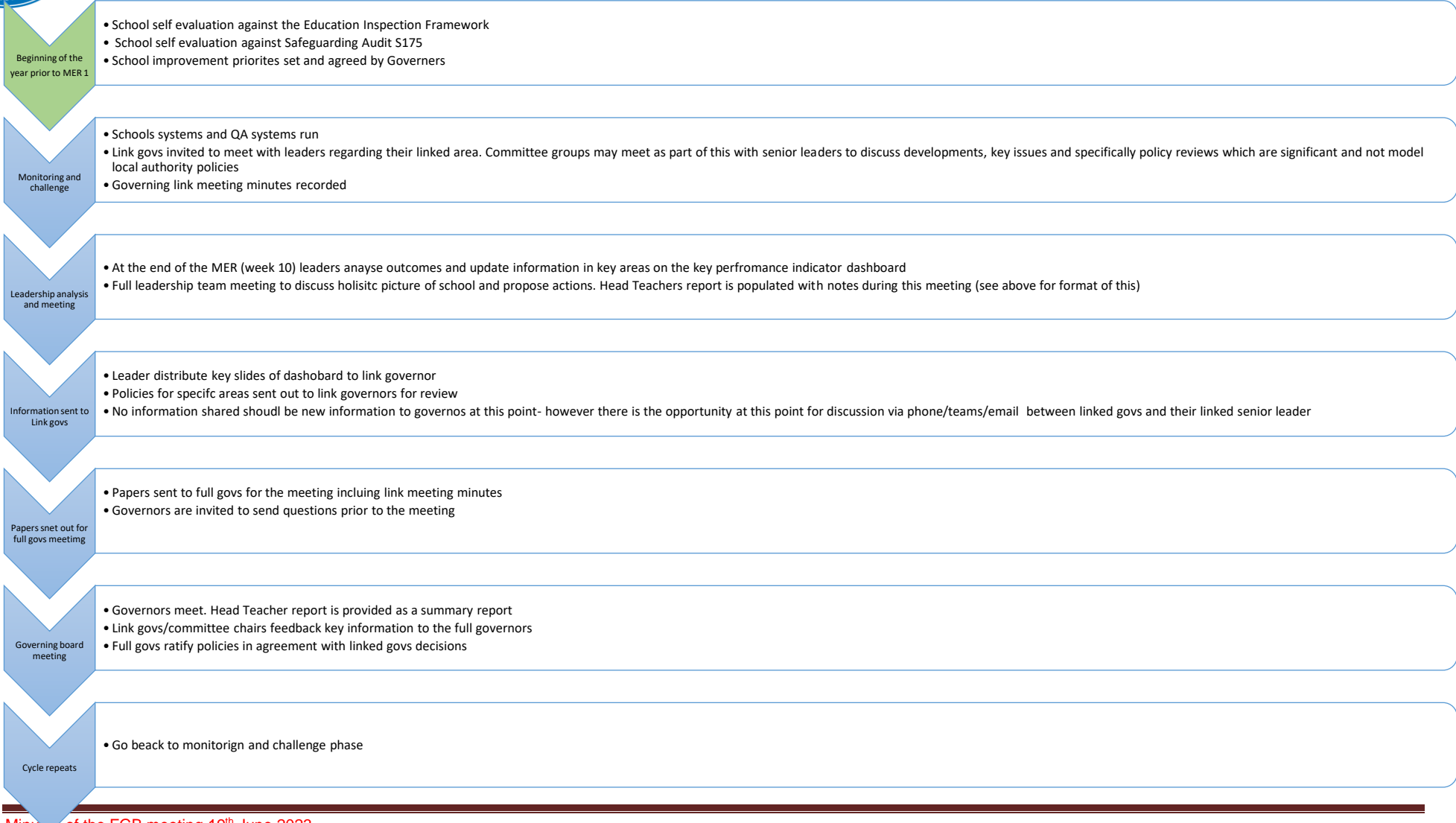
Discussion:	<p>MCJ – How did this happen, do we not have protective screens for iPads? CL – All iPads have protective cases but sometimes it just can't be helped. Action – KM to speak to Dave Doohan, ICT Manager for more information on how the damage occurred and what we are doing to protect the equipment.</p>

