

**Minutes of the Governing Board for Alfreton Park Community Special School
held on Monday 10 October 2016**

Present: Mrs C Smart (Head) Mr K Dean Mrs F Franklin
 Mr J Glasby (Chair) Mr R Sowter Mr W Jowett
 Mrs C Charlesworth

In attendance: Ms S Whitaker, Clerk

97 Report from Senior/Middle Leader

This will be carried forward to the next meeting.

98 I. Apologies for Absence – decide whether to accept

Governors noted and accepted apologies for absence from Mrs C Wright.

II. Review Governor attendance at meetings during 2015/16

Governors reviewed their attendance at meetings noting that there had been no issues concerning Governor attendance at meetings during 2015/16.

99 Review Governing Board Membership

Governors noted that Mr Clemens had resigned from the Governing Board. It was **agreed** that the Clerk would write to Mr Clemens thanking him for his term as Staff and latterly Parent Governor. **ACTION: CLERK**

Governors noted that Parent Governor elections had been held during the summer term with only the one nomination from Mr Clemens, it was **agreed** that the Chair would approach Mrs Rachael South with a view to her being appointed to the Governing Board. **ACTION: CHAIR**

100 I. Declaration of Interest in any items on the agenda

Mrs Charlesworth declared an interest in some agenda items as detailed below.

II. Complete Annual Declaration of Pecuniary & Personal Interest Forms

Those Governors present completed their annual declaration of pecuniary and personal interest forms.

101 Agree any other urgent business

- Budget Letter/Proposed Letter to DCC considering future budgeting
- Letter from staff member
- Critical Incident Management Plan

- Staffing Update

102 Minutes of the previous meeting held on 18 July 2016

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.

103 Matters Arising

75 – Blue Wave monitoring of Governor visits

The Head confirmed that the cost is £790 for the migration which reduced to £540 and a further £841.50 annual licence fee.

80 – Benchmarking of Special School Student Attendance

Ms Dallman advised that Bennerley Fields have advised their overall attendance was 91% with 13 unauthorised absences. Governors noted that Alfreton Park's attendance stood at 92% with no unauthorised attendances.

80 – Dates for Learning Walks

Governors noted that Mr Hancock is absent long-term and a Governor asked whether another member of staff could lead on these in his absence. The Head advised that she would ask Middle Leaders to organise these. **ACTION: HEAD**

80 – Edubase

Ms Dallman has updated Edubase with Governors' details.

83 – Minibus

Ms Dallman advised that fundraising has been extremely successful. £17k has been raised to match fund for the minibus. Ms Dallman advised that it has been recognised that two minibuses are needed with the second vehicle being a people carrier which will allow people to drive with a normal driving licence.

A Governor asked whether there are any access issues with a people carrier and Ms Dallman advised that it would be used for those students who can get in and out of a car without a ramp. Mr Marshall-Clarke advised that he would explore any grants that may be available from the Local Authority. **ACTION: SMC**

84 – Scouting

Mrs Wright is dealing with this.

88 – Federation Governor Visits

The Head had previously circulated the dates for Governors' attention. The Chair

asked for volunteers for the dates when Governors are visiting Alfreton Park and Mr Jowett and Mr Marshall-Clarke volunteered.

Governors were invited to notify the Head of the visits they would like to make.

ACTION: ALL GOVERNORS

8 – Fencing

Ms Dallman had circulated details of the additional expenditure for fencing which Governors had responded to agreeing the expenditure. Governors **ratified** retrospectively the expenditure of £7850 for external fencing.

89 – Private School Fund

Mrs Seals has audited the private school fund which Governors approved.

89 – Pool

Ms Dallman tabled projected pool costs for the period 2016-2021. Governors noted that set-up costs are in the region of £81k, £52k of which has been raised through the Raise the Roof fundraising, leaving a figure of £24,777 expenditure.

