

FULL GOVERNING BODY MEETING	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
Date	4 th November 2024
Venue	Microsoft Teams at 5pm

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

AGENDA ITEM 1044	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 1045	Declaration of any pecuniary and/or personal interest to any agenda items
Discussion:	None Received

AGENDA ITEM 1046	Declarations of AOB
Notes	New build updates – Outlook, Portacabins and when likely to be in Governor Ofsted window – Paperwork to follow by Friday Governor Bio and picture on the Website by Friday
Discussion:	New build updates – Outlook, Portacabins and when likely to be in TT confirmed that the Portacabins were craned onto site over the October half term, the contractors are working to get these completed for Friday this week ready for hand over so we can bring the classes back to site from Outlook. It has been a really positive experience despite being split site. Governor Ofsted window – Paperwork to follow by Friday

	<p>GW explained to the Governing Body that Brackenfield was currently in the Ofsted window for a graded inspection. The Senior leaders have put together an information crib sheet for Governors which will be shared by the end of the week.</p> <p>JR has recently completed the Ofsted training for Governors course.</p> <p>Governor Bio and pictures on the Website by Friday</p> <p>GW - During the last Ofsted inspection one of the things that the inspectors picked up on was how they felt that Governors were invisible from an external perspective. It has been discussed previously about adding a Governors Bio section to the school website with a photo. GW asked if this was something that Governors would be happy to do. All Governors agreed this was a good idea and agreed to send this over to the Clerk by Friday 11th Oct 2024.</p>
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AGENDA ITEM 1047	Welcome to a potential new governor
Notes:	Please welcome Mrs Fern Mee to todays meeting who has expressed an interest in joining the Brackenfield Governing Body. Please click HERE for a copy of Mrs Mee's expression of interest in joining the governors and HERE for a copy of Mrs Mee's Skills Matrix.
Discussion:	<p>GW welcomed all Governors to introduce themselves to Fern before Fern went through her expression of interest.</p> <p>Fern explained that she was very excited to be a part of the governors and how important the role is. Fern went on to say that her son is in his second year at Brackenfield now and it's made such a big difference in his life. Fern could do anything to give back to the school and help enforce the visions of the school to further advance their education and the development of the other children.</p> <p>GW asked the Governing Body if they would be happy for Fern to join as a Parent Governor.</p> <p>No questions or concerns raised all Governors agreed and welcome Fern.</p> <p>GW requested the Governors roles and responsibilities be revisited in light of the new governor. Please see table below:</p>

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
Sophie/ Maxine- Curriculum overview Lucy- literacy Olivia-Maths Chris- Informal	Teaching and Learning	Michelle Farr Fern Mee

Marie- Semi-formal Christina- communication Sarah Preece/Rhiannon Holdway- RSHE Gemma Danvers-Independent Living		
Sophie Sophie Dove	Wellbeing and mental health	Ellen Atkinson Traci Good
Sophie-PD overview Helen/ Sophie-careers Jenny-SMSC Rhiannon-Pupil wellbeing/ community Lauren-Pupil voice	Personal Development	Ellen Atkinson
Trish/Kim	Governor training	Kim/Trish
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 (acting)
Vice Chair	Traci Good
HT Performance management	Ellen Atkinson, Gemma Watts and an external advisor
Complaints and grievances panel	Traci Good and Fern Mee
Staff discipline and dismissal panel	(Trish if not part of the investigation) Ellen Atkinson and Michelle Farr
Staff discipline and dismissal appeals panel	Gemma Watts, John Roberts and Traci Good
Exclusions	Chloe Lawrence and Ellen Atkinson
Pay Committees	All Governors as part of the Confidential Agenda

AGENDA ITEM 1048	Full Governors Minutes – 7 th October 2024 – Mid-Year Budget review
Notes:	Please click HERE to review the Full Governors Minutes – 7 th October 2024 – Mid-Year Budget review
Discussion:	Signed as a true and accurate record of the meeting.

AGENDA ITEM 1049	Governor Training
Notes:	<p>Please click HERE for the full training Newsletter from Governor support. Here are some of the upcoming courses on offer:</p> <p>Welcome to Governance - Module 1 Wednesday 13 November, Module 2 Wednesday 20 November - 6.00—8.00 pm via teams Virtual Training</p> <p>Preparing for Ofsted - Tuesday 26 November - 6.00—8.00 pm via teams Virtual Training</p> <p>School Complaints Procedure for governors - Wednesday 23 October - 6.00 - 8.00 pm via teams Virtual Training</p> <p>Clerk to Governors: An Essential Introductory Guide to Clerking - Tuesday 12 November - 10.00 - 12 noon, County Hall</p> <p>Introductory Guide to Clerking Derbyshire Services for Schools</p> <p>Networking for clerks - Thursday 21 November - 6.30 - 7.30 pm via teams Virtual Event</p> <p>Monitoring and Evaluation - Monday 21 October - 6.00 - 8.00 pm via teams Virtual</p> <p>Networking for Chairs - Thursday 24 October - 6.00 - 7.00 pm via teams Virtual Event</p> <p>If you would like to join any of the courses, please email Kim Maycock.</p>

