



FULL GOVERNING BODY MEETING	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
Date	15th April 2024
Venue	Microsoft Teams

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

AGENDA ITEM 1003	Welcome and Apologies for absence		
Notes	GOVERNOR	REASON	ACCEPTABLE
	Ellen Atkinson	Health reasons	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Traci Good		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"/>
Vacancy	Co-opted Governor	<input type="checkbox"/>
Ellen Atkinson	Co-opted Governor	<input type="checkbox"/>
Traci Good	Co-opted Governor	<input type="checkbox"/>
Gemma Watts	Parent Governor and Vice Chair	<input checked="" type="checkbox"/>
Kimberley Maycock	Clerk	<input checked="" type="checkbox"/>

AGENDA ITEM 1004	Welcome to John Roberts
Notes:	John Roberts will be joining today's Governor's meeting to observe the meeting in hopes to join the Governing Body
Discussion:	<p>MCJ welcomed John to today's meeting.</p> <p>John gave a brief overview of his knowledge and experience: John is a parent of a 19 male with complex Learning Disabilities who attends a North London special school. John has been a governor at his son's school for the last 15 years and has a background of technology and business.</p> <p>John works for a company called ShowMe and is on the board for the Autism Education Trust, through his work with ShowMe John is working with Brackenfield SEND School. ShowMe is a touch screen communication tool used in special education to support children in communication and developing communication. John went on to explain that Brackenfield SEND School is the most impressive school he has worked with and are embracing the work John does. John is working with Brackenfield SEND School in expanding into schools and doing the research.</p> <p>John's son is leaving school in July so he may have the time to commit to the Governing Body but wants to be present in school and worries the distance is too far and possible conflict of interest in the work he does with Brackenfield SEND School.</p>

Minutes of the FGB meeting 15th April 2024
Of Brackenfield School

Signed

Date: 17th June 2024

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	<p>MCJ – We have another Governor who lives on the South Coast and understands the concerns and if you feel unable to join we feel you working in Brackenfield will carry on. The meetings at Brackenfield are conducted very differently (very quick) the Governors are hands on and information provided is very informative. Governor Challenge is key, and we encourage this.</p>
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AGENDA ITEM 1005	Declaration of any pecuniary and/or personal interest to any agenda items
Discussion:	None Received

AGENDA ITEM 1006	Declarations of AOB
Discussion:	None received

AGENDA ITEM 1007	Full Governors Minutes - 29th January 2024 - MER 2 Feedback
Notes:	Please click HERE to review the Full Governors Minutes - 29th January 2024 - MER 2 Feedback
Discussion:	Signed as a true and accurate record of the meeting

AGENDA ITEM 1008	Additional Inset days
Notes:	Brackenfield SEND School would like Governor’s support/approval in adding 2 additional inset days to the school calendar to support Staff training for Health and Medical Care of the pupils.
Discussion:	<p>TT – We have contacted HR at Derbyshire County Council, as a Local Authority school, we are only allowed 5 days, anything over this is against the Teachers Pay and Conditions. Have Governors experienced this before? The care needs of the children are so great.</p> <p>MCJ – Have you seen the Team Teach refreshers cycle from Jonathan? These could this be done more effectively. The training is 6 hrs for refresher and doesn’t have be in one day or face to face.</p> <p>MCJ to resend the guidance to Trish.</p> <p>TT – This would release some of the pressure, but there is health care training.</p> <p>TT to go back to HR for further guidance.</p>

AGENDA ITEM 1009	ICT Disposal Request						
Notes:	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 25%;">Staff/Student</th> <th style="width: 25%;">Serial Number</th> <th style="width: 50%;">Reason</th> </tr> </thead> <tbody> <tr> <td>Student iPad</td> <td>F9FDXDTFQ1GC</td> <td>motherboard and battery have failed – Purchased in 2021 deemed beyond economic repair</td> </tr> </tbody> </table>	Staff/Student	Serial Number	Reason	Student iPad	F9FDXDTFQ1GC	motherboard and battery have failed – Purchased in 2021 deemed beyond economic repair
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Discussion:	No questions or concerns raised governors approved the disposal of the Student iPad.						

AGENDA ITEM 1010	Culture Code
Notes:	TT to lead this discussion
Discussion:	TT went through a PowerPoint on the growth and the change of the school which she went through with staff during a recent staff meeting.

	<p>Since taking over as Headteacher 6 years ago the school population has grown dramatically in both staff and pupil numbers.</p> <p>In the beginning the school was undersubscribed, buildings were not fit for purpose, curriculum and approaches not meeting needs (not specialist at all), disparate combination of learner needs, underspent budget, poor reputation and questionable policy and practice.</p> <p>Our vision at the time was to increase pupil numbers, define the population of the learner, change the curriculum approaches, upskill staff to ensure we were meeting the needs of the pupils, realign our standards and provide appropriate post 16 opportunities.</p> <p>Our cultural values were – Be kind, be professional, put the children first, listen to each other and be research based.</p> <p>Over the years our pupil admissions went through the roof, we had Ofsted in and we became experts. Our cultural values haven't changed but the way we do things has, through consultation with staff they wanted Integrity/honesty, Commitment, Respect and Kindness.</p>
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AGENDA ITEM 1011	Imprest Audit Report
Notes:	<p>Please CLICK HERE to review the last Imprest review which took place in Jan 2024:</p> <p>There are no concerns at following the review, please see actions below: <u>Finding 1</u> - Ideal scenario would be we increase the amount of cash withdrawal limit to £500 and update the finance regulations to reflect this. I believe this is the right thing to do, due to the volume of withdrawals that are necessary. And minimal risk involved. Cash insurance limit in safe is already at £1000 anyway.</p> <p><u>Finding 2</u> - This is very minor human error, considering the volume of petty cash transactions the finance team process but a reminder to staff to ensure correct amount and all receipts are accounted for. Although all invoices are already available to download staff will now ensure all Amazon invoices are downloaded from the online account and saved on TEAMS.</p> <p><u>Finding 3 & 4</u> - This is dependent on how long it takes for DCC to top up the account from when a request is placed, because all school dinner moneys come in and out of the account without notice it can be hard to track. But the team are aware and will monitor.</p> <p><u>Finding 5</u> - Staff are already reconciling the petty cash weekly and logging this on a spreadsheet, the auditors have recommended a paper copy too. We will implement this.</p>
Discussion:	<p>MCJ went through the report Natalie Collins, School Business Manager in February and felt confident all Findings has been actioned.</p> <p>No further questions or concerns raised.</p>

