

Minutes of the Governing Body for Alfreton Park Community Special School held on Monday 12 December 2016

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

In attendance: Ms S Whitaker, Clerk, Ms R Dallman, School Business Manager (for part of the meeting), Mrs R Wells, Acting Deputy Headteacher, Mrs M Redfern, Acting Deputy Headteacher (for part of the meeting)

124 Report from Senior/Middle Leader

Katie Smith spoke to Governors about the school council, giving an update to Governors.

New classes with new staff held votes at the beginning of the new school year. A power point presentation had been given to the pupils about how voting takes place with methods in place for non-reading pupils.

Miss Smith explained that each class had to vote for two pupils and some gave reasons to their TAs as to how they had made their choices.

Governors were advised that the school council meets at least once each term with the next meeting being held on the last Friday of this term.

There are learning objectives on the agenda of the school council, the first one was to remember each other's names.

Topics discussed have been:

- Halloween disco, one child voted against it because he did not like dressing up.
- Playground Rules – Each class decided beforehand what they considered important and the school council voted for the final set of rules
- Guy Faulkes for Carnfield Hall
- Lunchtime Clubs – the representatives go back to class with something to discuss to bring back to the following meeting. A computer club, an outdoor games club, a choir and a football club run by Derby County on Fridays – free for 20 weeks for 30 minutes each week.

Miss Smith advised Governors that headphones are needed for the computer club because of the noise levels. **A Governor asked how the school will obtain those** and Miss Smith advised there is no money in the ICT budget and there are no spares in school. Miss Smith advised that she will speak to the Head to see if there is enough in the budget to buy eight pairs of headphones. Governors **agreed** that the Headphones should be purchased.

Governors noted that a volunteer is needed to run the indoor games and a train or car club. Lego is needed to run a Lego construction club and Lego therapy. Governors noted that Lego can be hired at a cost of £200, which is better for the children as it can be swapped for different sets at the end of the year.

School council have also decided they would like to go on a trip as a school council and are currently deciding where to go. Miss Smith will speak to Nigel Mills, MP to see if she can obtain tickets to take the school council to the Houses of Parliament.

Growing vegetables and a discussion around how the lunchtime clubs are going will be discussed at their next meeting on Friday.

The Chair asked whether a representative from the school council could speak to Governors at a future meeting. **ACTION: HEAD TO ARRANGE**

125 Apologies for Absence – decide whether to accept

There were no apologies for absence.

126 Review Governing Board Membership:

Appoint Rachael South as a Parent Governor

Governors **agreed** to appoint Rachael South as Parent Governor. Mrs Wright will do induction with Mrs South. **ACTION: CW/RS**

Mrs Wright will meet with the Clerk to update the new Governor Induction Pack. **ACTION: CLERK/CW**

It was **agreed** that Mrs South would join the Teaching & Learning Committee.

127 Declaration of Interest in any items on the agenda

The Head declared an interest in agenda item 8.

Mr Marshall-Clarke declared an interest in the item of academisation as he is a Derbyshire County Councillor.

128 Agree any other urgent business

- Butterflies club
- DCC letter
- School Business Manager – Finance update – will be added to the agenda after 'Policies'
- REHO – Memorandum of Understanding

129 Minutes of the previous meeting held on 10 October 2016

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

130 Matters Arising from the minutes

99 – Clerk to write to Mr Clemens – Clerk

The clerk did send a letter.

103- Dates for learning walks – Head

Were circulated.

103 – Possible funding for minibus from LA – SMC

Mr Marshall-Clarke tabled a paper for the Friends of Alfreton Park to complete in a bid for funding from the LA.

103 – Federation Governor visits – All Governors

Was covered later on the agenda.

103 Pool insurance – RD

Will be discussed further on the agenda.

105 – REHO – FF

Will be discussed further on the agenda.

117 – Understanding Data Training – Head

The Head has mentioned this with the federation but nothing has been arranged to-date.

Ms Dallman joined the meeting at this point.

131 Confidential Minutes of the Special Full Governors meeting held on 21 November 2016 – to agree accuracy

The Head declared an interest in this agenda item and all staff and the Head left the meeting.

The tabled minutes were **agreed** as a true record of the meeting and were duly signed as a true record of the meeting by the Chair of Governors.

All parties returned to the meeting.

I32 Minutes from committee meetings:

I. Resource Committee held on 21 November 2016 – Ratify Financial Regulations & Procedures

The minutes had been previously circulated for Governors' attention and were signed on behalf of the Governing Board by the Chair of Governors. Mr Jowett raised issues of interest for Governors' attention.

Governors **ratified** the Financial Regulations and Procedures which had been previously circulated for Governors' attention.

II. T&L Committee held on 21 November 2016

The minutes had been previously circulated for Governors' attention and were signed on behalf of the Governing Board by the Chair of Governors. Mr Dean spoke to the minutes and extended his thanks to the Head and acting Deputy Mrs Redfern for the detailed preparation for the meeting.

