



FULL GOVERNING BODY MEETING	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
Date	7th October 2024 starting at 5pm
Venue	Microsoft Teams

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

AGENDA ITEM 1035	Welcome and Apologies for absence		
Notes	GOVERNOR	REASON	ACCEPTABLE
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

GOVERNOR	ROLE	IN ATTENDANCE
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 – Acting Vice chair	<input checked="" type="checkbox"/>
Gemma Watts	Parent Governor and Acting Chair of Governors	<input checked="" type="checkbox"/>
Kimberley Maycock	Clerk	<input checked="" type="checkbox"/>

AGENDA ITEM 1036	Declaration of any pecuniary and/or personal interest to any agenda items
Discussion:	None received

AGENDA ITEM 1037	Declarations of AOB
Notes	Update from TT re split site
Discussion:	<p>TT informed the Governors at the beginning of September 2024 that the modular building didn't arrive on time, this was due to it still being in used by Clover Lees Primary School. This left Brackenfield 27 children without a classroom. Derbyshire County Council worked with Brackenfield to secure space in the Outlook Adult Day Centre just a short distance from the main site.</p> <p>Since September we have had 2 classes based at the Outlook centre which has been a success, we also have a member of the Senior Leadership Team based at the centre to support staff and ensure safety.</p> <p>The plan is for the modular building to be transported to our school site over the October half term. The ground survey had been completed however, Derbyshire County Council have insisted on having these done again. GW visited the centre today as her role as Governor.</p>

Minutes of the FGB meeting 07/10/2024
Of Brackenfield School

Signed

Date...4th November 2024..

GW – It’s a lovely building, the classes are set up well. You can tell it is Brackenfield Class room and there are lots of facilities and space. The children enjoyed seeing visitors and especially Trish.

AGENDA ITEM 1038	Full Governors Minutes – 15th July 2024 – Agreeing Committee structure and annual forms
Notes:	Please click HERE to review the Full Governors Minutes – 15th July 2024 – Agreeing Committee structure and annual forms.
Discussion:	Signed as a true and accurate record of the meeting

AGENDA ITEM 1039	Chair of Governors Resignation and Governing Body Structure
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Notes:
 As Governors are aware Mica Coleman Jones resigned from her position as Chair of Governors with immediate effect on the 30th August 2024. Since this date the Vice Chair, Gemma Watts has been acting up as Chair for the interim period.
 Unfortunately, Gemma is unable to take on the role of Chair in full at this time, as a result the position of Chair of Governors is available to any Governors who feel they would like to take the role.
 AN advert went out to Parents and Carers informing them of vacancies in the Governing body and 1 parent has made contact expressing an interest in joining.
 Unfortunately, Governor Support are not able to assist the Governing Body in filled Co-opted governor vacancies.

Discussion:
 KM – In discussions with Governor support they have informed me that they are unable to support in filling co-opted Governor roles but have suggested the possibility of 2 Governors sharing the Chair role.
 GW confirmed she is happy to sit in the role until the position is filled.
 EA would be happy to have a split role as chair but couldn’t commit to this until next year.
 MF is also happy to split and help in the interim as a second chair, MF also knows people she can reach out to to join the governing body.
 GW added that with the expansion of the school we need to have a Chair who has the time and dedication.
 JR advised that due to work commitments he is unable to commit at this time.

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
<ul style="list-style-type: none"> Sophie - informal/ Semiformal Maxine- formal Christina/Maxine - communication Sarah Preece/Rhiannon Holdway-RSHE 	Teaching and Learning	Michelle Farr
Maxine	Wellbeing and mental health	Ellen Atkinson Traci Good
Janine	Careers and personal Development	Ellen Atkinson
Trish/Kim	Governor training	Trish/Kim
Trish	Leadership and Management	Gemma Watts
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	Gemma Watts
Vice Chair	Traci Good
HT Performance management	Ellen Atkinson, Gemma Watts and an external advisor
Complaints and grievances panel	Traci Good and VACANT
Staff discipline and dismissal panel	(Trish if not part of the investigation) Ellen Atkinson and Michelle Farr
Staff discipline and dismissal appeals panel	VACANT , John Roberts and Traci Good
Exclusions	Chloe Lawrence and Ellen Atkinson
Pay Committees	All Governors as part of the Confidential Agenda

AGENDA ITEM 1040	Policies to be reviewed		
Notes:	Policy Group	Policy Title	Governor to Review
	Educational Policies	Curriculum & PD Policy.docx	Michell Farr
		Measuring Impact and Supporting Progress Policy.docx	Michell Farr
		Offsite Visits Policy.docx	Michell Farr
		Sports Premium Policy 2024-2025.docx	Michell Farr
		School Swimming Policy - 2024-2025.docx	Michell Farr
		Uniform Policy.docx	Michell Farr
	Finance Policies	Dinner Money Policy.docx	John Roberts
		Pupil Premium 2024-2025.docx	John Roberts
		financial-regulations-procedures-and-roles-and-responsibilities.docx	John Roberts
	GDPR and ICT policies	EBooks Now DPIA.docx	Michelle Farr
	Health and Safety Policies	Premises Management Policy.docx	Chloe Lawrence
		Healthcare policy.docx	Chloe Lawrence
	HR Policies	Maternity Paternity Adoption and Parental Leave Schemes - Sept 2024.docx	DCC policy – Gemma Watts
	Safeguarding Policies	Attendance Policy.docx	Traci Good and Gemma Watts
		Online Safety policy.docx	Traci Good and Gemma Watts
		Equal opportunities policy.docx	Traci Good and Gemma Watts
		Drugs and alcohol policy.docx	Traci Good and Gemma Watts
		BRACKENFIELD CIMP.docx	Traci Good and Gemma Watts
		Pupil Policy handbook - updated 100724.docx	Traci Good and Gemma Watts
		Safeguarding Child Protection Policy.docx	Traci Good and Gemma Watts
		Searching Screening and Confiscation online safety policy.docx	Traci Good and Gemma Watts
		Use of frequent visitors policy.docx	Traci Good and Gemma Watts
Wellbeing and pastoral policy.docx	Traci Good and Gemma Watts		

