

FULL GOVERNING BODY MEETING	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
Date	10 <sup>th</sup> February 2025
Venue	Microsoft Teams

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

<b>AGENDA ITEM</b> 1056	<b>Welcome and Apologies for absence</b>
<b>Notes</b>	None received

GOVERNOR	ROLE	IN ATTENDANCE
Trish Turner (TT)	Head Teacher	<input checked="" type="checkbox"/>
Chloe Lawrence (CL)	Staff Governor	<input checked="" type="checkbox"/>
Michelle Farr (MF)	LA Governor	<input checked="" type="checkbox"/>
John Roberts (JR)	Co-opted Governor	<input checked="" type="checkbox"/>
Ellen Atkinson (EA)	Co-opted Governor	<input checked="" type="checkbox"/>
Traci Good (TG)	Co-opted Governor – Acting Vice chair	<input checked="" type="checkbox"/>
Gemma Watts (GW)	Parent Governor and Acting Chair of Governors	<input checked="" type="checkbox"/>
Kimberley Maycock (KM)	Clerk	<input checked="" type="checkbox"/>
Fern Mee (FM)	Parent Governor	<input checked="" type="checkbox"/>

<b>AGENDA ITEM</b> 1057	<b>Declaration of any pecuniary and/or personal interest to any agenda items</b>
<b>Discussion:</b>	None received

<b>AGENDA ITEM</b> 1058	<b>New Senior leader welcome and introduction</b>
<b>Notes:</b>	Tim Barker and Sophie Power, Deputy Headteachers (DHT) and Victoria Chadler Assistant Headteacher (AHT) will be joining the Governors meeting to introduce themselves and give a 5-minute overview of their transition into school and induction to Brackenfield SEND School. Please click <a href="#">HERE</a> to view how the Leadership Structure has been set out since January 2025
<b>Discussion:</b>	Tim B introduced himself to the GB, he went on to explain the areas he over sees as a DHT – Occupational Therapist (OT), Preparation For Adulthood (PFA), Sensory, Visual Impairment (VI), Hearing Impairment (HI), Physical Impairment (PI) provision as well as parental communication. Tim explained that it has been a brilliant transition into the school, the Continuous Personal Development (CPD) plan is the best he ever had. Tim moved from a Derby City school to Brackenfield, his Senior Leaders from his previous school told him it was positive about his move. Since starting at Brackenfield Tim has reviewed all the EHCP and ensured all the children with VI and HI are getting the right support. Currently looking through the EHCP's with OT input to ensure the

	<p>provisions are being put in place as and when required. There are 2 OT's in school and these need to have timetables in place to see all the classes.</p> <p>Parents evening this week, where Tim aiming to get 100% engagement from all parent/carers.</p> <p>TT - New reports have been sent out on BOOP.</p> <p>GW - These are a good idea to have in advance they prompt your questions to the class team. These show attendance, PLI's etc.</p> <p>FM – Super useful, clear and easy to access.</p> <p>JR – I have been provisioning Boop in the other school I am governor at.</p> <p>TB – As a new member of staff having this synopsis to hand is really useful.</p> <p>EA - Would like to meet with TB to discuss his ideas for PFA</p> <p>Sophie P introduced herself to the GB, Sophie went on to explain that the transition has been fantastic, the school and staff have gone above and beyond. Sophie expressed that she has never worked in a setting where she has been made to feel so welcome.</p> <p>In Sophie's role as DHT she over sees – Physical Education (PE), Core assessments and Behaviour and attitudes as well as the East Midlands SEND Training Hub (EMSTH) which is an asset to the school.</p> <p>TT - Sunningdale is our partner school in Sunderland. They are primary only, but very similar to ourselves and also have a training hub.</p> <p>The prioritises at the moment are behaviour - Looking into systems where we can report the behaviours to the parent/carers and the EMSTH.</p> <p>There are a lot of systems in the school, and it has been a challenge to learn all these, but the staff are really supportive.</p> <p>Victoria C introduced herself to the GB, Victoria went on to explain that her background is from EYFS in mainstream. Victoria's lead area is play and excited to get her teeth into this, Victoria has set up a meeting with a trainer and will be visiting another school to look at their set up.</p> <p>TT - Through our national partners in Equals Wilson Stewart School in Birmingham have asked to join us on our action research for play.</p> <p>Victoria is the lead Designated Safeguarding Lead (DSL) for Looked After Children (LAC) and is currently looking at all the different provisions.</p> <p>Prior to starting at Brackenfield the Senior leaders held a couple teams calls to support the new starters, this gave them a depth a knowledge and understanding so they could hit the ground running.</p> <p>The whole staff team have welcomed the additional support from the Senior Leadership Team (SLT).</p> <p>The challenge in my play will be the assessment side of it as our children have such bespoke curriculum.</p>
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AGENDA ITEM 1059	Declarations of AOB
Discussion:	None received

