



<b>FULL GOVERNING BODY MEETING</b>	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
<b>Date</b>	17 <sup>th</sup> June 2024
<b>Venue</b>	Microsoft Teams, 5pm

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

<b>AGENDA ITEM 1015</b>	<b>Welcome and Apologies for absence</b>		
<b>Notes</b>	<b>GOVERNOR</b>	<b>REASON</b>	<b>ACCEPTABLE</b>
	Mica Coleman Jones	Illness	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>GOVERNOR</b>	<b>ROLE</b>	<b>IN ATTENDANCE</b>
Mica Coleman Jones	Chair	<input 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 checked="" 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 1016</b>	<b>Declaration of any pecuniary and/or personal interest to any agenda items</b>
<b>Discussion:</b>	None received

<b>AGENDA ITEM 1017</b>	<b>Declarations of AOB</b>
<b>Discussion:</b>	None received

<b>AGENDA ITEM 1018</b>	<b>Full Governors Minutes – 15<sup>th</sup> April 2024 - MER 3 Feedback and Budget Ratification</b>
<b>Notes:</b>	Please click <a href="#">HERE</a> to review the Full Governors Minutes – 15 <sup>th</sup> April - MER 3 Feedback and Budget Ratification
<b>Discussion:</b>	Signed as a true and accurate record of the meeting

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Minutes of the FGB meeting 17<sup>th</sup> June 2024  
Of Brackenfield School

Signed 

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

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<b>AGENDA ITEM 1019</b>	<b>Scrapping of an iPad</b>
<b>Notes:</b>	Minute number required to scrap a staff iPad that has been deemed non repairable after it was submerged in a bowl of water. Incident documented on IRIS - incident 3722756 Device is a fairly new one – 9 <sup>th</sup> Gen, Serial Number M90GLX673F.
<b>Discussion:</b>	No questions or concerns raised; all governors approved the scrapping of the iPad.

<b>AGENDA ITEM 1020</b>	<b>Governor visit Feedback forms</b>
<b>Notes:</b>	<a href="#">Governor visits Feedback GW 26.04.2024.pdf</a>  <a href="#">Governor visits Feedback MF 20.03.2024.pdf</a>  <a href="#">Governor visit feedback GW 19.01.2024.pdf</a>
<b>Discussion:</b>	GW – The feedback reflects where we are with attendance, attendance is good and moving in the right direction. There are still a few persistent absentees but Kate and Janine are working hard on this. TG – I have been in School for SCR review's I will complete the feedback form moving forward. EA – How often should we be doing these visits? KM – At least once merely. TT – If you can't get into school, we can arrange a Teams call with your SLT link.

<b>AGENDA ITEM 1021</b>	<b>School's Community participation report</b>
<b>Notes:</b>	Please click <a href="#">HERE</a> to read the a report on School's Community Participation prepared by Peter Csizmadia, Pathway Lead.
<b>Discussion:</b>	TT Peter is a UPS teacher and one of his UPS targets it for bid writing and community projects. GW – PC has previously joined a Governors meeting to present to Governors the work he has completed on afterschool clubs for school and community work.

<b>AGENDA ITEM 1022</b>	<b>Budget report Summer 2024</b>
<b>Notes:</b>	Please click <a href="#">HERE</a> to view the Budget report for Summer 2024 from the school Patch Officer.
<b>Discussion:</b>	TT – The school is in a really good position; the budget is 6 million with a carry forward of 7 million the Local Authority are funding a build for the school to accommodate additional spaces. <b>GW – In terms of school numbers where do you see the maximum?</b> TT – From the Headteachers report the picture nationally is the massive pressure on Special schools. None of the special schools have maximized capacity like we have. The Local Authority are under new management and they are looking at to support ERS's in mainstream to support special schools. Jenny Webster from the Local Authority is an estate manager has visited the site. Brackenfield still has a transport and access issue. The Local Authority are funding 205 places from September 2024. The school has sensory spaces which the children need to access during the day. The site max is 250, along this we are working with the Local Authority to commission our own transport, this would also leave