Discussion:	<p>JR - I have read the Finance policies allocated to me and they all look fine and can be approved. My only questions relate to the new clause in the Financial Regulations, Procedures & Roles doc on p6 clause A.13. What happens if the pupil is unable to manage their own payment and money? And why is the payment mechanism not the same at for pupils under 16?</p> <p>KM Action to send to Natalie and discuss at the next meeting.</p> <p>GW – I have read thought all policies allocated to me and sent a couple of amendments which have been actioned.</p> <p>TG – To read through over the next couple of week.</p> <p>MF – Offsite policy, very complex, could do with a flow chart or check list.</p> <p>MF to read through the EBooks policy and send KM any questions this evening</p> <p>CL – Premises and Health care policy have been read through and all seem clear.</p> <p>No further questions or concerns raised on the Policies.</p>
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AGENDA ITEM 1041	Mid-Year Budget report 2024-2025
Notes:	Please click HERE to view the Mid-year Budget report for 2024-2025
Discussion:	<p>JR - My specific question for tonight relate to the overall deficit for this year and the apparent forecast surplus (for which we have a duty to have a "strategy to use") in the coming years.</p> <p>TT and GW met earlier today and discussed the budget. The mid-year reviews shows that the spending is going as planned.</p> <p>With the building work being funded by Derbyshire County Council we have a large amount of this budget left.</p> <p>The budget is set not knowing the number of placements of children, our population are becoming more complex and come with a high level of funding which has created a surplus. The surplus will be more than this. The Health and Personal Care team has grown from 6 to 12 to support the complex needs of the pupils and the Occupational Therapist are now established staff meaning we no longer have to buy in this service at a higher cost to the school.</p> <p>There is a shortfall in the Electricity costs due the increases in prices over the last year.</p> <p>JR to book a meeting with NC to go through the Budget in a greater detail.</p> <p>No further questions or concerns raised over the mid-year budget report.</p>

AGENDA ITEM 1042	Growth of the Leadership Team
Notes:	Trish to present to the Governors
Discussion:	<p>The staffing structure within the Senior Leadership hasn't been reviewed in September 2022. During this time the school has grown significantly seeing a 66% increase in Teacher numbers and 20% increase in pupil numbers.</p> <p>The Teaching staff are line managed by members of the Senior Leadership which is pulling resources as there isn't the capacity to do this as the Leadership hasn't grown with the school.</p> <p>From September 2025 we will have Post 16 places, which will initially bring in 10 places and will grow to 30 places over the next 2 years. The proposal is to increase from 2 to 3 Deputy Headteachers (DHT)</p>

and from 2 to 3 Assistant Headteachers (AHT) and remain with 1 Associate Assistant Headteacher (AAH)

MF – What is the difference between a AHT and AAH

TT - The AAH has a defined role within the school.

TT -This proposal has been discussed with the patch officer to ensure the school has the budget for the increase in the Senior Leadership Team. The total additional cost to the school will be £203,616. This figure is at the top end of the pay scales as a worst-case scenario. There are currently adverts live for these posts to back fill the DHT who has left. We need to recruit by 31st Oct to meet the deadlines for a January start.

The Main site has planning and budget for an infill and we are putting in planning for the Double modular build to accommodate the increase in demand for school places.

All governors happy to agree proposed structure due to the rapid growth of the school.

Other areas of consideration is the Evaluation and grading of School Business Manager (SBM).

For the following reasons:

- Size wise we are larger than a mainstream secondary school (159 employees, budget of £6.2mil)- this is significantly larger than we were in 2017 when the original role was evaluated (62 children and 30 staff)
- The instability and changeable nature of pupil funding and needs- means that budget management is incredibly complex- far more than a mainstream school
- Due to the needs of our children, there are far greater H&S implications- to give a few examples, there is a need for lots of specialist equipment which needs to be maintained and appropriate for use, we require safe and secure storage for dangerous items- such as oxygen, our children due to their cognitive needs are more vulnerable to injury, our environment needs to reflect this.
- We now buy out of local authority for most of our services- for instance we have now come out of LA contracts for grounds maintenance and cleaning. We are looking at moving away for catering. We have inhouse support for HR and business admin. There is procurement and contract management that goes on constantly.
- Due to the expansion of the school- a lot has happened already with regards to buildings. We are just about to move back into a window of a self-managed build.

All of this is beyond the responsibility of the current post and there is currently not a JD or grading which draws parity between this and other similar jobs in other schools.

GW – Do this evaluation work for other job grades like administration?

TT – We have added in other staff members who have taken work away from staff, we have employed a Staff Attendance Manager for example.

GW – Yes I agree to send the SBM through JD but feel this needs spreading across the admin team,

TT – The Business Admin team has grown, we didn't have a pupil administrator, this created a new role. The other long term consideration is the IT managers post in needing more capacity.

No further questions raised all Governors approved the Job re-evaluation for the SBM.

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	22 nd 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?
- 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?