

# Barley Lane School Full Governing Body (Housekeeping) Meeting 1 (Part 1 Minutes)

# DRAFT

Date / Time:	26 <sup>th</sup> September 2018 at 17.00	Location:	Barley Lane School
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Attendees:	Initials:	Governor Type:
Damian Furniss	DF	Parent (Chair)
Vicci Wood	VW	Co-opted (vice-chair)
Liz Shinn	LS	LA Governor

Attendees:	Initials:	Governor Type:
Michael MacCourt	MM	Staff - Headteacher
Jo Davey	JD	Foundation

Sanctioned Apologies:	Initials:	Reason:
Kevin Goodey	KG	Associate Member
Dave Jones	DJ	Associate Member

Unsanctioned Apologies:	Initials:

In Attendance:	Initials:	
Helen Rimmer	HR	Clerk to Governors

Minutes To:
Attendees
Website

**Meeting started:17:10**

Min. No.	Actions & Decisions:	Owner:	Date Due:
1/1.1 1/2.1	<p><b>Apologies &amp; Business Interests</b></p> <p>Apologies were received from DJ and KG, these were sanctioned by the Governing Board. Apologies were also received from Andrew Shinn, who had been invited to attend as a prospective governor.</p> <p>The governors checked, updated (where necessary) and signed their register of business interests forms for the governor file.</p>		
1/1.3	<p><b>Skills Audit</b></p> <p>DF informed the Governing Board that he has emailed non-staff governors in the last week and is in process of arranging dates for 15 minutes 1-1 catch up interviews. He plans to use the outcomes to update the skills audit.</p> <p>With the knowledge he already has of the Board's strengths DF said the Board is strong for skills related to safeguarding, behaviour, teaching and learning due to the membership including a primary school teacher, an ex-head teacher and with VW's safeguarding experience and DF's own work background.</p> <p>However, the current Governing Board is weaker in the area of Resources, with only DF currently having experience in this area.</p> <p>The governors reflected on the skills they brought between them and all agreed there is a gap in skills related to Resources.</p> <p>The Governing Board discussed filling the skills gaps by recruitment. There are several current governor vacancies. One of the prospective new governors, Andrew Shinn, is a trainee accountant.</p> <p>The governors agreed that it was important to look for the skills required to be a chair as part of recruiting to aid succession planning. There followed a discussion about succession planning. It was noted that both DF's and VW's terms of office as Chair and Vice-chair respectively end July 2020. HR suggested the Board consider the possibility of joint-chairs in the future.</p>		
1/1.4	<p><b>Instrument of Government, board membership &amp; current vacancies</b></p> <p>HR ran through the instrument of government with the governors and highlighted where there were vacancies.</p> <p>DF said he would like to see the vacancies filled by the end of the Autumn Term.</p>		

