



Annual General Meeting of the Full Governing Body

Monday 14th December 2015 at 1:00pm

Minutes

Governors Present:			Apologies:		
Carol Wright	(CW)	Parent - Chair	Ros Stephens	(RS)	Parent
Cheryl Smart	(CS)	Headteacher			
Matt Clemens	(MC)	Staff			
Francine Franklin	(FF)	Co-Opted			
Bill Jowett	(BJ)	Co-Opted	Attendees:		
Richard Sowter	(RDS)	Co-Opted	Rhys Hancock	(RH)	Deputy Head
John Glasby	(JG)	Co-Opted	Ruth Fowler	(RF)	Clerk
Steve Marshall-Clarke	(SMC)	LA	Rebecca Dalman	(RD)	SBM
Kevin Dean	(KD)	Co-Opted			

Item No. 14/12/15	Item	Action Point
Pre Meeting Presentation		
	<p>Matt Clemens – Gardening Group</p> <p>MC showed the Governors the children’s folders used for their gardening work. MC stated that the aim is to get children to work independently. It provides a relaxing atmosphere that helps with emotional and behavioural issues. It gives the children confidence in themselves and their ability to follow instructions and complete a task.</p> <p>Governors asked the following questions:</p> <p><i>Can less mobile ones do it?</i></p> <ul style="list-style-type: none"> • Yes – Also MC is hoping to get a new Polytunnel that will give better access for wheelchair users in the future. <p><i>Where are the progress headings taken from?</i></p> <ul style="list-style-type: none"> • AQA accreditation - the basic elements. <p><i>Could more children participate if MC had more help?</i></p> <ul style="list-style-type: none"> • It is better one-to-one or two at most – more relaxed. Some struggle in class and this has helped them to relax and cope in class better. It gives them a break. 	



	<p><i>How long does each child get?</i></p> <ul style="list-style-type: none"> • 6 weeks each – they change each term. Class teachers determine which children will come. <p><i>How do you monitor improvement? Could it lead to an NVQ in Horticulture?</i></p> <ul style="list-style-type: none"> • It is more about nurture than gaining a qualification. • The folders are a new progression that record what they have done. <p>AP1 – MC to look to look at baselining children at the beginning of the 6 weeks and reviewing at the end. (recording progress in independence skills / following instructions, overcoming fears – e.g. going into the polytunnel- etc.) Also to look at the NCQ Level 1 in Horticulture to see if it is viable.</p> <p><i>Does the school have links with Broomfield?</i></p> <ul style="list-style-type: none"> • MC has visited Broomfield - they don't have much more than school has by way of equipment. 	MC
Procedural		
1.	<p>Welcome and Apologies Apologies were received and accepted for RS. RF is resigning – Governors thanked RF for her work. Sarah Whitaker will come back and clerk from January 2016.</p>	
2.	<p>Declaration of Interest SMC is a county councillor.</p>	
3.	<p>Minutes of Previous Meeting – 19th October 2015 The minutes were accepted and agreed as a true and accurate record and signed by the chair.</p>	
4.	<p><i>AP1-Compile Register of Business Interests to be published on the website</i> Carry forward</p> <p><i>AP2-Arrange to meet and discuss the following:</i></p> <ul style="list-style-type: none"> • Ofsted process • SES • SIRR • 20 Questions <p>Completed</p> <p><i>AP3-Prepare Training Matrix</i> Completed / Ongoing</p> <p><i>AP4-All Governors to read and understand the SES and SIRR</i> Completed</p> <p><i>AP5-Send new class structure to Governors</i> Carry Forward.</p>	