AGENDA ITEM 1060	Full Governors Minutes - 4th November 2024 – MER 1 Feedback 2024-2025
Notes:	Please click <a href="#">HERE</a> to review the Full Governors Minutes - 4th November 2024 – MER 1 Feedback 2024-2025.
Discussion:	Signed as a true and accurate record of the meeting

AGENDA ITEM 1061	Governor structure with new Senior Leaders	
<b>Notes:</b> There is a vacancy in Headteacher Performance management as the Chair of Governors is unable to sit on this panel.		
SLT	Areas	Governor
Mick/Sophie Evitts	Child Protection/Safeguarding	Traci Good
Sophie Power	Anti-Bullying	Traci Good
Victoria Chandler	Looked after Children	Gemma Watts
Janine Rivers	Attendance	Gemma Watts
Natalie	Premises/ H&S	Chloe Lawrence
Natalie	Finance	John Roberts
Dave	GDPR	Michelle Farr
Sophie Power	Pupil premium	John Roberts
Maxine Ursell	Healthcare	Ellen Atkinson Chloe Lawrence
Tim Barker/Sophie Power - Curriculum overview Lucy- literacy Olivia-Maths Chris- Informal Marie- Semi-formal Christina- communication Sarah Preece/Rhiannon Holdway- RSHE Gemma Danvers-Independent Living	Teaching and Learning	Michelle Farr Fern Mee
Sophie Evitts	Post 16	Ellen Atkinson
Sophie Evitts Sophie Dove	Wellbeing and mental health	Ellen Atkinson Traci Good
Sophie Evitts -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
Resources (blue), Education (green).		
Role	Panel member	
Chair of Governors	Gemma Watts (acting)	
Vice Chair	Traci Good	
HT Performance management	Ellen Atkinson, Michelle Farr 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	
<p><b>Discussion:</b></p> <p>GW – As I am now the CoG it is not appropriate for me to be part of the Headteacher performance Management panel.</p> <p>MF was part of the previous mid-year review for the Headteacher and expressed an interest in join this panel. No questions or concerns raised; all governors agreed for MF to join EA on the Headteacher Performance management panel.</p> <p>GW – During a meeting with TT today it discussed about including a lead SLT member and governor to healthcare due to the growth of the school and complex health needs of some of the children.</p> <p>TT - Healthcare in Derbyshire doesn't have the same integrated Care Board (ICB) as Derby City. Another Special School in Derbyshire requested a school nurse and NHS said this isn't something they fund.</p> <p>Some of the care given in schools should only be given by a registered nurse. The cohort of children has changed significantly we have gone from 4 Health and Personal Care Assistants (HPCA) to 17. We have 2 who work full time as physio assistants. We have a lot of children with significant healthcare needs. Brackenfield requires a school nurse but we are not considered as a school who needs one.</p> <p>There are a lot of children who require moving and handling, we have had hoists fitted in most of our classrooms. All children have a right to education, and we will continue the fight to get a nurse in school. We will come back to governors with a plan.</p> <p>Senior Leaders are in the process of writing a bereavement policy and looking at counselling for staff.</p> <p>EA – I would be interested in this area, all children in the school have a right to PfA. I have been working with other agencies looking into this and I could put you in contact with these.</p> <p><b>ACTION - EA to share this information with the rest of the GB</b></p> <p><a href="https://www.musclehelp.com/pioneering-polar-adventurer-and-charity-ceo-of-the-muscle-help-foundation-charity-to-be-awarded-mbe-for-services-to-people-with-muscular-dystrophy/">https://www.musclehelp.com/pioneering-polar-adventurer-and-charity-ceo-of-the-muscle-help-foundation-charity-to-be-awarded-mbe-for-services-to-people-with-muscular-dystrophy/</a></p> <p>TT – I feel that CL would benefit from being part of the this as a staff governor once she returns from Maternity leave.</p> <p>No further questions or concerns raised all governors agreed that EA and CL be the linked Governors for Healthcare.</p>		

AGENDA ITEM 1062	Newsletter
<b>Notes:</b>	We would like to assign slots throughout the year for Governors to write to parent/carers in the termly Newsletter. We would like Governors to write bit of a bio about themselves and why they are on the governing body and what you are responsible for overseeing.
<b>Discussion:</b>	<p>All Governors are happy to send over a Bio to be added to the Newsletter.</p> <p>EA – Internships in Derbyshire promoting PfA would be good to share with parent/carers to show them what the schools aspirations are for the students.</p> <p>KM also mentioned that there was an upcoming coffee morning for parent/carers with Mrs Wright out Communication lead would be delivering.</p> <p><b>ACTION – KM to share the date with governors</b></p>

AGENDA ITEM 1063	Equipment for Disposal			
Notes:				
	Item	Serial Number	Reason	Agreed
	Staff 9 <sup>th</sup> Generation iPad	DH573WN79	iPad was submerged in water and the cost of a repair is more than a new device	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No
	Staff laptop - Fujitsu A3510	EQAB171724	The quote for repair has come back at £444 and the cost of a new laptop with 3 years warranty is £450	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No
Discussion:	No questions or concerns raised, the disposal of both items approved.			