	<p>The <u>Staff Governor</u> Vacancy is currently out for nominations with the deadline for nominations at the end of the week. Governors said that if nominations are received from more than one staff member they would be pleased to see the staff who were not successful in any election fill either one of the other governor vacancies or for them to become an Associate Member.</p> <p><u>Parent Governor</u> – MM said there are 20 new children so there are new parents. DF said the letter to invite new parents to nominate themselves to fill the vacancy is ready to be sent.</p> <p>How to find candidates to fill the <u>Foundation</u> and <u>Co-opted</u> governor vacancies was discussed. HR explained that the Board is free to select the Co-opted Governor based on their skills whereas the SENTient Trust must approve the selection of the Foundation Governor.</p> <p>DF asked the other governors if they knew people who may be interested in being a school governor. The Governing Board discussed where they could look to find the skills required to fill the gaps on the Board and decided to prepare a letter to send to invite interest.</p> <p>ACTION – DF to write a letter to invite interest ready to be sent to potential governors known by the governors/staff. Specifically seeking skills in premises, finance and recruitment. With a view to getting interest from potential governors who the Board can put forward for the Foundation Governor vacancy.</p> <p>The Board agreed that Andrew Shinn is a good candidate for filling the Co-opted Governor vacancy due to his youth, local knowledge (as he lives in the locality) and accountancy skills. LS informed the Board that he is re-arranging work commitments to ensure he can attend the next Full Governing Board meeting.</p> <p><b>JD asked what process is required to vet potential candidates.</b> Following a discussion it was agreed that DF would have a conversation with potential candidates to help establish suitability.</p> <p>The governors considered the value of publicity in the papers for the school. There was a discussion about how far away from the school it is practicable to expect potential governors to travel. This led to the Governing Board considering virtual attendance at meetings. DF stated that he has experienced chairing large meetings with virtual attendance and has attended meetings virtually and explained how this had worked in practice. DF drew attention to the technical set up required. The governors questioned whether a governor who could not attend meetings may struggle to make school visits. MM said that he had experienced a meeting with virtual attendance on a smaller scale than DF, similar to governor meetings, and it had flowed well and the technicalities had worked well. <b>Following a discussion the Governing Board agreed in principle to allow virtual attendance at governor meetings.</b> They liked the benefit of making a meeting quorate and assisting people with mobility issues of child care issues.</p> <p>ACTION – MM to send out the parent governor recruitment letter once HR has checked the content of the draft.</p> <p>ACTION – MM to speak to staff about their networks and all governors to share the letter DF is composing with their networks.</p>	<p><b>DF</b></p> <p><b>MM</b></p> <p><b>MM</b> <b>All</b></p>	<p>Autumn half-term</p> <p>ASAP</p> <p>Nov 2018</p>
1/1.5	<p><b>Committee membership and Lead Governor Roles</b></p> <p>The Board decided to maintain the current Committee membership and LG roles and review once new governors have been recruited to fill the vacancies.</p> <p>HR flagged up the small pool of governors that are currently available for a 1<sup>st</sup> and 2<sup>nd</sup> committee, should they be required. DF said previously they borrowed governors from other boards and would wish to do that again should the occasion arise before the vacancies are filled. The Board agreed they would approach other schools within the SENTient Trust. MM suggested approaching Marland School first as it is comparable to BL. HR suggested considering Terms of Reference for a joint 1<sup>st</sup> and 2<sup>nd</sup> Committee with Marland School. Following a discussion the board felt that 1<sup>st</sup> and 2<sup>nd</sup> committees are so infrequently needed at BL and as there are enough governors to form a 1<sup>st</sup> committee, if there was a prospect of an appeal there would be time to approach Marland School’s governors. It was decided that no formal agreement was needed.</p> <p>After a brief discussion, following the question as to whether Associate Members who sit on <u>Committees</u> contribute to the <u>quorum</u>, <b>the Governing Board agreed that all Associate Members continue to have voting rights on the Committee they sit on ( whether SBTL (Safeguarding, Behaviour, Teaching and Learning) and/or Resources Committee).</b></p> <p><u>Lead Governor (LG) roles</u></p> <p>DF said he sees the curriculum LG role as including Alternative Provision as part of the remit. This is currently a vacancy.</p>		