	<p><i>AP6-Governors discussed what visits should be made and how and when to complete a report. Should learning walks take place? A decision will be made at the next FGB</i></p> <p>Governors discussed the different benefits of learning walks. Two Governors to attend at a time. Overall review walk first then more specific focuses. AP4 - RH to arrange and take the lead.</p> <p><i>AP7-Meet to discuss yearly schedule, agenda structure and length of meetings Completed.</i></p>	
5.	<p>Instrument of Governance JG suggested changing the Instrument of Governance and to have the Deputy Head as a Governor.</p> <p>After discussion the following was agreed –</p> <ul style="list-style-type: none"> • RH to be a Co-Opted Governor (Governors voted on this and all agreed) • The Instrument of Governance will be: <ul style="list-style-type: none"> 2 Parents 1 LA 1 Staff 1 Headteacher 6 Co-Opted Governors <p>AP5 - CS to submit new Instrument of Governance to DCC – RF to find contact.</p>	CS RF
6.	<p>LA Governor Approval SMC confirmed that all paperwork has been submitted to Cabinet and has been authorised.</p> <p>AP6 - SMC / CS to chase paperwork for LA Governor</p> <p>Governors agreed to accept SMC as LA Governor.</p>	CS SMC
School Improvement		
7.	<p>Questions on Head Teacher's Report</p> <p><i>What are the timeframes for establishing the School Performance Targets?</i></p> <ul style="list-style-type: none"> • RH is working with Special Schools Deputy Heads – Working closely with Holbrook – this is ongoing looking at the moderation process. Next half term we will have our own internal system – By Easter there should be a Cross School Mechanism. 	



	<p><i>How vulnerable does it leave us if we cannot measure achievement in line with the new assessment without levels?</i></p> <ul style="list-style-type: none">• B squared assessments show current progress. Data will be captured February Half term –and this will be shared with Governors at the next meeting. <p><i>How does attendance compare with last year?</i></p> <ul style="list-style-type: none">• The same. It is lower than mainstream – but Ofsted stated it was high for a Special School. <p><i>What is the ‘persistence absence’ figure?</i></p> <ul style="list-style-type: none">• It only relates to poorly ones – there are no cases of truancy. There is a substantial paper trail showing evidence for one child on long term sick. <p><i>How much does the Ocean Youth Trust need to raise?</i></p> <ul style="list-style-type: none">• £4,000 altogether. Pupils contribute some. The main Fundraising focus is the Minibus. This is an addition. <p><i>What is the cost/revenue to the school for running the Scouts/Beavers?</i></p> <ul style="list-style-type: none">• It is not happening at the moment as they have not got any volunteers yet. Staff have been asked run it. There is no cost to the school. The Scouting Association will give £1000 towards set up. <p><i>How has Personnel Absenteeism been covered?</i></p> <ul style="list-style-type: none">• Maternity Leave has been covered• Staff have moved to cover other absences.• One TA is acting up as unqualified teacher. <p><i>Is Staff Appraisal monitored throughout the year / and clarification on Staff setting their own targets?</i></p> <ul style="list-style-type: none">• It is monitored in February and the final assessment completed at end of year.• Staff targets are set by discussions with CS and Team Leaders. <p><i>How consistent is the Observation Process in relation to the NQT?</i></p> <ul style="list-style-type: none">• As the NQT was new in post they could not have been Outstanding to begin with. The second Observation showed great improvements in classroom management. Next term will give a clearer picture as to where she is actually at. <p><i>What is the Governors involvement in setting the SIP?</i></p> <ul style="list-style-type: none">• Normally the Headteachers write the SIP with their staff.• Governors need to understand the strategic plan for the school. Governors input comes from seeing any gaps when they do Learning Walks to pick up on things that need improvement and to report these to CS.	
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	<p><i>Are the Apprentices on proper Apprenticeship Schemes?</i></p> <ul style="list-style-type: none"> • Yes, they have one day per week study leave. The places are subsidised. The scheme has worked very well – would not know who the apprentice is in the class. <p><i>Have staff completed Prevent Training?</i></p> <ul style="list-style-type: none"> • 3 staff have completed the full training • All staff (except those on long term sick) have completed Channel Training <p><i>When will the Kitchen be completed and who is funding it?</i></p> <ul style="list-style-type: none"> • The LA are funding it. It has been approved and we are on the waiting list for the contractors to come. <p>Complaints Monitoring <i>What is the situation now?</i></p> <ul style="list-style-type: none"> • Risk Assessments are in place where appropriate • CS has met with the parent. • The school is doing everything possible to limit a repeat occurrence. <p><i>Is the parent aware of the Complaints Procedure?</i></p> <ul style="list-style-type: none"> • Yes- they have been given a copy of the procedure and the Safeguarding Policy. They have also been in contact with Debbie Peacock the LA Safeguarding Officer. <p><i>Are the staff being supported?</i></p> <ul style="list-style-type: none"> • Yes as much as possible. It was suggested that Governors could show their support by visiting the class concerned. <p>Governors stated they are happy that the school is doing everything within their means to deal with the situation.</p> <p>Other CS asked Governors if they have any ideas / contacts for Work Placement Ideas?</p> <p>Governors suggested:</p> <ul style="list-style-type: none"> • Niepers. • Community Officer at Tesco. <p>AP6 - SMC and RDS to help with Local Community Links.</p>	
<p>8.</p>	<p>Governing Body Effectiveness See updated Twenty Questions – 1-5 completed.</p>	



Financial and Resource Matters

**Presentation by School Business Manager
(RD was only present for this section of the meeting)**

RD presented the previously circulated documents. Governors discussed the impact and the forecast deficit by 2018.

