

**Minutes of the Governing Body for Alfreton Park Community Special School
held on Monday 18 July 2016**

Present: Mrs C Smart (Head) Mr B Jowett Mrs C Wright
 Mr J Glasby (Chair) Mr K Dean Mrs F Franklin
 Mr R Hancock Mr M Clemens Mr R Sowter
 Ms C Charlesworth

In attendance: Ms S Whitaker, Clerk and Ms R Dalliman, School Business Manager

74. Apologies for Absence – decide whether to accept

Governors noted and accepted apologies for absence from Mr S Marshall-Clarke.

75. Demonstration of Blue Wave

The Head gave Governors a demonstration on how Blue Wave works with Governors noting the following that it links the School Improvement Plan and Performance Management. Migration has taken place but the system is not yet working as desired. The Head advised that reports can be printed.

All Governors have been allocated a username using the school's email address to log-in.

www.bluewaveswift.com

The password is initially 'blue' and Governors should change this once logged in.

The live version of the school improvement plan can then be accessed online. The Head will notify Governors if there is an update.

Staff can upload evidence such as photographs for performance management or the school improvement plan.

The area for performance management is confidential and Governors will not be able to access this.

A Governor asked the Head whether this information had all been recorded prior to Blue Wave and the Head confirmed that it had but this system will pull all the information together and will link costs for school improvement with the budget.

A Governor asked when it would be fully operational and the Head advised that in September when everyone is starting with a new round of performance management the system will begin to become effective.

A Governor asked whether the system could be used for documenting evidence of Governor monitoring and visiting. Mr Hancock suggested that this could be recorded under a discussion forum especially for Governors to use. **ACTION: HEAD TO SET UP AND ADVISE GOVERNORS**

A Governor asked how much the system has cost and the Head advised

76. Governing Body Membership – Welcome to Staff Governor Clare Charlesworth

Governors noted that there is now a full complement of Governors and welcomed Clare Charlesworth to her first meeting as Staff Governor.

77. Declaration of Interest in any items on the agenda

No Governor declared an interest in the following agenda items.

78. Agree any other urgent business

- Resignation from Staff Member
- Report from Teacher – Peer Support
- Pool Walk-around

79. Minutes of the Previous meeting held on 23 May 2016 – to agree accuracy and agree as a true record of the meeting

Page 4 – change ‘complications’ to ‘implications’ and with this amendment 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 Body.

80. Matters Arising from the minutes

62. Private School Fund (is later on the agenda) – RD

62. Agree Governors’ Impact Statement –CW

The Chair thanked Mrs Wright for her piece of work and one amendment was made. Governors **agreed** to ratify the statement which will be published on the school’s website. **ACTION: CLERK TO CIRCULATE/SEND TO GARY FOR PUBLICATION ON THE WEBSITE**

63. Benchmarking of special school student attendance – RD

It was **agreed** that this would be carried forward to the next Full Governors’ meeting in the autumn term. **ACTION: RD/CLERK TO ADD TO AGENDA**

64. Storage – BJ

Mr Jowett has met with the Head and advised that there is a general lack of storage space in school. The deer shed once refurbished could be used as storage for items not used daily. One area has been identified where a storage facility could be installed with an access door from the corridor. Mr Jowett advised that the Derbyshire Surveyor needs to agree for this work to be undertaken. Mr Jowett

advised that a check is currently being undertaken of items being stored in school which may now be obsolete.

The Head advised that lockers have been ordered for two areas in school to make better use of space.

67. Behaviour Software – Head/KD

The Head advised that the Sleuth package was purchased which was the best value for money. Training on this package will be delivered on the 20 July 2016 to herself, Mr Hancock, Mrs Scowcroft and Mrs Beeston. The Head advised that the staff asked for two INSET days on 25 and 26 July 2016 rather than twilights. The Head advised that the Sleuth training will be cascaded to staff during the INSETS.

