



FULL GOVERNING BODY MEETING	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
Date	9 th February 2026
Venue	5pm Microsoft Teams – CLICK HERE TO JOIN

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

AGENDA ITEM 2005	Welcome and Apologies for absence		
Notes	GOVERNOR	REASON	ACCEPTABLE
	Chloe Lawrence	Resignation	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

GOVERNOR	ROLE	IN ATTENDANCE
Gemma Watts	Chair	<input checked="" type="checkbox"/>
Trish Turner	Executive Headteacher	<input checked="" type="checkbox"/>
Chloe Lawrence	Staff Governor	<input 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"/>
Vacancy	Vice Chair	<input type="checkbox"/>
Fern Mee	Parent Governor	<input checked="" type="checkbox"/>
Kimberley Maycock	Clerk	<input checked="" type="checkbox"/>

AGENDA ITEM 2006	Declaration of any pecuniary and/or personal interest to any agenda items
Discussion:	None received

AGENDA ITEM 2007	Declarations of AOB
Discussion:	None received

AGENDA ITEM 2008	Head of Site, Sophie Evitts to present Apprenticeships to Governors
Discussion:	<p>Apprenticeships are proving very successful for recruitment and retention. School are utilising the apprenticeship levy; substantial cost savings noted (£47k for 3 apprentices previously). Current apprentices include teachers, STLAS, IT, and an upcoming OT apprentice.</p> <p>Long-term aim: develop skilled staff who may progress internally or move into wider SEND environments.</p>

Minutes of the FGB meeting 9th Feb 2026
Of Brackenfield School

Signed:  Date: 20th April 2026



	<p>EA - Need to monitor new DfE £200m training budget and potential local authority allocation.</p> <p>School leaders to monitor DfE training budget distribution at LA level.</p>
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AGENDA ITEM 2009	Staff Governor resignation
Notes	<p>On Friday 30th January 2026, Chloe Lawrence, Assistant Headteacher resigned from her position on the Governing with immediate effect. Chloe noted in her resignation “It has been a pleasure to serve on this board and I have thoroughly enjoyed being a part of it.”</p> <p>On the 2nd February 2026 and advert for expressions of interest was sent out staff but the Clerk to Governors.</p>
Discussion:	<p>There were 3 staff members who enquired about the role but only 1 expression of interest received.</p> <p>KM to confirm with Governor support to correct process with only 1 expression of interest and feedback to Governors.</p>

AGENDA ITEM 2010	Minutes from the Full Governors - 3rd Nov 2025 – MER 1 Feedback 2025-2026
Notes:	Please CLICK HERE for the minutes of the Full Governors – 3 rd Nov 2025 – MER 1 Feedback 2025-2026
Discussion:	No questions or concerns raised, signed as a true and accurate record of the meeting.

AGENDA ITEM 2011	ICT Disposal request
Notes:	<p>There is a laptop that has failed PAT test and another that has a failed motherboard - given the age of both devices (Fujitsu) the cost to repair will be beyond the value of the device itself.</p> <p>Lifebook A3511, Serial Number EQAA110134, STAFFLAPTOP63 assigned to KMC - Motherboard failure and will not turn on</p> <p>Lifebook A3511, Serial Number EQAA067608, - previously assigned to EBO - case smashed and failed PAT test - case replacement cost prohibitive</p> <p>The ICT Manager proposes to use the devices as parts for other devices we still have operating. a motherboard costs £400, the case repair £300 plus labour charges. Fujitsu pulled out of the laptop market.</p> <p>A brand-new laptop with 3-year warranty on it is £550</p>
Discussion:	No questions or concerns raised all governors approved to proceed with disposal.



AGENDA ITEM 2012	Policies to be reviewed		
Notes:	Policy Group	Policy Title	Governor to Review
	Finance	Pupil Premium Strategy 2025-2026	John Roberts
		Sport Premium 2025-2026	John Roberts
	Safeguarding	Critical incident plan	Gemma Watts
	Curriculum	Offsite Visits Policy 2025-2026	Michelle Farr and Fern Mee
		Inclusion Strategy 2025-2026	Michelle Farr and Fern Mee
		Play Policy 2025-2026	Michelle Farr and Fern Mee
		Home School Communication policy	Michelle Farr and Fern Mee
	HR Policies	Teacher Pay Policy Statutory information, advice and Guidance	Statutory Policy
		Teacher Pay Policy	
Code of Conduct - Staff		All Governors	
ICT & GDPR	Photographer DPIA	Michelle Farr	
Discussion:	<p>All policies reviewed; minor comments: GW - Critical Incident Plan: updates mainly around taxi details and leadership. FM - Homeschool Communication Policy: review date may be incorrect; needs checking. MF - Photography Policy: contains yellow placeholders requiring school-specific information.</p> <p>Actions: KM to speak to ICT Manager to complete missing information in Photography Policy. KM to confirm the review date of the Communication Policy</p>		

AGENDA ITEM 2013	Headteachers report MER 2 Feedback 2025/2026
Notes:	<p>Please CLICK HERE to view the Headteacher Report for MER 2 2025-2026</p> <p>Please CLICK HERE to view the MER 2 2025-2026 dashboard</p>
Discussion:	<p>TT - School settling into new structure, we are seeking external scrutiny across education, healthcare, and business functions and work is underway to appoint an external Ofsted inspector as an improvement partner. Healthcare audit being arranged.</p> <p>GW - Attendance coding concerns raised re: children educated in hospital (impacting persistent absence rate disproportionately).</p> <p>Actions: KM to speak to DHT to confirm correct attendance coding for hospital-educated pupils and liaise with LA if needed and update governors once clarified.</p>



AGENDA ITEM		DATE OF NEXT MEETING/S	
Please note the change in date for meeting the Setting Budget 2026/2027 from 23rd March to the 20th April 2026.			
Date of meeting	Time	Date papers will be circulated	Focus
6 th Oct 2025	17:00	26 th Sept 2025	Mid-Year Review of Budget 2025/2026
3 rd Nov 2025	17:00	24 th Oct 2025	MER 1 Feedback 2025/2026
9 th Feb 2026	17:00	30 th Jan 2026	MER 2 Feedback 2025/2026
20th April 2026	17:00	13th April 2026	Setting Budget for 2026/2027
15 th June 2026	17:00	5 th June 2026	Summative Feedback 2025/2026
29 th June 2026	17:00	19 th June 2026	Agreeing new SIP / SEF 2026/2027 & 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?

Signed: 

Date: 20th April 2026