

**Minutes of the Governing Body
for Alfreton Park Community Special School
held on Monday 23 May 2016**

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

In attendance: Ms S Whitaker, Clerk, Mrs S Siddons, Acting Business Manager, Ms R Dallman, Business Manager and Miss M Redern (for the first agenda item)

56. Presentation on Quest – Marie Redfern (10 mins)

Miss Redfern gave a powerpoint presentation to Governors on Quest, which she advised is for pupils with PMLD.

A Governor asked whether the targets are revisited once the child has shown an ability to do that activity and Miss Redfern advised that targets are revisited regularly.

A Governor asked whether Quest is used up to the age of 19 and Miss Redfern advised not, it is currently aged to 17.

A Governor asked if more classes need to run Quest would teachers be trained up and the Head confirmed that they would be.

The Chair thanked Miss Redfern for her presentation.

57. Apologies for Absence – decide whether to accept

Governors noted and accepted apologies for absence from Mr R Hancock.

58. Governing Body Membership

Was covered under agenda item 61, matters arising from the previous minutes.

59 Declaration of Interest in any items on the agenda

No Governor declared an interest in the following agenda items.

60. Agree any other urgent business

- I. Update on Bingham House
- II. DBS checks
- III. Transport Policy

61. Minutes of the Previous meeting held on 25 April 2016 – to agree accuracy and agree as a true record of the meeting

The previously circulated minutes were **agreed** as a true record of the meeting and were duly signed by the Chair on behalf of the Governing Board.

62. Matters Arising from the minutes

45 Parent Governor elections – Clerk/Head

Governors noted that the closing date for the Parent Governor elections has passed with no nominations received. This was discussed and it was **agreed** that Mr Clemens would be appointed as a Parent Governor. As a result, it was noted that Staff Governor elections would need to be held and the Clerk will send the paperwork to the Headteacher, to be sent to staff on the first Monday after half term. **ACTION: CLERK/HEAD**

45 Letter to Ros Stephens – Clerk/Chair

The letter was sent to Mrs Stephens from the Chair.

50 Steve Marshall-Clarke – meeting with LA – SMC

Mr Marshall-Clarke has met with the LA.

51 Letter to Joanne Church – Clerk

The letter was sent to Joanne Church.

52 Private School Fund – SS

The books are with the auditor and this will be carried forward to the next meeting. **ACTION: CLERK TO ADD TO THE NEXT AGENDA**

53 Governors Impact Statement - CW

Mrs Wright has written the impact statement which the clerk will type up and circulate to Governors. The impact statement will be added to the next agenda for approval and then publication on the school's website. **ACTION: CLERK/CW**

63. Headteacher's Report including:

- I. Safeguarding action plan**
- II. Bullying Incidents**

The Head had previously circulated her report for Governors' attention.

The Head advised that Louise Allen has been appointed as a full-time unqualified Teacher on a temporary contract for one year. Governors noted that Ms Allen will be expected to achieve QTS within the year in order for her contract to be

extended, if this is needed. A Governor asked if the school would be expected to contribute financially towards this and the Head advised that the biggest cost would be to cover whilst the unqualified teacher does a placement in a mainstream school. A Governor said that in order for people to progress that they need to be encouraged with their CPD.

A Governor asked if there is a limit for the number of unqualified teachers to be in post and it was noted that there was scope for one in the Annex 5 which was agreed at the previous meeting. Governors agreed that for the benefit of the children in the school there would never be more than two unqualified teachers in post at any given time. A Governor asked whether there is any expectation for the member of staff to remain at the school once they are qualified if the school has supported them financially and the Head advised that there is an expectation that the person remains at the school for two years.

A Governor asked whether the school would be expected to provide social care to families as they had not signed up for the REHO and the Head advised that REHO does not prevent the school from contacting Social Care and that REHO is the step before that. The Head continued to say that Sharon Walker does the work that would be paid for from a MAT team.

A Governor asked what the breakdown of children with low attendance is and the Head advised that there are four children with poor health whose attendance is below 80% The Head advised that the school's attendance is good when compared nationally to other special schools.

A Governor asked what the attendance compares to when benchmarked against other special schools and it was agreed that figures would be collated from the schools within the federation and brought to the next meeting. **ACTION: RD**

The Chair advised that Governors found Mr Hancock's presentation to the Governing Board on the 16 May 2016 on the curriculum was very useful and informative.

Governors noted that there have been no reported instances of bullying since the previous meeting.

The Chair thanked the Head for her report.

64. Chair's Report

I. Equipment storage

The Chair advised that there is a distinct lack of space for the storage of equipment which urgently needs addressing. A discussion took place around what space could be utilised. Governors noted that the equipment is usually of a high value and needs storing appropriately so it remains fit for purpose when being used by the children in the school.