70. Learning Walks – RH/Governors

It was **agreed** that Mr Hancock would email four dates to Governors with suggested dates for learning walks in the autumn term. **ACTION: RH**

72. Governor DBS checks - Head

Governors noted that all Governors now hold a DBS certificate. The Clerk asked Governors to note that these need recording on Edubase by 1 September 2016. **ACTION: RD**

81. CONFIDENTIAL Minutes of the Special FG meeting held on 13 June 2016

The tabled Confidential minutes were **agreed** as a true record of the meeting and were duly signed by the Chair on behalf of the Governing Body.

82. Matters Arising from the minutes

There were no matters arising from the minutes.

83. I. Minutes of the Resource Committee meeting held on 13 June 2016 – for information

The minutes had been previously circulated for Governors attention and were signed on behalf of the Governing Board by the Chair of Governors. Governors were concerned about the route for services to the pool but it is thought this is now resolved. **A Governor asked whether the minibus has been cleaned** and it was noted that it requires a valet. It was noted that no-one has 'ownership' of taking care of the minibus. A Governor asked whether anyone checks oil and water and Mr Clemens advised that the driver is responsible for checking oil and water. The roof was discussed at length and it was **agreed** that a quote would be sourced for repairs. **ACTION: RD**

II. Minutes of the Teaching & Learning Committee meeting held on 13 June 2016 – for information

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 advised that there had been an issue getting data from some staff which appears later on the agenda.

84. Headteacher's Report

The Head invited questions from her previously circulated report.

Governors expressed disappointment at the withdrawal of the funding from the Scouting organisation noting that future membership would cost approximate £31 per pupil. Mr Hancock advised that two people had been recruited until July to support this. Mr Hancock advised that the school had not been made aware of the cessation date. A letter has subsequently been received advising that the project has now finished. To continue with the school 'packs' would mean membership for all students. **A Governor asked what the children get out of the** membership and it was noted that they work towards badges of achievement and they do enjoy it. Mr Hancock advised that it has not been fully supported but the model did fit in well around golden time with positive choices. Longer term plans including linking with 3rd Alfreton. **A Governor asked whether a project linked to Forest Schools could replace this** and the Head agreed that this was a good idea.

Governors noted that the equipment has to be returned. The Head advised that the uniforms do give the children an identity which they liked. It was **agreed** that Mr Hancock would look into this. **ACTION: RH**

A Governor asked for more information on the new role SLE and the Head advised it is for the Teaching School's Alliance. Ms Turner has been appointed and she will support at other schools that need her support. Governors noted that whilst Ms Turner does not benefit financially, that the school receiving the support pay Alfreton Park to cover for her absence. **A Governor asked for assurance that Ms Turner is not overloading herself** and the Head advised that Mrs Charlesworth will be an unqualified teacher on the days that Ms Turner is out of school so that she will not have to plan for those days.

A Governor asked about the healthy attachments and the Head advised that this is a piece of work with children on relationships and attachments with other people.

A Governor stated surprise that there are only seven students participating in MOVE and the Head advised that there are only seven students who currently fit the criteria.

The Head drew to Governors' attention that no bullying incidents have been reported.

The Head advised that £11k has been added to the school's budget which the local authority have asked to be re-pooled for REHO with Governors noting that the MAT team do not generally support the children from Alfreton Park.

A Governor asked whether the new Senior TA needs training and the Head advised that nothing has been identified to-date.

A Governor asked about the Head's statement that staff have generally met their targets and how serious the situation is for those staff who have not met their targets. The Head advised that TAs are generally not good at meeting targets and sometimes the TA has moved class, they are not generally good at managing time. The Head said she would not say the issue is significant and it is more about their personal development.

A Governor asked whether teachers are meeting their targets. The Head advised that one teacher is not on track to meet her target but she has only had two terms to do it. A Governor asked whether there are any teachers who are not on track to meet their targets and the Head advised not.

A discussion took place and the Chair asked the SLT to look at targets.

A Governor asked whether the school transport changes has had any implications for families and the Head advised not yet.