AGENDA ITEM 958	Finance Training for Governors
Notes:	<p>We have been informed that we are able to book a Finance training for Governors session as a bespoke training event for Brackenfield Governing body. This is at a cost of £300 to school, please could you let the Clerk and CoG know if this is something you would like to take part in and the Clerk with make enquires to make a booking.</p>
Discussion:	<p>MCJ – I was booked to attend Finance Training for Governors, I thought the training was online but was face to face, I made contact with Derbyshire and they have given a refund and have offered a face to face course for up to 10 Governors. As we now have co-opted Stephanie as a lead in finance do Governors want to take part in a larger training sessions?</p> <p>GW – Would this be beneficial to the school to out lay this cost for all Governors? KM – The cost is around £80 for 1 Governor to do the training. TG – Could this be online and is it financially viable to the school? TT – Finance at a Special school is very different to mainstream. Each child comes with a funding and with children leaving and being placed we can lose funding quickly and at a risk to the school. MCJ – This will give Governors a good understanding of the budget</p> <p>Action - KM to check the course requirements and look at dates and feed back to the Governors.</p>

AGENDA ITEM 959	Budget Update – Annex 1
Notes:	<p>Please click here for a copy of the updated Annex 1</p>
Discussion:	<p>No Questions or concerns raised from the Budget update from Governors.</p>

AGENDA ITEM 960	Policies to be reviewed																																																									
Notes:	<table border="1"> <thead> <tr> <th data-bbox="282 378 493 477">Group</th> <th data-bbox="496 378 1080 477">Individual Policies to review</th> <th data-bbox="1083 378 1214 477">DCC model policy</th> <th data-bbox="1217 378 1527 477">Link Gov to review</th> </tr> </thead> <tbody> <tr> <td data-bbox="282 481 493 557" rowspan="2">Education Policies</td> <td data-bbox="496 481 1080 517">Supporting Behaviours Policy March 2023.pdf</td> <td data-bbox="1083 481 1214 517">N</td> <td data-bbox="1217 481 1527 517">Gemma and Traci</td> </tr> <tr> <td data-bbox="496 521 1080 557">Total Communication Approach Policy.pdf</td> <td data-bbox="1083 521 1214 557">N</td> <td data-bbox="1217 521 1527 557">Michelle</td> </tr> <tr> <td data-bbox="282 562 493 651" rowspan="14">Business Services Include. HR Policies</td> <td data-bbox="496 562 1080 629">Maternity Paternity Adoption and Parental Leave Schemes Sept 2021.pdf</td> <td data-bbox="1083 562 1214 629">Y</td> <td data-bbox="1217 562 1527 629">Mica</td> </tr> <tr> <td data-bbox="496 633 1080 672">Lettings Policy.pdf</td> <td data-bbox="1083 633 1214 672">N</td> <td data-bbox="1217 633 1527 672">Karen and Chloe</td> </tr> <tr> <td data-bbox="496 676 1080 714">Menopause Model Policy.pdf</td> <td data-bbox="1083 676 1214 714">Y</td> <td data-bbox="1217 676 1527 714">Ellen</td> </tr> <tr> <td data-bbox="496 719 1080 786">Authorised Leave of Absence and Flexible Working Policy.pdf</td> <td data-bbox="1083 719 1214 786">Y</td> <td data-bbox="1217 719 1527 786">Ellen</td> </tr> <tr> <td data-bbox="496 790 1080 828">Code of Conduct for Staff Feb 2023.pdf</td> <td data-bbox="1083 790 1214 828">Y</td> <td data-bbox="1217 790 1527 828">Mica</td> </tr> <tr> <td data-bbox="496 833 1080 900">Complaints Procedure - Advice Guidance and Information.pdf</td> <td data-bbox="1083 833 1214 900">Y</td> <td data-bbox="1217 833 1527 900">Mica</td> </tr> <tr> <td data-bbox="496 904 1080 943">Complaints Procedure.pdf</td> <td data-bbox="1083 904 1214 943">Y</td> <td data-bbox="1217 904 1527 943">Mica</td> </tr> <tr> <td data-bbox="496 947 1080 985">Contracts of Employment Policy.pdf</td> <td data-bbox="1083 947 1214 985">Y</td> <td data-bbox="1217 947 1527 985">Mica</td> </tr> <tr> <td data-bbox="496 990 1080 1057">Disciplinary Procedure - Implementation & Guidance.pdf</td> <td data-bbox="1083 990 1214 1057">Y</td> <td data-bbox="1217 990 1527 1057">Mica</td> </tr> <tr> <td data-bbox="496 1061 1080 1099">Disciplinary Procedure.pdf</td> <td data-bbox="1083 1061 1214 1099">Y</td> <td data-bbox="1217 1061 1527 1099">Mica</td> </tr> <tr> <td data-bbox="496 1104 1080 1171">Grievance Procedure – Information, Advice & Guidance.pdf</td> <td data-bbox="1083 1104 1214 1171">Y</td> <td data-bbox="1217 1104 1527 1171">Mica</td> </tr> <tr> <td data-bbox="496 1176 1080 1214">Grievance Procedure.pdf</td> <td data-bbox="1083 1176 1214 1214">Y</td> <td data-bbox="1217 1176 1527 1214">Mica</td> </tr> <tr> <td data-bbox="496 1218 1080 1256">Harassment and Bullying Procedure.pdf</td> <td data-bbox="1083 1218 1214 1256">Y</td> <td data-bbox="1217 1218 1527 1256">Gemma and Traci</td> </tr> <tr> <td data-bbox="496 1261 1080 1328">Recruitment and Selection advice & guidance .pdf</td> <td data-bbox="1083 1261 1214 1328">Y</td> <td data-bbox="1217 1261 1527 1328">Mica</td> </tr> </tbody> </table>				Group	Individual Policies to review	DCC model policy	Link Gov to review	Education Policies	Supporting Behaviours Policy March 2023.pdf	N	Gemma and Traci	Total Communication Approach Policy.pdf	N	Michelle	Business Services Include. HR Policies	Maternity Paternity Adoption and Parental Leave Schemes Sept 2021.pdf	Y	Mica	Lettings Policy.pdf	N	Karen and Chloe	Menopause Model Policy.pdf	Y	Ellen	Authorised Leave of Absence and Flexible Working Policy.pdf	Y	Ellen	Code of Conduct for Staff Feb 2023.pdf	Y	Mica	Complaints Procedure - Advice Guidance and Information.pdf	Y	Mica	Complaints Procedure.pdf	Y	Mica	Contracts of Employment Policy.pdf	Y	Mica	Disciplinary Procedure - Implementation & Guidance.pdf	Y	Mica	Disciplinary Procedure.pdf	Y	Mica	Grievance Procedure – Information, Advice & Guidance.pdf	Y	Mica	Grievance Procedure.pdf	Y	Mica	Harassment and Bullying Procedure.pdf	Y	Gemma and Traci	Recruitment and Selection advice & guidance .pdf	Y	Mica
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Discussion:	<p>Question from Gemma Watts - In the harassment and bullying policy I was sent it talks about “actively measure staff satisfaction levels” and encourages governors to ask schools to utilise an ofstead questionnaire (appended). Is this used in school currently? How often are the surveys undertaken and who deals with the outcomes/feedback and how is this fed back?</p> <p>TT - Previous governors questionnaire had no responses. Ofsted question sent out at the beginning of the year, each MER after these are shorter. This is then reviewed and an action plan is created for the staff.</p> <p>ACTION: we will go back to sending out the Questionnaire MERly a link will follow this meeting.</p> <p>No further questions raised all Polices approved by the Governing Body.</p>																																																									