	<p>us with the use of buses during the day. The benefit of this is making sure the transport and escorts have the required training to support the children. There is the outstanding proposal to look at additional external accommodate the post 16 offers and possibly the post 14 to dignify the offer to the children.</p> <p><b>John -In terms of classes sizes, what have you thought about? Some children have this written into their EHCP's, where they need a smaller class size.</b></p> <p>TT – Yes, our class sizes reflect the needs of the cohort of the children we are currently running a 20 class module with only 18 classes, they are in the largest spaces we have in school to support. The changing needs of the children makes us responsive to the changes required. We work on classes of 8 but currently have some larger and some smaller but they are classes that work.</p>
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AGENDA ITEM 1023	Policies to be reviewed		
<b>Notes:</b>	Group	Individual Policy to review	Governor to Review
	GDPR & ICT Policies	<a href="#">Data Protection Policy for Schools.docx</a>	Traci
		<a href="#">IT Security and Acceptable Use Policy.docx</a>	Traci
		<a href="#">Website Privacy Notice.docx</a>	Traci
	Staff Policies	<a href="#">Accessibility Plan.docx</a>	All Governors
		<a href="#">Code of Conduct for Staff.docx</a>	All Governors
	Educational Policies	<a href="#">SEND Policy.docx</a>	Mica and Michelle
		<a href="#">SEND report 23-24.docx</a>	Mica and Michelle
		<a href="#">Understanding and Supporting Behaviours Policy.docx</a>	Mica and Michelle
		<a href="#">Total Communication Approach Policy.docx</a>	Mica and Michelle
	Safeguarding Policies	<a href="#">Attendance Policy.docx</a>	Chloe and Traci
		<a href="#">Drugs and alcohol policy.docx</a>	Chloe and Traci
		<a href="#">Extremism and Radicalisation policy.docx</a>	Chloe and Traci
		<a href="#">Pupil Policy handbook April 2024.docx</a>	Chloe and Traci
	Financial Policies	<a href="#">Charging and Remissions Policy .docx</a>	No Updates made
	Health and Safety	<a href="#">Health &amp; Safety Policy.docx</a>	No Updates made
	HR Policies	<a href="#">Authorised Leave of Absence and Flexible Working Policy.docx</a>	Derbyshire County Council Policy

		<a href="#">Competence - Formal Competence Procedure for Teachers.docx</a>	Derbyshire County Council Policy
		<a href="#">Competence Procedure for Support Staff.docx</a>	Derbyshire County Council Policy
		<a href="#">Complaints Procedure - Advice Guidance and Information.docx</a>	Derbyshire County Council Policy
		<a href="#">Complaints Procedure.docx</a>	Derbyshire County Council Policy
		<a href="#">Confidential Reporting Code (Whistleblowing).docx</a>	Derbyshire County Council Policy
		<a href="#">Disciplinary Procedure - Implementation Guidance.docx</a>	Derbyshire County Council Policy
		<a href="#">Disciplinary Procedure.docx</a>	Derbyshire County Council Policy
		<a href="#">Employment and Careers policy.docx</a>	Ellen
		<a href="#">Grievance Procedure – Information, Advice &amp; Guidance.docx</a>	Derbyshire County Council Policy
		<a href="#">Grievance Procedure.docx</a>	Derbyshire County Council Policy
		<a href="#">Harassment and Bullying Procedure.docx</a>	Derbyshire County Council Policy
		<a href="#">Lettings Policy.docx</a>	Chloe
		<a href="#">Management of Sickness Absence Procedures - Advice Guidance.docx</a>	Derbyshire County Council Policy
		<a href="#">Menopause Policy.docx</a>	Derbyshire County Council Policy
		<a href="#">Recruitment and Selection advice &amp; guidance .docx</a>	Derbyshire County Council Policy
		<a href="#">Recruitment Selection Policy.docx</a>	Derbyshire County Council Policy
<b>Discussion:</b>	<p>TG has looked at all the policies that have been allocated to her and has been in communication with Dave Doohan on his polices and it happy with the changes mage.</p> <p>CL has reviewed all policies allocated and happy with he amendments made.</p>		

