



PART 1 OF THE FULL GOVERNING BODY MEETING	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
Date	10 th July 2023
Venue	Brackenfield School; Meeting room

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

AGENDA ITEM 965	Welcome and Apologies for absence		
Notes	GOVERNOR	REASON	ACCEPTABLE
	Stephanie Bellett	Sickness	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"/>
Michelle Farr	LA Governor	<input checked="" type="checkbox"/>
Stephanie Bellett	Co-opted Governor	<input type="checkbox"/>
Ellen Atkinson	Co-opted Governor	<input checked="" 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 966	Declaration of any pecuniary and/or personal interest to any agenda items
Discussion:	None received

AGENDA ITEM 967	Declarations of AOB
Discussion:	<p>MCJ – Moving forward this will include a standing agenda item of what Governors have learnt recently during learning walks and training. MCJ has recently completed a RHSE learning with Sarah Preece, during the visit MCJ went into all the classes. Sarah Preece went through the planning that staff had put in place, it was also kindness day.</p> <p>Brackenfield already have a Bronze Bert award but are currently working towards the Silver award. MCJ encouraged Governors to complete the links sent out on email 3rd July 2023: Brackenfield School is currently working on the Silver and Gold BERT award. This is an award programme to develop the Relationships and Sex Education (RSE) provision in line with statutory requirements of</p>

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the Ofsted framework. Part of this work requires governors to undertake RSE training so that we are collectively able to understand and fulfil our statutory responsibilities, as well as understand how RSHE is taught in school.

I will be visiting school today to complete a learning walk with Sarah Preece as children participate in Kindness Day. What a nice post-Ofsted activity!

Sarah has kindly put together the following links for us to complete in our own time. I decided to read the PPT rather than watch the video, but I have also attended RSE updates with LA earlier this year. Please choose which option works for you best in order to answer the quiz questions.

Please can we help Sarah by completing the quiz by the end of term. Do let me know if you will struggle to meet that deadline. I understand it is an incredibly busy time of the year.

PowerPoint: [RSE statutory guidance PPT - Brackenfield \(1\).pptx](#)
 Video: [RSE statutory guidance \(1\).mp4](#)

Quiz: <https://forms.office.com/pages/responsepage.aspx?id=1la6QS3RSkq59QyY52dSEaFICzEMbJlBs5MsZ-EuxGxUMFhVVE9DVkxXN1YyWUJaSzAzVzBNTk1URS4u>

AGENDA ITEM 968	PART 1 Minutes - 19th June 2023
Notes:	PART 1 Minutes - 19th June 2023.pdf
Discussion:	Signed as a true and accurate reflection of the meeting

AGENDA ITEM 969	Governor Resignation – Karen Gauntley
Notes:	Karen Gauntley emailed on the 26 th June 2023 to resign for her position on the Governing Body with Immediate effect. Both Trish and Mica have responded to Karen thanking her service to the governing body.
Discussion:	MCJ – Both Trish and myself have written to Karen thanking her the work and commitment she has put into Brackenfield Governing body. No further questions raised, all governors approved Karen’s resignation from the Governing Body.

AGENDA ITEM 970	Governing Body Structure											
Discussion:	<table border="1"> <thead> <tr> <th>SLT</th> <th>Areas</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>Mick/Sophie</td> <td>Child Protection/Safeguarding</td> <td>Traci Good Gemma Watts</td> </tr> <tr> <td>Janine</td> <td>Anti-Bullying and Looked after Children</td> <td>Traci Good Gemma Watts</td> </tr> </tbody> </table>			SLT	Areas	Governor	Mick/Sophie	Child Protection/Safeguarding	Traci Good Gemma Watts	Janine	Anti-Bullying and Looked after Children	Traci Good Gemma Watts
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Natalie	Premises/ H&S	Chloe Lawrence
Natalie	Finance	Stephanie Bellett
Dave	GDPR	Michelle Farr
Maxine	Pupil premium	Chloe Lawrence
Jess- informal/ Semiformal	Teaching and Learning	Mica Coleman Jones - Informal and Communication
Maxine- formal		Michelle Farr
Chloe- communication		
Sarah Preece - RSHE		
Sophie	Wellbeing and mental health	Ellen Atkinson
Sophie/Janine	Careers and personal Development	Ellen Atkinson
Trish/Kim	Governor training	Mica Coleman Jones Kim Maycock
Trish	Leadership and Management	Mica Coleman Jones
Natalie	Building's Projects	Chloe Lawrence