AGENDA ITEM 961	Proposed hybrid Committee structure and reporting/challenge process for Governors
<p>Notes:</p>	<p>Issues:</p> <ul style="list-style-type: none"> - Currently all information is reported to all governors. This is not just overwhelming, but governors are not able to effectively scrutinise the large amount of information to enable them to be able to bring challenge to the school - A traditional committee structure is not possible at Brackenfield due to how the school operates within a 4 term MER (Monitor Evaluation Review Model) with also the statutory responsibilities of reporting finance back to the governing body 6 times a year. We do not want to create a structure which is onerous and ineffective for both leaders and governors <p>Proposal:</p> <ul style="list-style-type: none"> - To create a hybrid committee structure with two 'virtual' committees. These will be as follows: <ul style="list-style-type: none"> o Education sub-group. Including Teaching & Learning (Quality of Education), Safeguarding/Child Protection and Attendance, Wellbeing and Mental Health (pupils), careers and personal development o Resources sub-group. Including Finance (including ringfenced gov grants such as Pupil Premium), Premises, Health and Safety, Staffing and staff wellbeing and Mental Health, staffing
<p>Discussion:</p>	<p>TT - which committee would staff performance and staff sickness absence sit in?</p> <ul style="list-style-type: none"> - Both subgroups will have a chair and will have the opportunity to meet to discuss ongoing issues and development within their committee group <p>Both TG and GW agree that these should sit in the resources committee.</p> <p>All governors have reviewed the proposed committee structure and agree this would work better moving forward</p> <p>MCJ – Confirm that we gave the structure a go and review this every year.</p>



Minutes of the FGB meeting 19th June 2023
Of Brackenfield School

Signed... *J. Goleman Jones*

. Date 10th July 2023..