A Governor asked whether the concerns regarding child protection issues are being documented and the Head confirmed they are.

A Governor asked about student numbers for September and it was noted there will be 81 FT and two part-time students.

The Chair thanked the Head for her informative report.

85. QDD Report

The Head had previously circulated the QDD for Governors attention. A Governor said it is a very good report and stated that there are no negative comments in the report and questioned how robust it is. The Head advised that learning walks have been undertaken with the SIP which is when he draws to her attention any areas that can be improved. The Head advised that David Heald will be a Senior advisor in September and two special school heads are taking up post as ASIAs in September. The Head advised that Julian Scholefield will be Alfreton Park's ASIA with effect from September.

Governors expressed disappointment at the length of time that the QDD report has taken to arrive in school as the meeting was over eight months ago.

Governors took the opportunity to look at the new pool which they agreed was very impressive.

86. Staffing

It was noted that the newly appointed caretaker has resigned after one day.

Mr Jowett asked for a definitive list of the Caretaker's duties and Ms Dalliman advised that the caretaker is employed directly by the LA who provide the job spec and contract of employment. A Governor asked whether the school can make any alterations to the caretaker's contract to make it personal to the school and it was noted not. Ms Dalliman advised that the post was advertised at fewer hours than historically and the role does not allow for basic maintenance. Ms Dalliman advised that a maintenance man has been employed for two hours each week with a view to doing maintenance around school and possibly the minibus. Ms Dalliman is mindful to make best use of this during the summer holidays.

A Governor asked whether the restrictions are because of single status and Ms Dalliman confirmed that it is. A Governor asked who line-manages the caretaker and Ms Dalliman advised that she does on a day-to-day basis but their line manager is at Denby Depot.

The Chair said that Governors would like to see an improvement in the general aesthetics of the school and should this incur a one-off cost then they will need to spend it as the children deserve to be schooled in a nice environment.

Ms Dalliman advised that it is a matter of finding the right person for the job.

A Governor asked whether there is a schedule of work in place and Ms Dalliman confirmed that there is. Governors were encouraged to make comments to Ms Dalliman should they see anything that needs maintaining.

The Head advised that a Dismissal Hearing took place on 06/06/2016 and the board decision is to dismiss the TA because of extended absence due to ill health with no proposed return date. The member of staff has until July 20th to appeal.

Governors noted that there are presently have two members of staff on long-term absence due to ill-health.

Absence rates have improved and are still being monitored.

The Head has been carrying out appropriate counselling meetings with staff who have reached the threshold for Stage 2 in the procedures.

Governors **ratified** the appointments of Edward Acons and Kelma McCarthy who have been appointed on 1 year contracts from September 2016 and Lorraine Spence who has been appointed to cover on a relief basis to cover sickness.

Governors also **ratified** the appointment of Rebecca Edwards who will be taking up an apprenticeship and Governors noted that advertising is currently underway for one further Apprentice TA.

Lesley Burton has resigned her post as a TA to take up a job at Ashgate Croft School. Governors noted that Lesley undertakes manual handling and Forest Schools.

87. Data Update – RH

Mr Hancock tabled a paper for Governors' attention. Governors noted that the final review for 6th form and data in relation to the individual targets. The graphs show one student who did not achieve their target in data handling which was their strongest area of the curriculum. The student was 4% below their target, however Mr Hancock has been advised by the SIP and the ASIA that a margin of 5% for error should be added which would mean that this child has achieved their target.

A Governor asked whether this data is produced for each class and Mr Hancock advised that there are several reports produced KSI -4 is one report, EYFS, 6th form and PMLD; however, Governors noted that Mr Hancock has not produced the other reports.

Mr Hancock advised that his analysis is based on trends and he tabled a paper showing areas of concern, contributory factors, intervention, impact and progress.

Mr Hancock advised that there is one class where concerns are high due to issues including poor attendance due to ill-health.

All PMLD students either achieved or exceeded their targets. EYFS data has not yet been received.