III. Confidential - Pay Committee meeting held on 21 November 2016

The tabled confidential minutes were signed on behalf of the board by the Chair of Governors.

I33 Headteacher's Report including: including CPD, Review attendance of pupils /staff, Community Cohesion, Review number of exclusions for the academic year

The Head had circulated her report to Governors in advance of the meeting.

Governors **agreed** to ratify extending Kayleigh's employment for one day per week until Easter.

There is a separate confidential item.

A Governor asked whether the Head is still looking at Post-16 provision and the Head advised that one pupil was studying functional skills but he is leaving in the summer and there are no other pupils at the level to do this. Other pupils will be looked at earlier in order that they can do the three-year course.

It was **agreed** that Mr Dean would maintain a watching brief on Post-16 provision.

The sleuth report had been previously circulated report and **a Governor asked for the definition of a restricted physical intervention** and the Head replied that it could be as simple as holding a pupil's arm.

Mrs Wells advised that she and Mrs Redfern had looked at teachers and what progress pupils were expected to make and whether there would be the crossing of levels. Percentages were set as a result of this and a Deputy Head's meeting was held across the federation and it was noted that because the schools are using different measuring tools, moderation is not yet possible.

A Governor asked what effect the Rochford report would have and Mrs Wells advised that it is interesting that someone writing the report is named within the report as an engagement profile and there are other systems that would be more suitable for the pupils at Alfreton Park. A demonstration on a progression framework was seen last week and Mrs Wells advised that she and Mrs Redfern were both impressed with it. A Governor asked whether moderation could be done on that and Mrs Wells advised that it could be. The Head advised that a presentation was given at the Heads meeting which had led to the demonstration to Deputies in order to gain commonality.

Governors noted that there have been no instances of bullying reported since their last meeting.

The Chair thanked the Head for her informative report.

134 FDSS/Academisation (carried forward from 10.10.16)

Mr Dean advised Governors that a working group has been set up by the special schools who met on Friday afternoon for the first time. There is a mixed response from the schools, some feel under threat as there are concerns that if a special school joins a main-stream MAT or an academy with a secondary school, that the MAT would take charge of the admissions into the special school; which could lead to less exclusions in the mainstream schools as they may re-direct their students to the special school.

Mr Marshall-Clarke declared an interest as a county councillor and advised that Derbyshire County Council are not encouraging conversion to academy status.

Mr Dean advised that a presentation will be given on 8 February 2017 at 2pm and again at 6pm to all Governors who wish to attend at Stubbin Wood School. The presentation will advise Governors on the implications for the special schools within the federation if they converted to a MAT. It was noted that most of the schools would want to retain a close relationship with Derbyshire. Whilst the federation do not want to exclude any schools, there could be two rounds of conversion as not all schools are ready to convert.

Mr Dean proposed a meeting following the meeting on 8 February 2017 to discuss the issues of conversion further. Governors **agreed** to meet at 11.00 a.m. on Monday 20 February 2017.

Mrs Redfern joined the meeting.

135 Review School Improvement Plan 2015/16/17 (carried forward from 10.10.16)

This had been covered under the Head's report.

136 Seek Views of Stakeholders – agree who and how

Parents and Staff questionnaires have been undertaken and the Head will bring the results to the next Teaching & Learning Committee.

The Head will ensure pupil questionnaires are undertaken to seek the views of students. **ACTION: HEAD**

137 Policies

Ratify Financial Regulations & Procedures – as recommended by the Resource Committee

This was covered under committee minutes.

138 Financial Issues

- I. **Toilet Refurbishment** - Ms Dallman advised that £15k of matched funding has been secured from DCC to refurbish the toilets. Three quotes have been received

Governors **agreed** to offer the contract to NDL Developments

A Governor asked how much had been budgeted for initially and Ms Dallman advised £30k, but £15k will now be funded from the LA.

The work will be undertaken in the summer holidays. A Governor asked what the criteria was for the match funding and Ms Dallman advised that the school has to pay half and it has to be to improve the fabric of the school building.

- II. **Lighting** – A Governor asked whether the lighting would still be needed once the three new classrooms have been built and Ms Dallman confirmed that it would be.

Three quotes have been obtained. Asbestos reports have not been undertaken. Governors **agreed** to offer the contract to Allan Chambers.

- III. **Ceiling in Acorn Class** – Governors **agreed** to offer the contract to Abacom and noted that Ms Dallman will seek testimonials from previous clients before going ahead.

Works are planned to take place during February half-term.

A Governor raised concern that asbestos surveys have not been undertaken and

Ms Dallman advised that the LA would do these before any works are carried out. The toilet refurbishment has already been approved.

- IV.** Ms Dallman advised that looking at the budget going forward into 2018/19, there is a predicted deficit budget and the staffing structure needs to be looked at with the possibility of redundancies and consideration given as to where other savings can be made.