	<p>MF - SEND Policy - suggestions for your consideration: Paragraph 4:          Consider removing 'no matter their needs and abilities'. I don't think this is necessary.          after reasonable adjustments consider adding 'and adaptations'          TT to review policy with proposed changes.          MF - The SEND Report looks good. The Behaviour Policy - I really like this, found it helpful and I feel like I have learned a lot from this policy. I particularly like the note to staff and children etc.          EA unable to access the Employment and Careers policy.          KM to send to Ellen to review.</p>
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AGENDA ITEM 1024	Headteachers report
<b>Notes:</b>	<p>Please click <a href="#">HERE</a> for a copy of the Headteacher Report MER 4 Feedback for 2023/2024</p> <p>Please see in the Headteacher report under premises provide an update on the buildings work to be completed.</p> <p>Please click <a href="#">HERE</a> for a copy of the MER 4 Dashboard for 2023/2024</p>
<b>Discussion:</b>	<p>TT – Following the last governors meeting, there has been rapid progress with the expansion of the schools, and I want to keep all Governors informed, I have discussed with Mica already.</p> <p>Planning Application has been granted for Infill extension, double class modular building and widening of gates, conditions added are biodiversity enhancement plan to be in place for start of works, additional gates and parking spaces for highway safety.</p> <p>DCC (Derbyshire County Council) have been working with us to secure a Portakabin from Clever Leys . This was also put out to tender in the case that DCC did not have an available building. DCC identified that they have two portakabin buildings which will be suitable to use on our site. One is a single story with a number of spaces and will satisfy the current planning application (with an adjustment submitted to the planning office). The other is a double story 4 classroom block which we will have to submit a further planning application for. The planning office has already confirmed that this may not be viable as our buildings in their words are now ‘sprawling’</p> <p>Natalie Collins, School Business manager has been pushed far and beyond for planning permission, we have never had to jump through this many hoops before.</p> <p>The new children that have been placed with is have lots of physio needs and the other space will be used for the therapy sessions but this will require separate planning permission.</p> <p>The gates are already included in the budget and we can now focus the money on a main building for an infill off reception.</p> <p>GW – That sounds amazing, I am in agreement.          TG – That seems like an awful lot of work we you been through I am happy to support this.</p>

	TT – There is a need, and we need to meet the need, if we are given additional sites the leadership structure needs to change and the communication needs to change. I will come back to Governors if this is granted to show you what this will look like.
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AGENDA ITEM 1025	Setting the SIP-SEF 2024-2025
<b>Notes:</b>	<p>New MER Window's have been set changing to 3 MER Cycles, 12 weeks each with 2 weeks of Switzerland:</p> <ul style="list-style-type: none"> <li>• MER 1 10th June to 11th October</li> <li>• MER 2 14th October to 24th Jan</li> <li>• MER 3 27th Jan to 9th May</li> <li>• Switzerland 12th May to 6th June</li> </ul> <p>Please click <a href="#">HERE</a> for the new targets for 2024-2025 to be agreed.</p>
<b>Discussion:</b>	<p><b>EA – What is the 2 weeks of Switzerland?</b></p> <p>TT – Previously we have had 4 MERs over 10 weeks, this didn't give us time to close off the performance management and school year or support Teacher workload. This will give us as a school more time to support staff.</p> <p>We have looked at the CPD calendar and teacher workload. We have been over reporting, and this will support the processes in the school. We lose a lot of CPD time as we report 4 times a year.</p> <p><b>John – How do you manage the classes in this time?</b></p> <p>TT – They will remain in their classes, we are closing off data windows, creating Governors reports, Performance Management and starting the transition visit to new classes.</p> <p><b>John- Why Switzerland?</b></p> <p>TT – This is a neutral territory.</p> <p>TT – We need Governors to approve the School Improvement plan targets for 2024/2025:</p> <ol style="list-style-type: none"> <li>1. School expansion and Capital Projects- create an expansion strategy to include- IT, staffing, redevelopment/update of facilities, policies and transition process.</li> <li>2. To develop 14-19 offer for September 2025- to include detailed curriculum and assessment, staffing and facilities.</li> <li>3. To redevelop new staff inductions and CPD to ensure this takes into account the expansion of the school as well as professional fatigue.</li> </ol> <p>TG - I happy with these they seem be across the board and a nice mix of everything.</p> <p><b>MF – What is your timeframe for post 16?</b></p> <p>TT – We are set to go in September 2025, Sophie Evitts will be back off Maternity leave and is already working with Helen Diggle our employment coordinator to complete the offer.</p> <p>No further questions or concerns raised all governors approved the new MER windows and targets for 2024/2025.</p>

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