



FULL GOVERNING BODY MEETING	
Agenda ☐	
Minutes ☒	
Date	15 th June 2026
Venue	Please use the link to Join the meeting now

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

AGENDA ITEM 2025	Welcome and Apologies for absence		
Notes	GOVERNOR	REASON	ACCEPTABLE
	Ellen Atkinson	Family	Yes ☒ No ☐

GOVERNOR	ROLE	IN ATTENDANCE
Gemma Watts	Chair	☒
Trish Turner	Executive Headteacher	☒
Jessica Colins	Staff Governor	☒
Michelle Farr	LA Governor	☒
John Roberts	Co-opted Governor	☒
Ellen Atkinson	Co-opted Governor	☐
Vacancy	Vice Chair	☐
Fern Mee	Parent Governor	☒
Kimberley Maycock	Clerk	☒

AGENDA ITEM 2026	Declaration of any pecuniary and/or personal interest to any agenda items
Discussion:	No pecuniary or personal interests were declared in relation to agenda items.

AGENDA ITEM 2027	Declarations of AOB
Discussion:	No additional items of business were declared.

AGENDA ITEM 2028	Full Governors Minutes - 20th April 2026 - Setting Budget for 2026-2027
Discussion:	Please CLICK HERE to review the Full Governors Minutes - 20th April 2026 - Setting Budget for 2026-2027
Discussion:	Signed as a true and accurate record of the meeting.

Minutes of the FGB meeting 15th June 2026
Of Brackenfield School

Signed

Date: 29th June 2026

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AGENDA ITEM 2029	Policies to be reviewed		
Notes:	Policy Group	Policy Title	Governor to Review
	Curriculum Policies	EYFS Policy	Fern and Michelle
		Maths Policy	Fern and Michelle
		Literacy Policy	Fern and Michelle
		Understanding and Supporting Behaviours	Fern and Michelle
		Open Awards	Fern and Michelle
		Total Communication Approach	Fern and Michelle
	Finance Policies	Charging & Remissions Policy	John Roberts
		Debit Card Policy	John Roberts
		Private School Fund	John Roberts
	Health and Safety Policies	Premises management Policy	Ellen Atkinson
		Health & Safety Policy	Ellen Atkinson
	ICT Policies	Record Retention Policy	Michelle
		Data Protection (DP) Framework	Michelle
		Privacy Notice – Pupil & Family	Michelle
		Privacy Notice – Workforce	Michelle
	HR Policy	Lettings Policy	Gemma
	Safeguarding policies	Anti Bullying	Gemma
		Extremism and Radicalisation Policy	Gemma
Discussion:	Governors confirmed they had reviewed all curriculum policies. MF – There is a typo in one of the policies which will be shared with the Clerk. FM – Still reviewing the understanding and supporting Behaviour policy and will send any questions to the Clerk. Finance: JR queried the absence of highlighted changes and whether review processes are sufficiently visible. KM confirmed no changes had been made this cycle JR challenge raised regarding the completion of the checklist within the Private School Fund Policy. TT - Checklist is an annual compliance requirement Clerk to obtain assurance/evidence from finance lead that the checklist has been completed in line with requirements. H&S policies to be added to the meeting in the absence of EA ICT Policies Policies reviewed and confirmed to be detailed and comprehensive. HR and Safeguarding policies GW – The Anti Bullying policy it still talks about deputy head's should that be heads of site? KM response – Milly, Deputy Head is checking with Sophie Evitts, Head of Site.		

No further questions raised all policies excluding H&S approved

AGENDA ITEM 2030	Summative Headteachers report 2025/2026
Notes:	Please CLICK HERE to view the Headteacher report Please CLICK HERE to view the Dashboard
Discussion:	GW - In relation to safeguarding data, there was a question I meant to ask Millie/Sophie in terms of transport driving the increase what are the safeguarding concerns that we are raising with regards to transport. Does the local authority agree that the issues raised are a safeguarding issue and if so what's their justification for still using the transport providers? Is it incidents that we are witnessing or is it parental/pupil reports of safeguarding concerns? SE response - Transport departments have taken several courses of action as a result of our concerns raised; they have fined drivers, removed contracts, given training and in some cases taken no further action. All concerns are listed and some form of action is taken, however there are delays in sharing this. Each local authority is different in their response time and actions taken. To mitigate this, we report all concerns to parents and ask parents to make a decision about using the transport until the issue is resolved. JR - Safeguarding incidents – Double of pupil numbers. Are there any trends? GW – The Deputy Headteacher is tracking the new pupils and looking at data. They have recently picked Safeguarding and Behaviour and is looking at the data. The cohort of children is more challenging. TT – Transport concerns are consistent and there aren't any trends. Staff are not in control of transport this is out with the Local Authorities. Behaviour data isn't showing us anything at the moment – The platform isn't support of the data we need to pull. Some staff are recording once for the full day rather than recording all separate incidents. Senior Leaders are looking at alternative platforms like BOOP to move to from September. This should help bring in more supportive data. Actions from the HT to Governors – 1. Lack of support the ICB (Integrated Care Board) and Local Authority (LA). Nursing providers are commissioned by the NHS, they come in with their own rules and policies. LA medicines administration policy is not up to date and doesn't reference the LA or DFE. Tracheostomy changes and suctioning (oral and tracheostomy) – The policy states we need contact our insurance broker and make sure this is referenced correctly.

The executive Headteacher has asked the LA if staff are insured and the LA are unable to answer this. 6 weeks ago the executive headteacher went back to the LA and asked for an update and chasing weekly.

KITE Team – NHS nursing team who provide training to schools have also raised concerns. They have informed that us Nottinghamshire County Council have an good model policy but we can't adopt this we are a Derbyshire County Council school.

Executive Headteacher to draft escalation letter to the LA and ICB Governing body to formally support and sign complaint to LA and ICB to seek urgent updated policy and indemnity clarity.

All Governors agreed to support and sign the letter.

2. Family Support Worker – Current caseload too high due to school growth (case load of 20/30 families per Family Support worker) and back filling the Head of Pastoral care Position.

Governors agreed to approve recruitment of additional Family Support Worker.

3. Leadership Structure – Previously Governors agreed 3 Deputy Headteachers and 5 Assistant Headteachers, we have not recruited the full number. Executive Headteacher is requesting approval to recruit an additional 2 Assistant Headteachers rather than another Deputy Headteacher.

Zones have been introduced in the school – As the school grows this has become more difficult to manage. This is why we require the additional Assistant Headteacher to support the workloads and is more cost effective to the school. Putting into Zones helps this become more manageable.

Governors approved the recruitment of 2 additional Assistant Headteachers.

Governance & Ofsted Preparation

Brackenfield has appointed a new School Improvement Partner appointed (Ofsted inspector and previous Headteacher). We need stronger evidence of challenge in governor minutes. Current challenge exists but not recorded clearly.

Governors to:

- Complete visit reports consistently.
- Share challenge questions in advance where possible.

Leadership to:

- Support governors in documenting challenge.
- Invite senior leaders to present at meetings.

**Reporting Improvements - Current reports too detailed and hard to extract key issues.
Suggestion to create concise summary/dashboard.**

Senior Leader to develop governor-friendly reporting template (summary-level) and improve Headteacher report clarity and usability.

Systems & Communication (Boop Platform) - Governors currently missing day-to-day updates.

Clerk to set up Boop accounts for all governors and Governors to download app and engage with updates.

DATE OF NEXT MEETING/S

Date of meeting	Time	Date papers will be circulated	Focus
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?

