

## Minutes of the Full Governors meeting for Alfreton Park Community Special School held on Monday 25 April 2016

**Present:** Mr J Glasby (Chair)      Mrs F Franklin      Mr S Marshall-Clarke  
Mrs C Wright      Mr K Dean      Mr B Jowett  
Mr R Sowter      Mrs C Smart (Head)      Mr M Clemens  
Mr R Hancock

**In attendance:** Ms S Whitaker, Clerk and Mrs S Siddons, Acting School Business Manager

### **44. Apologies for Absence – decide whether to accept**

There were no apologies for absence. All members were present.

### **45. Governing Body Membership – Resignation of Ros Stephens**

Governors noted with regret the resignation from Ros Stephens. It was **agreed** that Parent Governor elections would be held with Governors agreeing that they were looking for someone with skills in relation to school data and the curriculum.

**ACTION: CLERK TO SEND PAPERWORK INTO SCHOOL  
CLERK TO WRITE TO MRS STEPHENS**

### **46. Declaration of Interest in any items on the agenda**

No Governor declared an interest in the following agenda items.

### **47. Agree any other urgent business**

Correspondence – Academy Status  
DGP Training Programmes

### **48. Minutes of the Previous meeting held on 8 February 2016**

Page 4 - Add 'to ensure the aims and objectives in the plan are commensurate with the financial position of the school'.

### **49. Matters Arising**

- I. Mrs Siddons clarified that the two volunteers now have a DBS check.
- II. The Head advised that there have been no reported bullying incidents since the previous meeting.
- III. A letter was sent to the LA regarding school transport.
- IV. The complaint against a member of staff appears to be resolved.
- V. The Deputy Head has returned to school following his absence.
- VI. Seven Governors completed the 360 degree review of the Chair of Governors which is covered later on the agenda.
- VII. The Head has added the Golden Thread of Safeguarding to the noticeboard in school.

## 50. Committee Minutes

### I. Minutes of the Resource Committee meeting held on 18 April 2016

Mr Jowett spoke to the previously circulated minutes highlighting areas of interest for Governors' attention. It was **agreed** that Mr Marshall-Clarke will speak to the relevant Cabinet Member on behalf of the school in order to facilitate a meeting between staff and the school. **ACTION: SMC**

The Chair and Vice-Chair will meet with the SLT as was agreed earlier in the academic year.

### II. Minutes of the Teaching & Learning Committee meeting held on 18 April 2016

Mr Dean spoke to the previously circulated minutes highlighting areas of interest for Governors' attention. Mr Dean highlighted the learning walk that had been undertaken with the SIP. Mr Dean then highlighted the information that Mr Hancock had taken to the committee asking Governors to note that by the end of the year the Head and Deputy are confident that pupils will have made outstanding progress. External moderation has verified that marking is confident.

**A Governor asked whether another date is set for a review** and Mr Hancock advised that the next data collection will be in May. **A Governor asked whether the school would be judged to be outstanding if Ofsted were to visit before the next data collection** and Mr Dean advised that the school's argument would be that greater progress is made in the second half of the year, which if benchmarked against previous outcomes would be a good argument. Governors **agreed** that monitoring of the progress would be delegated to the Teaching & Learning Committee.

Mr Hancock advised that the cohorts of groups of children are very small which makes analysis challenging. Individual learning plans are in place for children and these will be analysed. Governors noted that these are personal and subjective to the children's learning. For any child who is underperforming, an additional analysis has been done with staff to see what interventions need to be in place.

## 51. Staffing Issues:

### I. Resignation from staff member

Governors noted that Joanne Church has resigned her post as an unqualified teacher. It was **agreed** that the Clerk would write on behalf of the Governing Body. **ACTION: CLERK**

Governors noted that the 6<sup>th</sup> form would operate with 1.5 teaching staff. Governors **agreed** to appoint Sarah Bowler on a permanent basis.

## 52. Financial Issues:

### I. Ratify Budget Split Annex 1 & Annex 5 (staffing structure)

The Resource Committee had considered the budget split and had recommended to the Full Governing Board that the Annex 1 and Annex 5 were ratified as split. Governors **ratified** the Annex 1 and Annex 5 split as recommended by the Resource Committee which was duly signed by the Chair on behalf of the Governing Body.

### II. Benchmarking for Best Value

Mrs Siddons tabled benchmarking data for all Derbyshire Special Schools. **A Governor asked whether there is anything that varies greatly from the other schools** which they should be aware of. Mrs Siddons advised that expenditure is in line with the other schools and she did not identify any significant variances. Governors noted that one school generated a significant amount of income from their all-weather pitch, whereas this school has a pool and other schools may not have one. Mrs Siddons advised that as the comparison is with other special schools the number of students vary greatly. The Head advised that the energy costs are split with the three buildings on the site which reduces their costs. **A Governor asked whether the pool will be shared with the other special schools** and the Head advised that it is primarily for the students at Alfreton Park.

### III. Agree Financial Monitoring Cycle 2016-17

Mrs Siddons suggested that this is done on a termly basis with the next update being brought in the autumn term. It was **agreed** that termly updates would be taken to each Resource Committee meeting, with the minutes feeding into the Full Governors' meeting. Governors noted that there are confidential items within the spreadsheet such as the identification of staff salaries which should not be circulated. Governors noted therefore that the budget report from the School Business Officer should keep Governors apprised of the financial position.

### IV. Approve school private fund following independent audit

Mrs Siddons advised that the private school fund has not yet been audited and will be carried forward to the next meeting. **ACTION: SS/CLERK TO ADD TO NEXT AGENDA**

## 53. Governing Body Matters

### 360 degree review of Chair of Governors

Seven Governors had completed the review and the Chair spoke to the results highlighting that the one area he has concern around question 14 *'The chair of governors shares best practice and experience with other local chairs and governing bodies'*. Governors noted that the Chair delegates effectively to other Governors especially in regard to networking within the Soft Federation where Mr Dean represents the Governing Board.

## **Governing Body Effectiveness – 20 Questions 12-14**

Mrs Franklin led on this.

### **I. How well do we listen to, understand and respond to our pupils, parents and staff?**

Student council speak to Governors. Parents' questionnaires. The school is part of a soft federation with other Derbyshire special schools. The Governing Board has a good spread of Governors from the community and industry.

### **II. How do we make regular reports on the work of the governing board to our parents and local community?**

A Governing Body Impact Statement was done in 2014 and the Vice-Chair **agreed** to draft one for 2015. **ACTION: CW**

### **III. What benefit does the school draw from collaboration with other schools and other sectors, locally and nationally?**

Benchmarking is undertaken. The school is a strategic partner in both the Alfreton Nursery Teaching School Alliance and 4Derbyshire Teaching School Alliance. The school is part of the special schools soft federation in Derbyshire. The school has close community cohesion with Alfreton, Tesco and the general community.

## **54. Any Other Urgent Business**

### **I. Correspondence – Academy Status**

Governors agreed that with the current state of flux regarding academisation, it is difficult to keep up to date as so many opinions and ideas are hitting the news. A long discussion took place around academisation. The Head advised that as a federation they are looking at options. No decisions were made. The Head advised that being part of the Federation has made the schools stronger at the School's Forum. A discussion took place around the different types of academies.

### **II. DGP Training Programmes**

Governors were invited to highlight any training requirements as the school is a member of the DGP.

## **55. Date and Time of Next Meeting**

The next Full Governors' meeting will be held on Monday 23 May 2016 at 1.00 p.m.