It was **agreed** that Mr Jowett would work with Miss Redfern on this issue to identify a solution. **ACTION: BJ**

II. Meeting between Chair/Governor and MLT

The Chair and Mr Dean had met with the middle leadership team. Mr Dean advised that the MLT were able to confirm the excellent progress being made which Governors had been advised previously.

III. Website Maintenance

The Chair advised that there is a delay in communication to the staff and it was noted that the Head has agreed that the clerk will notify the IT Technician of minutes that can be published on the school's website. **ACTION: CLERK**

It was also **agreed** that each agenda would be added to the noticeboard in the staffroom. Mr Clemens will attend to this. **ACTION: MC**

65. I. Personnel – Proposed additional Phase Leader

The Head advised that there are currently three middle leaders but no-one has overall responsibility for PSHCE. The Head advised that there is not a large financial implication. It was **agreed** that the post of middle leader for PSHE would be advertised internally.

II. Speech and Language Therapy Assistant / Service level agreement

There are three SCIP trainers and it has been identified that a TA who leads in communication would be a benefit to the children.

The Head advised that there are differing interventions being used to develop communication skills and proposed that the Speech and Language Therapy provision is increased by a further day each week. **A Governor asked what the cost implications would be** and the Head advised approximately £4.5k.

The Head proposed that a TA is used specifically as a Speech and Language Therapy Assistant and advised Governors as to how this would work. The Head advised that if a senior TA, Tracey was used then this could be for four days each week with the fifth day being used for her management role.

A Governor asked whether this would carry any financial complications and it was noted that the only cost would be for a temporary TA to cover for four days.

A Governor asked whether there was enough surplus money in the budget to cover these costs and Mrs Siddons confirmed that there is. Mr Dean advised that there is a significant gap in the PSHCE and he proposed to Governors that they agree to the changes. Governors **agreed** unanimously to support the Head's proposals.

**66. I. Alliance of Derby and Derbyshire Teaching Schools (ADD)
II. Alfreton Nursery School Teaching School Alliance Action Plan
April 2016 – August 2017**

The Head had previously circulated the papers for Governors' attention.

67. Financial Issues:

I. Finance Report

Mrs Siddons had previously circulated a finance report for Governors' attention and drawing Governors' attention to the previously discussed staffing changes in minute number 65, advised that the budget would be slightly healthier as a teacher has left the school's employ.

Mrs Siddons advised that since the Annex I was approved and submitted, School Support Finance have informed us that the initial budget share of £831,250 has been increased to £833,074. This is due to late notification that the Bursary Funding of £1,824 was not included within the High Needs block (Code 313445).

The Annual Budget Plan (Annex I) has been accepted in accordance with the requirements of 'Derbyshire's Arrangements for Financing Schools'.

To date, there has been only one payroll run (April) and any additional expenditure is in line with the original Budget Plan.

The Chair thanked Mrs Siddons for covering as Acting Business Manager while Ms Dallman had been absent on maternity leave.

II. Approve Private School Fund

This had been covered under matters arising.

III. Behaviour software – agree costs

The Head had sourced quotes for Governors' attention.

a) CARESYS

Outright Purchase:

Client Management, Staff Management, Behaviour Support & DART Reporting - £2780.00

Annual Support - £375.00

Training (2 days on-site) - £1500.00 + reasonable expenses.

TOTAL Year 1: £4955.00

TOTAL Year 2: £375.00

Monthly SaaS:

Client Management, Staff Management, Behaviour Support & DART Reporting - £175.00 per month

Annual Support (included in above monthly cost)

Training (2 days on-site) - £1500.00 & reasonable expenses.
TOTAL Year 1: £3700.00
TOTAL Year 2: £2100.00

b) SLEUTH

A Sleuth Project includes the Sleuth licence and the launch programme of setup, advisory and training:
Special School / Approx 80 on roll
Sleuth Project (including Physical Intervention Module, including Assessment Module)

1 Yr Licence £2,600 3 Yr Licence £5650 Renewal2 £1,780 Launch Included

Prices are exclusive of VAT and are valid to June 30th 2016.

1. The Assessment Module is due for release Summer Term 15/16.
 2. The Licence Renewal is the estimated price to renew the Sleuth licence for one year on expiry of the purchased licence (e.g. in year 4 if you purchase a 3 year licence initially).
- Over a 3year term, your Sleuth Project, inclusive of setup and launch training, works out at around £36 a week.

c) BEHAVIOUR WATCH

There is a one off set up fee of £1400.00. This covers the building of the system to your requirements.

Annual licence fee for Behaviour Watch:

A 1 year contract will be £4,295

we can offer a 3 year contract at £3,995 PER YEAR

Ongoing training:

All ongoing training is conducted using on line screen sharing software to train the trainer or train individual staff for you. Ongoing on line training is unlimited. We also have the training centre in Leicester which can be accessed by staff any time for no additional cost. If onsite training is requested, this is the only circumstance when additional charges for training will apply.