Mr Hancock advised that he does not anticipate many areas of significant issue. The Head advised that there are no curriculum areas causing concern.

A Governor raised the issue that there are some students who are underperforming in more than one area. The Head advised that the individual students would be looked at and the issues and interventions will be analysed. A Governor asked whether Ofsted would look at the individual cases and the Head confirmed that they will.

Mr Hancock advised that one priority moving forward is pupil wellbeing. The Head advised that staffing changes has impacted on wellbeing and whilst the teaching has been good, the children have not adapted well to the change in teachers.

A Governor said that Teaching & Learning Committees need to be timetabled in order that the data is available to them, with the committee subsequently reporting back to the Full Governing Board.

A Governor said TAs only manage behaviour and the Head's point around staffing instability is valid.

Mr Hancock drew to Governors attention that some pupils have very complex and challenging behaviour.

A Governor said that a picture needs to build up of data over years in order to evidence when one-off situations skew the data.

88. Chair's Report including:

I. Update from committee meeting held on Wednesday 6 July 2016

This was the dismissal committee and had been covered under the Head's report.

II. Federation Governors Visits

The Head advised that the federation have agreed that Governors could visit the other schools within the federation.

Stanton Vale have offered the following dates:

Tuesday 4 October 2016 12 noon – 3pm

Tuesday 18 October 2016 12 noon -3pm

Thursday 27 October 2016 9.30 am - 12.30pm

Tuesday 29 November 2016 12 -3pm

Stubbin Wood have offered the following dates:

Wednesday 9 November 2016

Tuesday 21 February 2017

Thursday 22 June 2017

Governors **agreed** to offer:

Wednesday 16 November 2016 10am – 1pm

Wednesday 8 February 2017 10am – 1pm

Wednesday 17 May 2017 10am – 1pm

It was **agreed** that the Clerk would notify Karen Clarke of Alfreton Park's dates.

ACTION: CLERK

III. Check that Federation Action Plans agreed

The Head confirmed that the Federation Action Plans have been agreed.

IV. Bingham House update

The Chair drew Governors attention to plans of the school advising where the security fencing will go. A discussion took place around plans for future works should funding be available. It was noted that the planners will not allow any work to take place without a final vision for the school and grounds.

89. Financial Issues:

I. Finance Report

Ms Dallman spoke to her previously circulated report, highlighting areas for Governors' attention.

I. Budget

Current year end forecasts are estimating that we will go into 2016/17 with a surplus of £370,474.00

Staffing

At the present time we are estimating an overspend of £20,809.00 on the staff budget. It is likely that this deficit will further increase following demands for additional TA support from a number of classes.

Premises

At the present time we are estimating an underspend of £5,664.00 on the premises budget. If we proceed with the planned refurbishment of the toilets it is likely that we will overspend on this budget line.

Travel

We are currently forecasting an underspend of £277 on the travel budget.

Supplies and Services

We are forecasting that we will overspend by £2,619 on the supplies budget, this due to the equipment budget overspend of £8,302. Some of this overspend has been clawed back through underspends in the rest of the budget.

Income

We are predicting an increase of £13,072 on the income budget. This is due to £25K of recovered costs.

Traded Services

At the present time we are predicting an underspend of £24,388 this is because £45k had been incorrectly budgeted for DCC sick cover.

II. Minibus and Fundraising

We have a commitment from Sunshine Variety Club to provide us with a minibus but we now have to raise the £20k match funding in-order to secure the bus. At the present time we have £5,619.00 of donations in the school fund.

Over 70 letters were sent to local businesses asking for donations of £250 or over towards the minibus. As of this date we have received cheques from the following companies;

Akramatic Engineering - £250.00

MMD Mining - £100.00

Signal House Group Ltd - £250.00

We have also commitments from the following companies;

Forterra - £500.00

Beaver Pools - £250.00

We are nearly ready to launch our new fundraising software which will enable us to send our donations page to all of our contacts.

Friends of Alfreton Park have also agreed to donate to the minibus fund from their activities but we do not know how much they will be willing to give to us at this present time.