A cleaner for 7.5 hours per week has been budgeted for. Ms Dallman advised that income has been generated leaving after the initial set up costs of expenditure of approximately £10k per annum. The Chair advised that the pool will not be available until February or March 2017 due to a delay in the licence for the pool. Ms Dallman advised that the budget does take into account that there will only be income for one month in this academic year. The pool manager has been employed from November 2016, despite there being no water in the pool. **A Governor asked whether there is the opportunity to claim loss of income from Amber Valley** who have caused the delay and this was discussed. **A Governor asked for clarification on the fluctuation of salaries** and Ms Dallman advised that it is for the initial costs of toddler swims which will now be covered by Puddle Ducks. A saving has been made as the pool manager has been recruited on the lowest Grade 8 salary.

A Governor asked whether Mrs Clarke has formally resigned yet and whether contingency had been built in for the eventuality that she may not. Mrs Dallman advised that it would not come from the pool expenditure if Mrs Clarke does not resign.

A Governor asked Ms Dallman to double check the insurance. **ACTION: RD**

92 – Academisation

Mr Dean advised that neither the Federation nor the Government's stance on academisation has changed. Mr Dean advised that he has established that the LA are charging academies for their services. It was **agreed** that this would be carried forward and Governors would maintain a watching brief on the academy agenda.

ACTION: KD/CLERK

93 – External Advisor HT PM

Governors **agreed** that Graham Tague would support them with the Headteacher's Performance Management.

95 – Signing in book

Mrs Wright has devised pages for the signing in book for Governors.

Governors noted that the closing date for the caretaker vacancy is 16 October 2016.

104 Verbal Report from the Pay Committee meeting held on 10 October 2016

Mrs Charlesworth declared an interest and left the meeting whilst the Chair appraised Governors of the decisions reached by the Pay Committee who had met earlier in the day. Governors **ratified** the decisions made by the Pay Committee.

Mrs Charlesworth returned to join the meeting.

105 Headteacher's Report including:

- **Early Help Offer**

The Head had previously circulated her report. A Governor said he was disappointed with the Local Authority's attitude around the decision not to re-pool the REHO funding. The Head advised that she has not received a response following her offer to pay half of the money as the school is now half way through the financial year. **A Governor asked how often they would need to review buying into the Early Help Offer** and the Head advised it would be annually.

A discussion took place around where the school's responsibility ended and social care's starts for safeguarding the children.

Governors **agreed** that Mrs Franklin would maintain a watching brief over the situation and guide the Governors in future decisions. **ACTION: FF**

The Head reported that there had been no incidents of bullying.

106 'Working Together' Code of Conduct for Governors

Those Governors present signed the 'Code of Conduct' and **agreed** to adhere to the code.

107 Review Committee Terms of Reference

Governors reviewed and **agreed** to adopt the committee terms of reference.

I 08 Review Committee Membership

Governors reviewed committee membership and **agreed** to remove Mr Clemens from the resource committee.

I 09 Policies:

- 1. Pay Policy 2016**
- 2. Anti-Bullying Policy**
- 3. Managing Allegations 2016**

Governors reviewed and **agreed** to adopt the policies which had been previously circulated.

I 10 Review School Improvement Plan 2015/16

This will be added to the next agenda. **ACTION: CLERK/HEAD**

Governors noted that the new SIP would run in line with the financial year and a Governor will be involved in the writing of the new SIP. It was **agreed** that Mr Sowter would be the nominated Governor for the SIP. **A Governor asked whether the resources are allocated to the SIP or whether the SIP dictates the budget setting and this was discussed.**

I 11 KSI-KS4 Target Analysis 2015-2016: Final Review

It was **agreed** that this and the following agenda items would be taken to the Teaching & Learning Committee. **ACTION: CLERK TO ADD TO AGENDA**

I 12 Sixth Form Target Analysis 2015-2016: Final Review

It was **agreed** that this and the following agenda items would be taken to the Teaching & Learning Committee. **ACTION: CLERK TO ADD TO AGENDA**

I 13 EYFS Data Analysis

It was **agreed** that this and the following agenda items would be taken to the Teaching & Learning Committee. **ACTION: CLERK TO ADD TO AGENDA**

I 14 Quest Data Analysis

It was **agreed** that this and the following agenda items would be taken to the Teaching & Learning Committee. **ACTION: CLERK TO ADD TO AGENDA**

I 15 Governing Body Matters

- 1. Nominate a Governor to ensure website is compliant**

It was **agreed** that Mr Jowett would continue with this.

