



FULL GOVERNING BODY MEETING	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
Date	15 th July 2024 at 5pm
Venue	Microsoft Teams

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

AGENDA ITEM 1027	Welcome and Apologies for absence		
Notes	GOVERNOR	REASON	ACCEPTABLE
	Ellen Atkinson	Ill Health	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"/>
John Roberts	Co-opted Governor	<input checked="" 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"/>

AGENDA ITEM 1028	Declaration of any pecuniary and/or personal interest to any agenda items
Discussion:	None received

AGENDA ITEM 1029	Declarations of AOB
Discussion:	None received

AGENDA ITEM 1030	Full Governors Minutes – 17th June 2024 – MER 4 Summative Feedback and setting SIP-SEF 2024-2025
Notes:	Please click HERE to review the Full Governors Minutes – 17 th June 2024 – MER 4 Summative Feedback and setting SIP-SEF 2024-2025
Discussion:	Signed as a true and accurate record of the meeting.

AGENDA ITEM 1031	Policies to be reviewed		
Notes:	Individual Policy to review	Governor to Review	
	SEN Report 2024-2025	Only updated the year from 23-24 to 24-25	
	Relationships, Health and Sex Education Policy	Policy has been re-written	
Discussion:	<p>MF - Confirming I have read and understood the RSE policy. It reads well to me. GW – I have read the RSE Policy and am happy with this. JR - Having reviewed the policy, I am happy with it, although believe that the 2nd para of the Introduction needs to be clarified as it seems words or commas might be missing. KM has sent to Jessica Lacey for amendments to be made</p>		

AGENDA ITEM 1032	Finance Update/Authorisation
Notes:	<p>Details emailed out 26th June 2024 for prior approval to allow the works to be booked prior to the holidays: Vertas Grounds – We have now managed to end our contract early with Vertas after serving notice for a breach in contract. We have received 2 other quotes from JPS grounds maintenance £5760pa and Countrywide grounds maintenance £5226pa we would like to start new contract with services of JPS from September. Allocated £5800 in budget</p> <p>Hoists- I have received 2 quotes for the installation of Hoists in 5 Classrooms. Dolphin Mobility £23k and Clark and Partners £22k I have only 2 quotes as there are no other local companies providing installation. We would like to proceed with an order with Dolphin Mobility they also have availability to install in the summer holidays if order placed soon.</p> <p>Minibus – We would like to proceed with the purchase of our new minibus. I have worked in conjunction with transport services at Derbyshire County council and they will complete relevant checks on the vehicle to ensure fit for purpose. We had allocated £35k in the budget for the bus and car, We have raised £5110 fundraising on go fund me, and we will use £10k from the private school funds accounts. Total available = £50,110 Car £11,075 Minibus £38,000 = Planned spend = £49,075</p>
Discussion:	<p>Email from CL - Is there a reason why we are going with JPS who are more expensive than countrywide?</p> <p>Email from NC - There wasn't much between these 2 companies and I would be happy to proceed with either, it was more about notifying governors that we are to change contracts and move away from Vertas which has been the ongoing issue. In terms of comparison, they both offer a similar service, and both provide ad hoc services in addition to the contract. I haven't gone back to either yet, so the price hasn't been negotiated. So wanted to show worst case price.</p> <p>No further questions or concerns raised all Governors approved the quotes and works to be completed.</p>

AGENDA ITEM 1033	Governing Body Structure for 2024-2025
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SLT	Areas	Governor
Mick/Janine	Child Protection/Safeguarding	Traci Good Gemma Watts
Janine	Anti-Bullying and Looked after Children	Traci Good Gemma Watts
Natalie	Premises/ H&S	Chloe Lawrence
Natalie	Finance	John Roberts
Dave	GDPR	Michelle Farr
Maxine	Pupil premium	John Roberts
Jess- informal/ Semiformal Maxine- formal Christina/Jess-communication Sarah Preece/Rhiannon Holdway- RSHE	Teaching and Learning	Mica Coleman Jones Michelle Farr
Maxine	Wellbeing and mental health	Ellen Atkinson Traci Good
Janine	Careers and personal Development	Ellen Atkinson
Trish/Kim	Governor training	Mica Coleman Jones/Kim
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	Ellen Atkinson, Gemma Watts and an external advisor
Complaints and grievances panel	Traci Good and Mica Coleman Jones
Staff discipline and dismissal panel	(Trish if not part of the investigation) Ellen Atkinson and Michelle Farr
Staff discipline and dismissal appeals panel	Mica Coleman Jones, John Roberts and Traci Good
Exclusions	Chloe Lawrence and Ellen Atkinson
Pay Committees	All Governors as part of the Confidential Agenda

DATE OF NEXT MEETING/S			
Date of meeting	Time	Date papers will be circulated	Focus
7 th Oct 2024	17:00	27 th Sept 2024	Mid-Year Review of Budget 2024/2025
4 th Nov 2024	17:00	18 th Oct 2024	MER 1 Feedback 2024/2025
10 th Feb 2025	17:00	31 st Jan 2025	MER 2 Feedback 2024/2025
24 th March 2025	17:00	14 th March 2025	Setting Budget for 2025/2026
16 th June 2025	17:00	6 th June 2025	Summative Feedback 2024/2025
30 th June 2025	17:00	20 th June 2025	Agreeing new SIP / SEF 2025/2026 & agreeing structure

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?

Minutes of the FGB meeting 15th July 2025
Of Brackenfield School

Signed...

Date...7th October 2024



- 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?