We have been approached by one of the taxi firms to enquire as to whether we are planning to sell the old minibus. We will get a valuation on the vehicle to determine whether it would be better sell the bus and put this towards the fundraising total.

III. Gift Aid

The school is now registered for gift aid and has made a retrospective claim for donations dating back to 2012. We have distributed gift aid forms to all of our parents and staff asking for consent to claim gift aid back on any past, present and future donations. Unfortunately we cannot claim gift aid back from donations from businesses.

IV. Gift aid and school trips

On further investigation it has become apparent that we will not be able to make any retrospective claims for gift aid on school trips as we have historically only asked for contributions equitable to the cost of each trip. One way around this would be to ask for a generic contribution for trips at the beginning of the year instead of asking for monies for individual trips. This contribution would cover all the trips in the year regardless of cost so would not be linked to the benefit rule. This donation could be split over the 3 terms so that parents can spread the cost over the year.

V. Building

Bathrooms

We have project approval from DCC to undertake the refurbishment of the staff toilets, Apple toilets and change room and Beech toilets and changing room. A specification has been put together and we have approached 3 building companies to provide us with quotes. If the quotes are reasonable we hope to carry out these works during the summer holiday following a satisfactory asbestos survey.

Air-conditioning

We have contacted DCC and 2 other contractors to provide quotes for the installation of air-conditioning into Apple and Acorn classroom as well as the Sensory Room. Governors noted that three quotes have been received and **agreed** that the work would be undertaken by airco cooling services, a quote sourced by DCC for £8765 plus VAT. Governors noted that other quotes had been received from Portman Air Conditioning Ltd, d-air and Fluid Air Conditioning.

Pool

Work to the pool is currently 2 weeks behind schedule, however this could increase as DCC have yet to finalise the route for utilities. Any continuing delays with this decision will have a further negative impact on the schedule.

The recent fact-finding trip to Stubbin Wood proved to be extremely useful, further trips to Ashgate Croft and High Peak are planned for the beginning of the autumn term.

Budget

The school has received an up to date breakdown for the additional works which will be covered by the school's 'Raise the Roof' campaign. The campaign raised £58,077.77 the current extra costs from DCC are £67,471.00. There will be additional costs to set-up the

pool covering items such as a change bed, flip down seats etc., the current estimation of these costs is £4,074. In total the current level of additional cost to the school is £13,468.00. It is important to flag that this figure will more than likely increase.

A Governor asked what the maximum figure would be and Ms Dallman advised £75k to include unforeseen costs. Governors noted that Raise the Roof has £57k so there is a £17k shortfall. Ms Dallman advised that the letting agreement with the swimming association has been finalised and they will begin letting the pool with effect from November. **A Governor asked when they will have use of the pool** and Ms Dallman advised from 3.30pm during term-time. **A Governor asked whether there are any additional running costs.** Ms Dallman advised not. A Governor raised concern about the 3.30pm start due to the chaos with traffic and Ms Dallman advised that students will not necessarily begin arriving from 3.30pm and the classes are small with usually around five students. Ms Dallman advised that the pool schedule reserves use of the pool during the school day Monday-Friday and in order to generate the income to run the pool for the children, the income does need to be generated.

Governors discussed the finances and expenditure and as all the items brought to Governors are essential, Governors agreed the expenditure of £17k towards the balance of the pool. A Governor asked whether there are any additional costs and Ms Dallman advised that in order to maintain a high quality pool that cleaning costs may increase slightly.

VI. Staffing

Margaret has indicated that she would like to retire at the end of the autumn term. We are looking to place an advertisement for a new Pool Manager, shortlisting at the beginning of the autumn with a view to having someone in post by mid-October. A job description and person spec. has been drawn up and is awaiting approval.

Outside Users

We have conditionally agreed to EMSA hiring the pool outside school hours 3.30-7.00pm Mon- Fri, Saturday and Sunday. They have indicated that they are prepared to pay £30k per year, but this is based on EMSA starting lessons in November. Once we have a clearer idea of the commissioning date we can make a decision on when we are going to be in a position to let the pool.