2. Financial Skills Audit

A financial skills audit was undertaken.

3. Review of Buddy class allocation

Governors **agreed** the following buddies:

Acorn – Carol Wright
Ash – Francine Franklin
Chestnut – John Glasby
Willow – new Governor
Oak – Bill Jowett
Beech - Richard Sowter
Apple – Steve Marshall Clarke
Larch – Kevin Dean

A Governor asked whether Forest Schools is continuing and the Head advised that it is but there are certain activities that cannot be undertaken such as building fires.

116 Safeguarding

I. Approve Safeguarding Audit/Action Plan

Governors noted that the safeguarding audit was undertaken at the end of the summer term and has been sent to the Local Authority.

A Governor asked whether the absence of the Deputy Head leaves the school vulnerable for safeguarding and the Head advised that she has arranged for training for Middle Leadership to ensure that there are four people trained.

Governors noted that the action plan has been updated.

II. Safeguarding Policy 2016

Governors **agreed** to adopt the Child Protection/Safeguarding Policy as written. All Governors present confirmed that they had read Parts 1 and 2 of the latest Keeping Children Safe in Education.

117 Training

1. Received

Mr Dean has undertaken safeguarding training and is currently doing online safer recruitment training.

2. Identify Training Needs

Governors noted that as a board they need training on 'Understanding Data'. It was

agreed that the Head would speak to the Federation to see whether whole-federation training could be arranged. **ACTION: HEAD**

3. Governor Training Matrix to be updated by the Clerk

The Clerk updated the training matrix.

118 Any Other Urgent Business

- I. Budget Letter** – The budget letter had been previously circulated and will be taken to the Resource Committee for consideration. The Chair drew to Governors’ attention that the school is predicted a deficit budget in 2018-19 and read to Governors a letter he had drafted to the Local Authority. Governors **agreed** that the board needs to be strategic in ensuring the school has adequate funds in order to avoid a deficit budget.
- II. Letter from Staff Member** - Mrs Charlesworth declared an interest and left the meeting. Governors considered a Request for financial support from a member of staff to support on a PGCE course. Governors agreed that they are keen to support the member of staff and **agreed** to pay 50% of the cost of the course for two years. £2700 being the cost of the first year, therefore £1350 being the school’s contribution for the first year. Governors then discussed whether the school could ask for a minimum timescale that the member of staff continues to work at the school after qualifying and it was **agreed** that a minimum of two years’ commitment to the school is given upon qualifying.
- III. Staffing Update** – The Head advised Governors that Mr Hancock is absent long-term and Marie Redfern is acting up as Deputy in her absence. Governors **ratified** that Mrs Redfern is paid commensurate to the role she is covering in Mr Hancock’s absence. Governors noted that the Head and Mrs Redfern are being supported by other members of staff. **A Governor asked whether all levels of support and the sickness absence policy being followed** and the Head confirmed that they are.

A Governor asked whether there is enough evidence in school to support the school’s own judgement in the event of Ofsted visiting and the Head advised that Mr Hancock has most of the information. This was discussed.

Mrs Charlesworth re-joined the meeting.

- IV. Critical Incident Management Plan** – Governors noted that the plan has been updated. Governors **approved** the plan noting that it also contains the Disaster Recovery Plan which was also approved.
- V. Pay Committee** – Governors **ratified** the decisions made by the Pay Committee which met on 10 October 2016.

119 Date and Time of Next Meeting

The next full Governors meeting will be held on Monday 12 December 2016 at 1.00 p.m.