AGENDA ITEM 962	Headteachers Report
<p>Notes:</p>	<p>Please click here Summary of MER 4 and academic year 22-23</p> <p>Here is a link to the data behind the Headteachers Report - MER 4 Dash Board.pptx this has been broken down to your key areas on the links below to save you having to read all the information.</p> <p>MER 4 Dash Board - Chloe.pptx</p> <p>MER 4 Dash Board - Ellen.pptx</p> <p>MER 4 Dash Board - Gemma.pptx</p> <p>MER 4 Dash Board - Karen.pptx</p> <p>MER 4 Dash Board - Mica.pptx</p> <p>MER 4 Dash Board - Michelle.pptx</p> <p>MER 4 Dash Board - Traci.pptx</p>
<p>Discussion:</p>	<p>Gemma Watts - dashboard I noticed that the parental satisfaction questionnaire (I believe linked to parents evening) had only 29% response rate from parents and I wondered how we might be able to increase that and who is the lead for this area?</p> <p>TT - This has been a discussion point from our SLT meeting. Due to the high level of information which goes home on BOOP on a daily basis and also phone calls to parents, uptake for parents evening was not high, due to this parent were not asked the questions for the parental questionnaire. Following parents evening there are follow up phone calls for those that did not attend, but due to class transitions the new member of staff rang, meaning the questionnaire was lost in translation.</p> <p>ACTIONS for the leadership team:</p> <ul style="list-style-type: none"> - We are looking into how we ensure parents evenings are more accessible (online and via phone) how they can be booked more easily on an online calendar to allow parents more flexibility <p>TES softwear makes it easy for staff and parents to use</p> <ul style="list-style-type: none"> - Non attenders to parents evening will all still be followed by phone calls, though we will ensure that the questionnaire is considered during the MER 4 parents evening due to the transition <p>Classes transitioning and the new class teachers didn't ask for the questionnaire</p> <p>Question from Michelle Farr - Firstly, well done on the work the school is doing around attendance it is great to see that the persistent absence rate has decreased and is currently better than national average, this should be celebrated. I understand how challenging work around attendance can be in our setting.</p> <p>Can I ask what work has taken place to reduce this? Also, where you have been unsuccessful what is planned to try and increase attendance for those pupils?</p> <p>TT - What has been put in place: a more rigorous stepped approach to monitoring and alerting parents to absence. Attendance is monitored live daily. Letters are sent out when attendance drops below 96%</p>

	<p>attendance and under 90% attendance (absence trigger points). The majority of holiday requests have not been authorised and official letters have been sent to parents/carers informing them of this. Attendance officer in post working with Assistant Head- Janine Rivers to monitor attendance. What is unsuccessful/continued challenges-</p> <ul style="list-style-type: none"> - ongoing school refusers. We are having very little impact in getting these back to school. PA has increased again slightly this week - The attendance officer, though in post has not been quick enough in getting absence trigger letters out on the day. This post will go back out to advert and the person who is in post will return to safeguarding admin role where she is more effective <p>Ongoing high level of holiday request, to date for this year we have received 41 holiday requests. All parents have legitimate reasons for wanting to take their children out of school for family holidays though this has a significant impact on our attendance data and will most likely further impact this summer term though requests have not been authorised.</p> <p>MCJ – Trigger point notifications is key, these can have a breakdown in relationships</p> <p>No further questions or concerns raised from the Headteacher report.</p>
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AGENDA ITEM 963	Self-Evaluation Form
Notes:	Please click here for the Self Evaluation Form
Discussion:	<p>TT – There was a meeting last week with the Headteacher at Sunnydale, they got inspected last week and the school is Outstanding, we have to met all criteria of the Ofsted Framework. Our Attendance is better than other Special Schools – I put us as good but James suggested we move to Outstanding, if we take out the medical we are only 10% below the national average.</p> <p>No further questions raised Governors approved the SEF.</p>

AGENDA ITEM 964	Part 2 Agenda
Notes:	Please see Part 2 Agenda

DATE OF NEXT MEETING/S				
Discussion:	Date of meeting	Time	Date papers will be circulated	Focus
	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?