We have also had strong interest from Puddle Ducks who are looking to hire the pool for their classes. We have provisionally offered them the lunchtime slots Mon-Fri, they will be coming over to meet with us in September to further this conversation.

VII. Housekeeping

After only 1 day in post the new caretaker resigned, an advert will be placed and the recruitment process will start once again. We have met with a potential maintenance man who is based in Alfreton. The idea is that we engage his services for 2hrs per week @ £40 to undertake many of the outstanding maintenance jobs. We are still looking to engage the services of an electrician and a plumber to undertake the jobs out of the scope of the maintenance.

VIII. Approve Private School Fund

Ms Dalliman advised that Mrs Gadd is currently off sick and no-one else in the office is aware of where the school funds have been sent for auditing. Mrs Dalliman will follow this up. **ACTION: RD**

90. Premises Issues:

I. Pool Update – RD

Was covered under an earlier agenda item.

91. Policies for Approval:

I. MOVE

II. Safer Working Practice

Governors **approved** both policies which had been previously circulated for their attention.

92. Academisation

The Head advised that she attended a conference where Flint Bishop advised that schools should 'hurry up and wait'. Mr Dean advised Governors of different models of MATs. It was **agreed** that the Head and Mr Dean would continue to investigate academisation and bring any information back to Governors.

The Head advised that the School Business Managers have been tasked with establishing financial audit and viability.

Ms Dalliman left the meeting.

93. Governing Body Matters

I. Governor Monitoring – agree named Governors for key areas of responsibility

Governors **agreed** named Governors as follows:

Finance – Richard Sowter
H&S – Bill Jowett
Pupil Premium – Kevin Dean
British Values – Clare Charlesworth
Sports Premium – Kevin Dean
Equalities – Kevin Dean
EYFS – Carol Wright
Children with Medical Needs – Carol Wright
SEND – Carol Wright
Anti-Bullying – Francine Franklin

Sex & Relationships – Francine Franklin
Safeguarding/Child Protection – Francine Franklin
Children in Care – Francine Franklin

Governors **agreed** that John Glasby & Bill Jowett will attend Middle Leader meetings to monitor the 4 KPIs. Another Governor will join each meeting.

II. Governor Visits into School including agree schedule of dates for Middle/Senior Leader meetings

III. Ratify Dates for 2016/17

Governors **ratified** the dates for the meeting cycle in 2016/17.

IV. Agree arrangements for Headteacher's Performance Management in 2016/17

Governors **agreed** that they would not appoint Julian Scholefield, ASIA as the external advisor for the Head's performance management in 2016/17 as they did not consider a Headteacher peer within the soft federation to be a suitable appointment. It was **agreed** that the Head would establish other alternatives. **ACTION: HEAD**

Governors **agreed** that the Headteacher's Performance Committee would be Bill Jowett, John Glasby and Richard Sowter.

V. Agree arrangements for election of Chair and Vice-Chair

Governors **agreed** that as everyone was present at the meeting the elections would take place at this meeting. Governors agreed that the Chair and Vice Chair would be in post for three years. One self-nomination was received for the post of Chair of Governors from Mr Glasby who was duly elected. One self-nomination was received from Mrs Wright who was duly elected.

94. Training

I. Identify Training Needs

Mrs Charlesworth will attend new Governor Induction Training.
Mr Glasby will attend the Governor briefing at Parkside Community School

II. Report on any Training attended

The training matrix was previously circulated for Governors' attention.

95. Any Other Urgent Business

- I. Governors agreed** to continue with buddy visits and will evidence these.
Mrs Wright will add pages to the Governor signing in book. **ACTION: CW**
- II. The Head tabled** feedback from the 4Derbyshire Peer to Peer Support visit.

96. Date and Time of Next Meeting

The next Full Governors' meeting will be held on Monday 10 October 2016 at 1.00 p.m.