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

Role	Panel member
Chair of Governors	Mica Coleman Jones
Vice Chair	Gemma Watts
HT Performance management	Mica Coleman Jones & Ellen Atkinson with an external Advisor
Complaints and grievances panel	3 impartial Governors
Staff discipline and dismissal panel	
Staff discipline and dismissal appeals panel	

	Exclusion appeals panel	Mica Coleman Jones, Chloe Lawrence (if impartial) and 1 other Governor
	Pay Committees	Stephanie Bellett, Michelle Farr, Traci Good
	Pay Committee appeal	Mica Coleman Jones, Gemma Watts, Ellen Atkinson

AGENDA ITEM 971	Policies for Review	
Notes:	Group	Individual Policies to review
	Educational	Pupil Policy handbook June 2023.pdf
	Health and Safety	Transport Procedures and risk assessment June 2023.pdf
Discussion:	<p>Gemma Watts: Pupil policy handbook; There was some Ofsted feedback about the behaviour policy needing to be clearer with differentiation between policy and practice. Was this the policy in place at the time of the inspection? Or has this policy been amended to address the feedback?</p> <p>TT - Yes this one was shared. The comments was about the over arching policy. It was felt by the inspectors that all our policies were not easy read for Parents. We acknowledge this feedback. Due to the school being so bespoke, we go into detail in policy for the staff, but appreciate that this means that they might be a bit long/wordy for parents. We are looking to re-write this year with guiding principles (an edited version of polices) with an appendix with the details.</p> <p>MCJ – Does this look different in the Behaviour Principal policy?</p> <p>TT- No, we have a number of policies that feed into all policies.</p> <p>GW – The policy was clear in the pupil one, are there any parts of this we can feed into the parents policy to simplify it?</p> <p>TT - Yes, an easy ready style for the information</p> <p>MCJ – We could send out a survey to parents for a wider view.</p> <p>TG – Would it be within the Risk Assessment policy that we look at the DBS checks for taxi drivers and escorts and the process for what we do if the parent isn't at home?</p> <p>TT – This policy is more of a risk assessment of the children getting in and out of taxi's but we d need to make sure this is captured.</p> <p>Action TT to check the safeguarding policies to see where this information is included.</p>	

AGENDA ITEM 972	Finance Report
Notes:	Please click on the following link to the Finance report: Governor Report 13th June 2023.pdf
Discussion:	<p>MCJ – Has Stephanie been booked in for a budget meeting with Natalie Collins? KM – Not at present.</p> <p>TT – The budget is looking healthier Action KM to book SB a visit or Teams call ASAP with Natalie Collins to review the budget.</p> <p>No further questions raised about the budget report.</p>

AGENDA ITEM 973	SIP and HT Report for 2023-2024
Notes:	School Improvement Plan & HT Report 23-24 .pdf
Discussion:	<p>TT – Targets for 2023/2024 are Attendance, communication and resources for post 16 provision. The data is blank for this meeting as we not at the end of the MER, are governors happy to agree the SIP?</p> <p>MCJ all governors agree and are happy with the School Improvement targets set.</p>

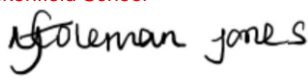
AGENDA ITEM 974	Part 2 Agenda
Notes:	Please see Part 2 Agenda

DATE OF NEXT MEETING/S			
Date of meeting	Time	Date papers will be circulated	Focus
10 th July 2023	17.00	3 rd July 2023	Setting SIP-SEF 2023-2024
23 rd October 2023	17.00	13 th October 2023	MER 1 Feedback
27 th November 2023	17.00	17 th November 2023	Mid-Year Budget
29 th January 2024	17.00	19 th January 2024	MER 2 Feedback
15 th April 2024	17.00	27 th March 2024	MER 3 Feedback and Budget Ratification
17 th June 2024	17.00	7 th June 2024	MER 4 and Summative Feedback for Year and Setting SIP-SEF 2024-2025
15 th July 2024	17.00	8 th July 2024	Agreeing Committee structure and annual forms

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?

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- 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?