	<p>The Governing Board all agreed on the importance of the <u>Safeguarding LG role</u>, which is currently held by VW, especially within the BL setting. MM said BL's holistic approach responds to the interconnectedness of, for example; how staff wellbeing impacts on safeguarding. The governors agreed that this holistic approach needs to be reflected in the remit of the Safeguarding LG.</p> <p>Following a discussion the Board agreed that succession planning was required to ensuring there were other governors who could step in to the role [so this key LG role did not stand empty]. It was decided that LS would shadow VW on a school visit so she could step in to the Safeguarding LG role, in future if necessary.</p> <p>ACTION – LS and VW to liaise and arrange to make a joint safeguarding visit.</p> <p>Now JD's work situation has changed she is able to make visits during school hours. It was agreed that she could make visits regarding Alternative Provision (AP) as this fits in with her skill set.</p> <p>ACTION – JD to contact DJ to arrange visit to make an AP visit.</p> <p>DF reminded governors that he expects <u>each governor to make 2 half day or 1 whole day visit per term.</u></p> <p>ACTION - LS will contacted DJ to arrange to view the Nurture Unit (as per action from July 18 meeting).</p>	<p><b>LS &amp; VW</b></p> <p><b>JD</b></p> <p><b>LS</b></p>	<p>End Autumn Term</p> <p>–“–</p> <p>–“–</p>
1/1.6	<p><b>Review process for recruitment of new governors</b></p> <p>The Governing Board had a discussion about the process for getting new governors settled into their role. <u>All agreed that new governors are expected to attend new governor training as soon as possible following recruitment.</u> DF said he felt the new governor induction pack, put together by the previous clerk, was still fit for purpose. MM suggested that it is important at BL for all new governors to attend face-to-face safeguarding training at the first opportunity. Following a discussion, <u>the Governing Board agreed that as soon as possible after recruitment, all governors attend face-to-face level 1 Safeguarding/Child Protection training (or online training if face-to-face training is not immediately available).</u> It was agreed that this is essential before a new governor undertakes a school visit. Then within their first [school] term as a governor a new recruit should make a school visit with a safeguarding focus. This should be arranged by school as part of the induction process. It was agreed that all new governors must attend a face-to-face level 2 Safeguarding training within the first 6 months. It would be hoped that finally each governor would undertake level 3 Child Protection training, with the aspiration that half of the governors at any point in time will trained up to level 3. MM would also like to see all governors attend Safer Recruitment training</p> <p>ACTION - DF to book to attend face-to-face level 2 Safeguarding training.</p>	<p><b>DF</b></p>	<p>As soon as suitable training available</p>
1/1.7	<p><b>Reminder of terms of office for Chair and Vice-Chair</b></p> <p>Discussed in item 1/1.3</p>		
1/1.8	<p><b>Reminder of the need to be quorate</b></p> <p>See minute 1/1.5</p> <p>The governors were reminded that for the Full Governing Board meetings to be quorate there needs to be half governors in post, rounded up.</p>		
1/1.9	<p><b>Review procedure for dealing with apologies and sanctioning absence</b></p> <p>DF said last year's attendance figures show that governors' attendance at meetings is good.</p> <p>Staff governors attendance has been lower than non-staff governors but MM said their attendance will be better [in the new academic year] as they need to report direct to governors as part of the new roles.</p>		
1/1.10	<p><b>Decide if Full Governing Board meetings will be open to the public</b></p> <p>During a discussion the members of the Governing Board agreed they had no objection in principal to members of the public attending meetings if a prior approach was made. Any visitors would not automatically have speaking rights.</p> <p><u>The Governing Board agreed that they would like to encourage aspiring leaders within the school to attend.</u></p>		
1/1.11	<p><b>Decide if the Governing Board wishes to continue to publish all committee and FGB meeting minutes on the School website.</b></p> <p>Following a discussion <u>the Governing Board agreed that in interest of transparency they would like the part 1 Full Governing Board (FGB) minutes but <u>not</u> the committee minutes to be posted on the school website.</u></p> <p>The Governing Board discussed whether FGB minutes would be posted on the website</p>		