RD stated that they will look at working in a different manner. This will mean preparing a 0 based budget that looks at ensuring standards are maintained whilst also remaining in the black. It will run in tandem with the DCC budget and will provide monthly management accounts.

Governors **asked** the following questions:

Where has such a huge deficit for 2018 come from when this year we are forecast to carry forward £5,000?

- An increase of +£50,000 in NI contributions
- A decrease in Single Status top-up
- Loss on one pupil that brings in a high top-up.
- RD stated the forecast was based on the worst case scenario.

Will RD be able to prepare this work before she goes on maternity leave?

- RD aims to have analysed every budget line and gone through them with CS within the next six weeks in order to have a draft version by February Half Term.

9.

Have staff been informed?

- CS has sent an email already telling staff that we will need to save money going forwards.
- It is imperative that we have the staff on board for this. Staff also need to be flexible when it comes to moving to different classes.

Governors stated the importance of having a strategic plan to ensure standards are met and the school does not go into the red.

RDS to take the lead on this. The impact will be discussed at the RMC Meeting in January 2016.

(SMC left meeting – 14.40)

Proposed Maintenance Plan

RD discussed the previously circulated report and stated that this shows the rationale for the decisions also.

Governors asked if now is the time to be spending money on school building improvements if we are looking at a deficit?

- BJ stated that some of the requirements are a matter of health and safety.
- Improving facilities and work environment will improve things for



	<p>staff also. It will also help with getting staff on board with budgeting in the future</p> <p>RDS stated that the works are important but we must be cautious as we don't want to have to choose between a person and works in the future.</p> <p>Governors agreed to accept the improvements plan.</p> <p>BJ to take the lead.</p> <p>Front Door Approval: After discussion Governors agreed to purchase this from the DFC fund</p> <p>Photocopier: After discussion Governors agreed to this purchase</p> <p>Governors requested that planned improvements be put on the website– not too specific – no monetary values.</p>	
Policies		
10.	<p>10.1 Allegations of Abuse (Management of) After discussion the Policy was agreed and accepted by the Governors.</p> <p>10.2 Authorised Leave of Absence After discussion the Policy was agreed and accepted by the Governors.</p> <p>10.3 Critical Incident Management Plan After discussion the Policy was agreed and accepted by the Governors.</p> <p>10.4 Governors Induction Pack After discussion the Policy was agreed and accepted by the Governors.</p> <p>10.5 IT Administration Policy After discussion the Policy was agreed and accepted by the Governors.</p> <p>10.6 Induction After discussion the Policy was agreed and accepted by the Governors.</p> <p>10.7 Maternity /Paternity Policy After discussion the Policy was agreed and accepted by the Governors.</p> <p>10.8 Medication and First Aid After discussion the Policy was agreed and accepted by the Governors.</p> <p>10.9 Register of Pupils Admission to Schools – (LIVE Document to be reviewed Annually by Governors) Registers are on an on-line system.</p> <p>10.10 School Information Published on Website (LIVE Document to be reviewed Annually by Governors) BJ to continue monitoring the website.</p>	