AGENDA ITEM 1064	Finance report
<b>Notes:</b>	Please click <a href="#">HERE</a> to view the Spring Term 3 & 4 Finance Report for Governors 2024/2025.
<b>Discussion:</b>	<p>JR – Since the last GB meeting, JR has met with Natalie Collins, School Business Manager (SBM) and the SMB assures JR that the patch officer from Derbyshire County Council has the budget in hand. JR has requested that the GB just need a one liners which states on track or not as the report is very thorough but hard to read.</p> <p>No further questions or concerns raised on the finance report.</p>

AGENDA ITEM 1065	Governor Visits Monitoring and Evaluation Record
<b>Notes:</b>	Please click <a href="#">HERE</a> to view Gemma Watts' Governor Visits Monitoring and Evaluation Record following her visit 14 <sup>th</sup> January 2025.
<b>Discussion:</b>	GW reminded all governors to complete the monitoring and evaluation record following a visit or meeting. No question or concerns raised.

AGENDA ITEM 1066	Policies to be reviewed		
Notes:			
	Policy Group	Policy Title	Governor to Review
	HR and Business Services policies	<a href="#">Teachers Pay Policy 2024 - Covering Letter.docx</a>	Derbyshire County Council Policy
		<a href="#">Teachers Pay Policy 2024.docx</a>	Derbyshire County Council Policy
		<a href="#">Teachers Pay Policy 2024 - Statutory Information and Guidance.docx</a>	Derbyshire County Council Policy
		<a href="#">Code of Conduct for Staff.docx</a>	All Governors
		<a href="#">Staff induction Policy.docx</a>	All Governors
	Curriculum Policies	<a href="#">Curriculum &amp; Personal Development Policy.docx</a>	Michelle Farr & Fern Mee
		<a href="#">Mathematics policy.docx</a>	Michelle Farr & Fern Mee
		<a href="#">Home School Communication Policy.docx</a>	Michelle Farr & Fern Mee
		<a href="#">Quality Assurance and Quality Control policy 2024-2025.docx</a>	Michelle Farr & Fern Mee
	Financial Policies	<a href="#">Dinner Money Policy.docx</a>	John Roberts
		<a href="#">financial-regulations-procedures-and-roles-and-responsibilities-september-2024.docx</a>	John Roberts
	GDPR Policies	<a href="#">Privacy Notice Workforce.docx</a>	Michelle Farr
	Health and Safety policies	<a href="#">Sun safety policy 2025.docx</a>	Chloe Lawrence

		<a href="#">Transport Procedures and risk assessment.docx</a>	Chloe Lawrence
		<a href="#">First Aid Policy.docx</a>	Chloe Lawrence
	Safeguarding	<a href="#">BRACKENFIELD CIMP.docx</a>	Gemma Watts & Traci Good
		<a href="#">Online Safety policy.docx</a>	Gemma Watts & Traci Good
	Governors	<a href="#">Brackenfield SEND School Governor Code of Conduct.docx</a>	All Governors
<b>Discussion:</b>	<p>JR - Page 2 for the financial limits has changed but it doesn't state was this was previously.</p> <p>TT - This is a module policy from Derbyshire County Council</p> <p>JR – I have previously questioned what happens when a student is unable to handle their own monies for college: As part of transition to post 16, our year 10 and 11 students go to college one day a week. The options for lunch are for students to take their own packed lunch or purchase lunch from the college canteen, the estimated cost is between £3.50 and £3.80. Students may wish to take a bank card or cash to purchase items, the amount should not be more than £5 for a full lunch or £2 for a drink/snack. Those in receipt of free school meals will receive a voucher to purchase a meal but have the option to purchase a drink in addition. <b>All monies will be the sole responsibility of the students and will not be handled by staff.</b></p> <p>KM – This was previous discussed with the SBM when originally questioned and as a result it was removed from the financial regulations procedures and roles and responsibilities policy and added to the Dinner Money as it was felt it was not needed in this policy.</p> <p><b>ACTION – KM to discuss with SBM and send over to JR by Friday 14<sup>th</sup> Feb 2025.</b></p> <p>No further questions or concerns raised on the policies, all approved with the exception of the Dinner Money policy.</p>		

<b>AGENDA ITEM 1067</b>	<b>Headteachers Report and MER 2 Dashboard.</b>
<b>Notes:</b>	<p>Please click <a href="#">HERE</a> to view the Headteachers report for MER 2 2024-2025</p> <p>Please click <a href="#">HERE</a> to view the MER 2 Headteachers Report summary for MER 2 2024-2025.</p>
<b>Discussion:</b>	<p>All governors report that the new layout of the dashboard was more streamlined and to the point.</p> <p>No questions or concerns raised from the Headteachers report or MER 2 feedback.</p>

DATE OF NEXT MEETING/S			
Date of meeting	Time	Date papers will be circulated	Focus

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?