Upgrades and support:

All upgrades and help desk support (8am to 5.30pm) are incorporated into the annual licence fee. New developments can be openly discussed with our team as they arise. We will make every effort to build in any feasible items, however, at times, this must be balanced against any limiting factors to find the best solution. Changes within the existing software framework can be made without any additional charges at any time.

A Governor asked what benefit the proposed new system would bring and the Head advised that behaviour incidents would be logged and information could then be collated for comparison. Interventions can also be logged to evidence what is working. **A Governor asked whether the Head has spoken to other schools in the alliance** and the Head advised that she has spoken with the other Heads.

Governors **agreed** to delegate the decision to the Head. It was **agreed** that Mr Dean would be the Governor contact on this matter.

68. Policies for Approval:

- I. External Complaints about the Actions of School Staff**
- II. Disciplinary Policy**
- III. Online Policy**

Governors considered the three previously circulated policies noting that the first two are Derbyshire LA model policies and it was **agreed** that these would be adopted.

Governors noted that the Online Policy has been updated to reflect current terminology and Governors **agreed** to adopt it as written.

69. Academisation

The Chair advised Governors that he has received a letter from the Local Authority updating him on the current thinking by the DfE with regard to the proposals in the white paper 'Excellence for all'. Governors noted that as the school is not in a category there is no immediate rush to convert.

70. Governing Body Matters

I. Governing Body Effectiveness – 20 Questions 15-20

15. How well do we understand the school's performance data (including in-year progress tracking data) so we can properly hold school leaders to account?

- Governors attended a presentation by the Deputy Head where this was fully explained.
- Details are provided to the Teaching & Learning Committee termly by the Deputy Head.

16. Do governors regularly visit the school to get to know it and monitor the implementation of the school strategy?

- Governors undertake visits into their buddy class.
- Meetings are now being held with the Middle Leadership Team
- Governors attend formally and informally, attending social occasions at the school in addition to their monitoring visits.

Mr Marshall-Clarke left the meeting.

17. How well does our policy review schedule work and how do we ensure compliance?

- The clerk will make an annual assessment of the policies which are regularly reviewed.

18. Do we know how effective performance management of all staff is within the school?

- Yes. There is a performance management/Pay Committee who meet twice each year to set and review the Headteacher's targets. This committee also reviews the recommendations from the Headteacher regarding staff performance. It was **agreed** that a review would be undertaken this term.

19. Are our finance management systems robust so we can ensure best value for money?

- Yes. The school buys into the LA budget monitoring package and is supported by the Finance Patch Officer.
- The school has recently invested in a School Business Manager.

20. How much has the school improved over the last three years, and what has the governing board's contribution been to this?

- The Impact Report shows the work of the Governing Board.

It was **agreed** that these questions would be reviewed annually.

II. Governor Visits into School

Mrs Franklin has visited her buddy class who she observed baking.

Mr Glasby shared the results of his learning walk on 27 January 2016.

Mrs Wright has visited Mrs Crompton regarding PSHE.

Mr Glasby visits and speaks to Mrs Turner regarding PE and the expenditure of Sports Premium.

Governors **agreed** that Mr Hancock would be asked to co-ordinate Learning Walks for Governors for the remainder of the summer term. **ACTION: HEAD**

71. Training

I. Identify Training Needs

No training needs were identified.

II. Report on any Training attended

Mr Dean advised that he has undertaken Safeguarding Training on 25 April 2016.

72. Any Other Urgent Business

I. Update on Bingham House

The Chair advised that he has met with Sue Pegg and advised that there will be a cabinet meeting on 24 May 2016. The school has been allocated £100k for the renewal of roof coverings, structures and associated works for the deer shed.

In addition under the capital programme a further £250k to add to the existing allocation which will give a total of £1.45m.

The Chair read an email from Sue Pegg advising that permission to demolish Bingham House has been sought, this will depend initially on the upcoming bat survey. The Chair advised that Ms Pegg cannot offer timelines at this current time. The Chair advised that there are issues with tree preservation orders which may cause delay.

II. DBS checks

The Chair asked Governors if they have all had their DBS check done and reminded Governors to bring them into school. The Head will advise Governors at the next meeting if any are outstanding. **ACTION: ALL GOVERNORS/HEAD**

III. Transport Policy

The Chair advised that cabinet are reviewing the transport policy and advised interested Governors to read information on the DCC website.

73. Date and Time of Next Meeting

Governors noted that the committees are meeting on 13 June 2016

The next full Governors meeting will be held on Monday 18 July 2016 at 1.00 p.m.