



<b>FULL GOVERNING BODY MEETING</b>	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
<b>Date</b>	<b>29<sup>th</sup> January 2024</b>
<b>Venue</b>	<b>Microsoft Teams</b>

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

<b>AGENDA ITEM 993</b>	<b>Welcome and Apologies for absence</b>		
<b>Notes</b>	<b>GOVERNOR</b>	<b>REASON</b>	<b>ACCEPTABLE</b>
	Ellen Atkinson	Holiday	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Stephanie Pendlebury	Resignation	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 checked="" type="checkbox"/>
Stephanie Pendlebury	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 and Vice Chair	<input checked="" type="checkbox"/>
Kimberley Maycock	Clerk	<input checked="" type="checkbox"/>

<b>AGENDA ITEM 994</b>	<b>Declaration of any pecuniary and/or personal interest to any agenda items</b>
<b>Discussion:</b>	None received

<b>AGENDA ITEM 995</b>	<b>Declarations of AOB</b>
<b>Notes</b>	<p>Stephanie Pendlebury resignation received 29<sup>th</sup> January 2024: It is with regret that I am writing to you, to resign with immediate effect as Finance Governor of Brackenfield School. My role at Team Teach has changed since my return in January and therefore, I cannot commit my time to anything else at the minute. I remember saying in my introduction meeting that I always strive to make a difference and although my intentions are 100% there, I know that time and availability really does let me down.</p> <p>This isn't goodbye, I will continue to support you all as your point of contact for Team Teach and Family Engagement Training.</p>

Minutes of the FGB meeting 29<sup>th</sup> Jan 2024  
Of Brackenfield School

Signed

Date 15<sup>th</sup> April 2024

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<b>Discussion:</b>	<p>MCJ explained that Stephanie’s current work commitments mean that she is unable to fully commit to the Governors role.</p> <p>Action for KM to get an advert ready for a replacement for Stephanie.</p> <p>No further question raised all governors accept Stephanie’s resignation.</p>

<b>AGENDA ITEM 996</b>	<b>National Governors association (NGA) Code of Conduct</b>
<b>Notes:</b>	Mica to lead on this item
<b>Discussion:</b>	<p>MCJ presented a presentation on the NGA module Code of Conduct.</p> <p>The code of Conduct is routed around:</p> <ul style="list-style-type: none"> <li>• The 7 Nolan Principles of Public life <ul style="list-style-type: none"> <li>▪ Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership</li> </ul> </li> <li>• How governors and trustees fulfil their role and responsibilities</li> <li>• Expected commitment to the role</li> <li>• Building and maintaining relationships</li> <li>• Respecting confidentiality</li> <li>• Declaring confidentiality</li> </ul> <p>The 4 core functions are:</p> <ul style="list-style-type: none"> <li>• ensuring there is clarity of vision, ethos and strategic direction.</li> <li>• holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff</li> <li>• overseeing the financial performance of the organisation and making sure its money is well spent</li> <li>• ensuring the voices of stakeholders are heard.</li> </ul> <p>No questions raised all governors agreed to adopt the NGA module code of conduct for the Governing body at Brackenfield.</p>

<b>AGENDA ITEM 997</b>	<b>Full Governors Minutes - 27th November 2023</b>
<b>Notes:</b>	<a href="#">Full Governors Minutes - 27th November 2023</a>
<b>Discussion:</b>	Signed as a true accurate reflection of the meeting

<b>AGENDA ITEM 998</b>	<b>Feedback from Governor visit</b>
<b>Notes:</b>	<p><a href="#">Mica Coleman Jone – BRET Awards</a></p> <p><a href="#">Gemma Watts – Attendance 12/07/2023</a></p> <p><a href="#">Gemma Watts – Attendance 21/09/2023</a></p> <p><a href="#">Ellen Atkinson – Leadership 24/11/2023</a></p>
<b>Discussion:</b>	GW – Challenge on Pupil behaviour and how this increase was due to new pupil’s who have joined.