	<p>RF stated that Policies need to show what version they are.</p> <p>CS stated that this will be done going forwards as it is not possible to tell previously.</p>	
Standing Items		
11.	<p>Safeguarding FF stated that there are no safeguarding issues to report.</p> <p><i>FF asked if Pupils on the At Risk Register are all OK?</i></p> <ul style="list-style-type: none"> • Yes- being dealt with by Social Services – Staff attend conferences as necessary. 	
12.	<p>Governor Training</p> <p>12.1 Feedback</p> <ul style="list-style-type: none"> • JG attended Performance Management and shared the information with Governors. • BJ attended Audit Training <p>12.2 Requirements</p> <ul style="list-style-type: none"> • CW appointed as lead Governor on Training • JG to attend Welcome to Charing • BJ and RDS to attend Finance Training • CW to attend Strategic Briefing <p><i>Governors asked about the budget for this?</i></p> <ul style="list-style-type: none"> • CS stated it will come from the CPD budget. 	
13.	<p>Governor Briefings / Reports from Named Governor It was stated that the following Governors will take on the additional roles. KD – Education / Federation RDS – Finance BJ - Fabric of building CW – Governor Training / Induction – Clerk to do in the future</p> <p>Governors do not want a report from each Governor on this and this item will not be a standing item in the future.</p>	
14.	<p>Feedback from Governor Visits into School CW discussed what events Governors had participated in: Harvest Bake Off Premises Meetings Parents Evening Staff Interviews Buddy Meetings Ofsted Planning SIRR</p>	



	<p>Xmas Fair Carol Concert Xmas Dinner Forest School Party</p> <p>There are recorded registers of attendance.</p>	
15.	<p>Succession Planning Governors are aware of the need for Succession Planning, The first stage has been to identify what is needed on the Governing Board. This will be an ongoing process.</p>	
Governor Termly Responsibilities		
16.	<p>Governor Involvement in School Evaluation and Review Cycle of SIP Governors are involved at all stages. The SIP covered at Committee Meetings and will be reviewed over the year.</p>	
17.	<p>Appoint Auditor for School Private Fund CS to arrange with Swanwick Sports College.</p>	
Other Matters Arising		
18.	<p>Federation Contract CS stated that Audit and Solicitors have checked this document out. We are committed to two years initially and can opt in/out as necessary. A Governor representative will be required to meet once a year.</p> <p>Governors accepted the agreement.</p> <p>KD to be the Governors representative.</p>	
19.	<p>Bingham House Redevelopment All have seen the plans and proposed email to Sue Pegg relating to The Pool and Bingham House.</p> <p>Governors discussed the situation and the disappointment with the delays.</p> <p>The need to be able to plan for the school to continue whilst the work is being carried out was highlighted.</p> <p>We now have a strategic plan that Governors agree to. JG's email specifies dates for the plan. CS to send list of who to send it to.</p> <p>CS stated that Governors need to agree in principal the Bingham House Plans – this would be to level the old building and put on three new classrooms and fencing.</p> <p>Governors agreed to accept these plans.</p> <p>Governors agreed to send JG's email (email to include asking for a formal written response also)</p>	CS



Community Special School

LEARNING TOGETHER FOR PERSONAL SUCCESS

Alfreton Park, Wingfield Road
Alfreton, Derbyshire, DE55 7AL

Head: Mrs C Smart Deputy : Mr R
Hancock

	AP7 - CS to send list of contacts for JG to send Bingham House email to.	
20.	Authorisation of Payment Governors approved purchase of the Achiever Bed.	
Close of Meeting		
21.	What have we achieved today that will make a difference to our pupils? Refurbishments Plan agreed Streamline Governing Board Twenty Question's started	
22.	What could have been done to improve the meeting? Still needs to be shorter – but a great improvement already.	
23.	Dates and Times of next Meetings RMC 25 th January 2016 at 1.30pm Full 8 th February 2016 at 1:00pm T+L 18 th April 2016 at 12.30pm RMC 18 th April 2016 at 2 pm Full Ratify Budget 25 th April 2016 at 1:00pm Full 23 rd May 2016 at 1:00pm Full 18 th July 2016 at 1:00pm	

JG closed the meeting at 3:35pm



Summary of Meeting Action Points				
		Action	Who?	When?
1.		Gardening Group: Look to look at baselining children at the beginning of the 6 weeks and reviewing at the end. (recording progress in independence skills / following instructions, overcoming fears – e.g. going into the polytunnel- etc.) Also to look at the NCQ Level 1 in Horticulture to see if it is viable	MC	asap
2.	4	Compile Register of Business Interests to be published on the website	CS / Clerk	asap
3.	4	Send new class structure to Governors	CS	asap
4.	4	Arrange Learning Walks for Governors	RH	asap / ongoing
5.	5	Submit new Instrument of Governance to DCC – RF to find contact.	CS/RF	asap
6.	7	Help with Community Links for Work Placements	SMC RDS	asap / ongoing
7.	19	Send list of contacts for JG to send Bingham House email to	CS	asap