AGENDA ITEM 1050	Infill extension governor authorisation
Notes:	<p>The following was sent out for Governor approval 16th October 2024:</p> <p>Please click HERE for the quotation for the architecture fees to produce a workings drawings package and carry out the role of principal designer pre and during construction phase for design and management for the Infill extension that we have received planning permission for. The total cost of this is £23,800.</p> <p>This company has been used by DCC on previous projects and has been used on all our previous building projects, including the 4-classroom extension last year and are familiar with the school.</p> <p>As they were the designer of the initial phase drawings to submit to planning, we would like to instruct them to proceed however financial regulations require 3 quotes due to the value being over the £10k Headteacher authorisation limit.</p> <p>Please could you confirm if you are happy to instruct this company with the basis that they have already started the works from planning and going out to other companies will inevitably slow down the process going to another company at this stage.</p> <p>The remainder of this project will follow all financial regulations including going to Tender for the construction for the main build, and 3 quotes for all other services to carry out the project.</p> <p>TT, CL, TG and GW approved the quotation and as a result GLA has been instructed to complete the architectural drawings.</p>

Discussion:	<p>TT went through the architect drawing for the infill in detail, highlighting the additional spaces, storage and toilets. TT also highlighted the better use of the space in the current library giving another exit to the Sensory Park.</p> <p>The request came out to Governors prior to the meeting to request approval to instruct the company to start work so this can be completed over the summer holidays.</p> <p>No questions or concerns raised, all governors approved the quotation from the architect.</p>
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AGENDA ITEM 1051	Pupil iPad to be destroyed
Notes:	The motherboard fault so will be deemed beyond economical repair. Even after replacing the screen and digitizer the image displays incorrect colors - FVLX4GXQYX (Pupil iPad37) the school have not been charged for the replacement screen in trying to repair the iPad.
Discussion:	No questions or concerns raised; all governors approved the iPad be destroyed.

AGENDA ITEM 1052	Policies to be reviewed																
Notes:	<table><tr><th>Policy Group</th><th>Policy Title</th><th>Governor to Review</th></tr><tr><td rowspan="5">GPDR and ICT</td><td>Artificial Intelligence Policy.docx</td><td>Traci Good</td></tr><tr><td>CCTV Policy.docx</td><td>Michelle Farr</td></tr><tr><td>Data Protection Framework.docx</td><td>Michelle Farr</td></tr><tr><td>Privacy Notice Pupil.docx</td><td>Michelle Farr</td></tr><tr><td>Record Retention 2024.docx</td><td>Michelle Farr</td></tr></table>			Policy Group	Policy Title	Governor to Review	GPDR and ICT	Artificial Intelligence Policy.docx	Traci Good	CCTV Policy.docx	Michelle Farr	Data Protection Framework.docx	Michelle Farr	Privacy Notice Pupil.docx	Michelle Farr	Record Retention 2024.docx	Michelle Farr
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Following on from the last Governors meeting a question was raised about the Financial Regulations and Responsibility policy by John. I can confirm that this policy is currently being reviewed and will be submitted for approval as soon as possible.																	
Discussion:																	
All governors have read the Policies assigned to them to review. No questions or concerns raised, all policies approved. TG - Dave Doohan, ICT Manager noted some data that needed changing in the AI policies which Derbyshire County Council have adopted.																	

AGENDA ITEM 1053	Headteachers Report and MER 1 Dashboard.
Notes:	<p>Please click here for a copy of the School Improvement Plan and Headteachers report for MER 1 2024/2025</p> <p>Please click here for a copy of the MER 1 Dashboard for 2024/2025.</p>
Discussion:	John - Is most of the educational performance data straight from Boop?

	<p>TT - No; evidence is on Boop, educational performance is triangulated from b healthy, b skills and b levels, as well as Personalized learning intention progress. This is also reported once quality assurance.</p> <p>John - from the "Stakeholder Voice: Parents (Literacy and Maths)" slide towards the end: Why do the majority of parents feel they don't understand their child's targets in literacy and maths, nor their progress.</p> <p>GW – This could be due to not having an understanding on Boop and lack of Parents evenings, new teachers starting and new pupils.</p> <p>TT we will look to hoist a workshop for Boop and parent inductions. We have sent home guidance of how to navigate BOOP for targets, and we will follow up with individual parents via class keyworkers. When we survey again, we will ask specifically why you don't feel confident, as we do not ask this specifically. We will also discuss as part of parents evening.</p> <p>John - I have been blown away by how good and detailed the " MER 1 Dashboard" report and its data is. I have never seen anything like this (nor the detail and tracking) in my work with special schools or as a parent governor.</p> <p>GW remaindered Governors to make contact with their SLT link prior to the next meeting to make sure they review the information they have received and go through the data.</p>
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AGENDA ITEM 1054	New leadership appointments
Notes:	Following on from the last Governors meeting on the 7 th October 2024, Brackenfield SEND School has successfully appointment 2 new Deputy Headteachers and 1 Assistant Headteacher. As per the Teacher pay and conditions the new staff will start in January 2025 and will have a full induction into the school.
Discussion:	<p>TG the interview process was great, we are lucky to have these people join the Team.</p> <p>JR – How many applications did you receive?</p> <p>TT – Around 12/15</p> <p>JR – Any internal applications?</p> <p>TT - Yes there where 3 internal applicants, this was a strong field.</p>

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?
- 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?