It was **agreed** that the Redundancy Policy would be reviewed at the next Resource Committee meeting.

139 Governors' Action Plan

The Chair had previously circulated a document for Governors' attention detailing from a Governor's perspective what should be covered in the SIP. The Chair proposed that the Chair, Vice-Chair and Chairs of Committees meet to look at the SIP, which would be the main document to be used for school improvement. This was discussed.

The Chair advised that Ofsted's view was that the School Improvement Plan was not written in a way that Governors could challenge appropriately.

A Governor asked whether staff are using the SIP as a working document and Mrs Wells confirmed that they are.

Governors **agreed** that the suggested Governors meet and will bring proposals for the format back to Governors.

140 Governing Body Matters – for governors to make a short comment on:

I. Governor exchange visits

Governors have been visiting the other schools. Mr Jowett reported that the schools he has visited all have better facilities than Alfreton Park. Mr Jowett advised that Stubbin Wood stream their pupils according to ability, regardless of age. Mr Jowett raised again the issue of spare equipment within the special schools and the Head advised that specialist-equipment sharing does take place between schools. Mr Jowett advised that the other schools Governors appear to have more contact with their Link Advisor than Alfreton Park. Governors noted that two of the schools do not appear to be in a position to set a balanced budget in the coming financial year.

Mr Marshall-Clarke left the meeting.

II. Governor visits into school

Mrs Wright advised that the new Governor register is working well. Governors were reminded to sign the register when visiting the school.

III. Initial Learning Walk

Mr Glasby, Mrs Franklin, Mrs Wright and Mr Dean joined Mrs Redfern for a 'Reading' learning walk on 1 December 2016. The next Learning Walk is science which is planned for January 2017.

IV. Pool update

The pool has provisionally been hired to Puddle Ducks and EMSA; a contract has gone to the legal department at the LA. The pool handover is due in January 2017. A Governor asked what the current anticipated rental figure is and Ms Dallman advised around £45k. The estimated cost of running the pool is £58k.

V. Bingham House update

Bingham House is due to be demolished on 9 January 2017. The old pool is scheduled to be removed over the Easter holidays.

VI. Ofsted report

The Head had previously circulated the Ofsted report to Governors. The Chair extended congratulations to the Head and her team.

VII. Audit report

The Chair of Governors, the Headteacher, the Clerk, School Business Manager, Mr Jowett and Mr Sowter met before the meeting to formulate an action plan which will be brought to the next Full Governors' meeting for approval before being returned to the auditors. **ACTION: CLERK TO ADD TO AGENDA**

The Chair asked Ms Dallman to thank the office staff for their hard work. **ACTION: RD**

VIII. HT review and objectives for 2016-17

Governors noted that the Headteacher's PM has taken place and targets set for 2016/17.

Ms Dallman left the meeting.

141 Safeguarding (standing item)

Mrs Franklin advised that Ofsted and Audit both checked the single central record which is up to date. 'My Concern Recording' has been put in place. One family with two children are the subject to a safeguarding plan.

I42 Training

I. Received

Carol Wright – Strategic Planning 23.11.16

Mrs Wright has attended the Strategic Planning training held on 23 November 2016, led by the DGP which she found very useful.

Mr Dean undertook Safer Recruitment training on 9 November 2016.

Mr Dean updated his safeguarding training at Elton School on 5 December 2016 which was led by DCC.

II. Identify Training Needs

- a) Mrs South will need to attend New Governor Induction training.
- b) Mr Sowter and Mr Jowett are due to attend pupil premium training.
- c) Safeguarding training is available in the spring term at Swanwick Hall and Mrs Wells will notify Governors of the date. **ACTION: RW**

III. Governor Training Matrix to be updated by the Clerk

The training matrix has been updated.

I43 Any Other Urgent Business

I. Butterflies club

Mrs Wright advised that due to Mr Hancock's absence the issue of the scouts for the pupils had not been discussed. Mrs Wright advised Governors of the costs which would be £1130 per person to staff the group, which Governors noted would be called Butterflies. **A Governor asked whether parents would be expected to make a contribution** and this was discussed. It was noted that this would be beneficial to all students. Uniform was discussed and it was suggested that the children have a neckerchief or a tabard which the badges could be sewn onto.

Governors **agreed** that the school should run the Butterflies programme and **agreed** the expenditure. It was **agreed** that Mrs Wright and Mrs South would lead on this.

II. DCC letter

The Chair read out a response to his letter to school finance regarding funding.

III. REHO – Memorandum of Understanding

Governors considered the previously circulated memorandum of understanding and **agreed** that the Head would sign the agreement if it is approved at

tomorrow's meeting.

I44 Date and Time of Next Meeting

The next Full Governors' meeting will be held on Monday 6 February 2017 at 1.00 p.m.