	<p>Attendance is going well, persisted absences came up in Ofsted, there are still 2 pupils who are struggling to attend and hopefully the LA are looking for new placements.</p> <p>MCJ – BERT team have published the work we have done at Brackenfield.          TT – We are the only Derbyshire school who have achieved the Gold award. There is a video that has been created but we are waiting on parent/carer permissions to share this.          School Improvement Officer came in last week and she was impressed with the level of parental engagement and the impact this has.</p> <p><b>MCJ – I asked about the process to maintain the award but this is something they haven't looked at yet as Brackenfield is the first to achieve the award.</b></p>
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AGENDA ITEM 999	Data Protection Review Meeting
<b>Notes:</b>	Please click <a href="#">HERE</a> to view notes from a recent Data Protection Review Meeting, which reviews the progress Brackenfield has made and identifies the key priorities for data protection and cyber security work for the school in the year ahead.
<b>Discussion:</b>	<p><b>MCJ – GDPR Breaches, what specifically can governors do more to support?</b></p> <p>TT – It is always having this in the forefront of your mind when speaking to SLT and the data they hold. We are high reporting school and quick to report a breach. This is challenge you can put back to leaders. Our ICT manager was nominated for the GDPR champion of Derbyshire.</p>

AGENDA ITEM 1000	iPad and Laptop Disposal
<b>Notes:</b>	<p>Staff laptop <a href="#">STAFFLAPTOP41 - Fujitsu A359 - EIBD005640</a> has a motherboard problem and the cost to repair is £500. The cost of a new laptop is £500 so the IT manager is requesting approval to scrap the Laptop and replace with a new one.</p> <p>Staff iPad <a href="#">iPad 7th Gen - FFLFR0DYM3N - 32GB</a> has a motherboard failure, the IT manager is requesting approval to scrap the iPad and replace with a new one</p>
<b>Discussion:</b>	<p><b>MCJ - is a motherboard failure not covered on the Warranty?</b></p> <p>CL - The Fujitsu devices are coming to the end of life and the warranty has expired.</p> <p>No questions raised and governors agreed to approve the scrapping of both devices for replacements.</p>

AGENDA ITEM 1001	Headteachers report, Policies to Review and Budget update	
<b>Notes:</b>	<p>Please use the following link to view the <a href="#">SIP &amp; HT Report 23-24 MER 2</a></p> <p>Please use the following link to view the <a href="#">MER 2 Dash Board 23-24</a></p>	
	Group	Individual Policy to review
	GDPR & ICT Policies	<a href="#">IT Security and Acceptable Use Policy</a>
		<a href="#">CCTV Policy</a>
		Governor to Review
		Michelle Farr
		Michelle Farr

	<a href="#">Data Protection Framework</a>	Michelle Farr
	<a href="#">Data Protection Policy for Schools</a>	Michelle Farr
	<a href="#">Privacy Notice Pupil</a>	Michelle Farr
	<a href="#">Privacy Notice Workforce</a>	Michelle Farr
	<a href="#">Record Retention</a>	Michelle Farr
	<a href="#">Artificial Intelligence Policy</a>	Traci Good and Michelle Farr
Educational Policies	<a href="#">Personal development policy 23-24</a> and <a href="#">Wellbeing poster</a> <a href="#">Home School Communication Policy</a>	Michelle and Mica
Health and Safety Policies	<a href="#">Healthcare Policy</a>	Chloe Lawrence

Please use the following link to view the Governor [Budget Report](#) for Jan 2024 Spring terms 3 & 4.

<b>Discussion:</b>	<p>MCJ – Is there anything that you would like to draw on from the Headteachers report?          TT – 2 Deputy headteachers are now on maternity leave and we are currently operating on the interim module.</p> <p>No further questions or concerns raised on the Headteachers report or Dashboard.</p> <p>Policies:          MF – The policies are very comprehensive and clearly written.  <b>GW – The Medical Tracker is now being abandoned as this isn't working as school thought it would. Is there a cost to school for this?</b>          TT – The system would send out a notification to parents informing them their child has had an epileptic fit when they haven't.  <b>GW – Its not fit for purpose, can we not ask a refund?</b>          Acton - KM to ask NC to look into a refund.          MCJ – the policies I reviewed were very comprehensive and clear.  <b>CL – Healthcare policy still references the Medical Tracker which needs to be updated.</b></p> <p>Budget          TT - Started with a balanced budget, we have managed to maintain this and have an increase budget at the end of the year and the deficit in 3 years has now been removed.</p>
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DATE OF NEXT MEETING/S			
Date of meeting	Time	Date papers will be circulated	Focus
29th January 2024	17.00	19th January 2024	MER 2 Feedback
15th April 2024	17.00	27th March 2024	MER 3 Feedback and Budget Ratification
17th June 2024	17.00	7th June 2024	MER 4 and Summative Feedback for Year and Setting SIP-SEF 24-25



15 <sup>th</sup> July 2024	17.00	8th July 2024	Agreeing Committee structure and annual forms	
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**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?