AGENDA ITEM 1012	Budget Ratification 2024-2025
Notes:	Please use the following link to view the Budget report and Annex 1 2024-2025

	Schools financial value standard (SFVS) checklist 2023-24
Discussion:	<p>MCJ – Is Point 15 of the SFVS a panel of Governors? KM - Yes TT – The Budget already includes the portacabins and building work. MCJ – For 2026 we are anticipating a surplus balance and shows how well the budget is being managed. TT – We are ambitious on spending the money where needed to support the children, we always set a budget to scale down if needed.</p> <p>No further questions or concerns raised on the budget, all governors approved the Annex 1 2024/2025 and SFVS.</p>

AGENDA ITEM 1013	Headteacher Report and Policies for Review																																									
Notes:	<p>Please click HERE for a copy of the Headteacher Report MER 3 Feedback for 2023/2024</p> <p>Please click HERE for a copy of the MER 3 Dashboard for 2023/2024</p> <table border="1"> <thead> <tr> <th>Group</th> <th>Individual Policy to review</th> <th>Governor to Review</th> </tr> </thead> <tbody> <tr> <td>GDPR & ICT Policies</td> <td>DPIA – Sign In App</td> <td>Traci Good and Michelle Farr</td> </tr> <tr> <td rowspan="4">Staff Policies</td> <td>Workload Policy</td> <td>Mica</td> </tr> <tr> <td>ECT Policy</td> <td>Mica</td> </tr> <tr> <td>Organisational structure Policy</td> <td>Mica</td> </tr> <tr> <td>Equality and Diversity Information and Object Policy</td> <td>Traci</td> </tr> <tr> <td rowspan="6">Educational Polices</td> <td>Mathematic Policy</td> <td>Michelle and Mica</td> </tr> <tr> <td>Literacy Policy</td> <td>Michelle and Mica</td> </tr> <tr> <td>EYFS Policy</td> <td>Michelle and Mica</td> </tr> <tr> <td>Provider Access Policy</td> <td>Michelle and Mica</td> </tr> <tr> <td>Offsite Visits Policy</td> <td>Michelle and Mica</td> </tr> <tr> <td>Employment and Careers Policy</td> <td>Michelle and Mica</td> </tr> <tr> <td>Safeguarding Policies</td> <td>Anti bullying Policy</td> <td>Traci Good</td> </tr> <tr> <td rowspan="3">Financial Policies</td> <td>Debit Card Policy</td> <td>Ellen and Chloe</td> </tr> <tr> <td>financial-regulations-procedures-and-roles-and-responsibilities</td> <td>Ellen and Chloe</td> </tr> <tr> <td>Private School Fund</td> <td>Ellen and Chloe</td> </tr> <tr> <td>Health and Safety</td> <td>Lone Working Risk Assessment</td> <td>Chloe</td> </tr> </tbody> </table>	Group	Individual Policy to review	Governor to Review	GDPR & ICT Policies	DPIA – Sign In App	Traci Good and Michelle Farr	Staff Policies	Workload Policy	Mica	ECT Policy	Mica	Organisational structure Policy	Mica	Equality and Diversity Information and Object Policy	Traci	Educational Polices	Mathematic Policy	Michelle and Mica	Literacy Policy	Michelle and Mica	EYFS Policy	Michelle and Mica	Provider Access Policy	Michelle and Mica	Offsite Visits Policy	Michelle and Mica	Employment and Careers Policy	Michelle and Mica	Safeguarding Policies	Anti bullying Policy	Traci Good	Financial Policies	Debit Card Policy	Ellen and Chloe	financial-regulations-procedures-and-roles-and-responsibilities	Ellen and Chloe	Private School Fund	Ellen and Chloe	Health and Safety	Lone Working Risk Assessment	Chloe
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Discussion:	<p>MCJ – What is EHE? KM – This is Elective Home Education</p> <p>All governors found the format easy to read. No further questions or concerns raised from the policies or Headteacher Report.</p>																																									

DATE OF NEXT MEETING/S

Date of meeting	Time	Date papers will be circulated	Focus
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 2024-2025
15th July 2024	17.00	8th July 2024	Agreeing Committee structure and annual forms
21st Oct 2024	17:00	11th Oct 2024	MER 1 Feedback 2024-2025
25th Nov 2024	17:00	15th Nov 2024	Mid-Year Budget 2024-2025
27th Jan 2025	17:00	17th Jan 2025	MER 2 Feedback 2024-2025
22nd April 2025	17:00	4th April 2025	MER 3 Feedback 2024-2025 and Budget Ratification 2025-2026
23rd June 2025	17:00	13th June 2025	MER 4 and Summative Feedback for 2024-2025 and Setting SIP-SEF 2025-2026

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?