	<p>whilst still draft. The Governing Board concluded that <a href="#">the minutes would be posted as draft once approved by the Chair</a>, to be in line with local government. The governors understood that members of the public can make a request to view any of the part 1 minutes, including committee minutes, should they wish.</p> <p>There was a discussion about uploading the minutes and other governor information on to the website adding to KG's workload. In response to a request from HR it was agreed that, as part of reallocating some of KG's duties when he retires, <a href="#">the Clerk to Governors will be given access to upload and edit the governor area of the school website</a>.</p>		
1/1.12	<p><b>A reminder of the procedure if governors wish to put an item on the agenda</b></p> <p>The governors were reminded that the procedure to request an item is put on a meeting agenda is to make a request to the Chair of the meeting (cc Clerk to Governors) at least 10 days before the date of the meeting. The Chair then decides if the meeting is the appropriate forum.</p> <p>HR reminded the Board of the protocol for bringing late items to agenda. This is to approach the Chair, as above, or in person prior to the meeting start. The Chair then decides if the meeting is the right forum and if it is the right forum, whether the required information is available at late notice, finally the item can be discussed if the Chair feels there is enough time at the end of the meeting under 'items brought forward by the chair'.</p>		
1/1.13	<p><b>A general reminder of Part 2 procedure and confidentiality</b></p> <p>All governors felt they understood the Part 2 (confidential discussions) procedure.</p>		
1/1.14	<p><b>Review practice and timescales for dealing with circulation of minutes and papers.</b></p> <p>DF said the intention is that the agenda and papers are distributed 7 days before a meeting, where possible.</p>		
1/1.15	<p><b>Review (and sign) Code of Conduct</b></p> <p>The Governing Board's Code of Conduct was distributed and signed by those present. All Governing Board members had been sent a copy to read prior to the meeting.</p>		
1/1.16	<p><b>Keeping Children Safe in Education (KCSiE)</b></p> <p>All governors have previously read KCSiE and signed to confirm this for the for school records. However, KCSiE has been updated for September 2018. A link to the latest version was distributed to the Governing Board ahead of this meeting. Not all Governing Board members have read this update yet. It was agreed that all governors will read part 1 of the updated KCSiE and notify school so records can be updated.</p> <p>ACTON – all governors to email Wendy Hoaken and cc VW once they have read part 1 of the updated KCSiE.</p>	All	December 2018
1/1.17	<p><b>Privacy Notice for Governors</b></p> <p>The Board discussed their previous decision that all governors should have a <a href="#">school email address</a> to be used for all Governing Board correspondence. The non-staff governors had been issued with an activation code to set up their school email in July 18. DF apologised that he has not set up his school email.</p> <p>ACTON – DF to activate BL email address asap.</p> <p>All governors have read the <a href="#">Privacy Notice</a>. It was distributed in July 18 and again in preparation for this meeting.</p> <p>ACTION - It will be ensured that the Privacy Notice for Governors is part of New Governor Induction Pack.</p>	DF  HR	ASAP  Autumn half-term
1/1.18	<p><b>Virtual meeting attendance</b></p> <p>See item 1/1.4</p>		
1/1.19	<p><b>Agree Terms of Reference (ToRs)</b></p> <p>A copy of the ToRs agreed last year had been distributed to the membership of the Governing Board prior to the meeting.</p> <p>Following a discussion, <a href="#">it was agreed by the Board that the membership for the Performance and Pay Committee did not have to include 3 members of the Resources Committee. It was also agreed that the Head Teacher appraisal group did not necessarily have to have a Foundation Governor included in the membership</a>. The ToRs for these 2 Committees were updated by the Clerk to include these changes. The Chair of Governors, DF, signed a paper copy of each individual ToR for each Committee; 1<sup>st</sup> committee, 2<sup>nd</sup> committee, Safeguarding, Behaviour, Teaching and Learning (SBTL), Resources, Performance and Pay and HT Appraisal group.</p>		
1/1.20	<p><b>Confirm dates for the meetings for the next year</b></p> <p>The meeting dates for the Academic year, as approved in July 2018, were shared with the the Board prior to the meeting. DF requested the December Full Governing Board meeting was moved to Wednesday 28<sup>th</sup> November 2018. All agreed with the revised date.</p> <p>ACTION – HR to email confirmation of the revised date for the next FGB and update the</p>	HR	Oct 2018

	<p>records.</p> <p>DF informed the Board that he has confirmed with Susette Barrett (Education Finance Consultant, Babcock), that she can make the planned dates for the Resources Committee this term and next term. (SB is currently working on the Budget monitor and other aspects of the school's Finances until a new Bursar is recruited.)</p>		
1/1.21	<p><b>Agree Annual Cycle</b></p> <p>HR informed the governors that the annual cycle requires updating to match the reduced number of termly meetings which the Board agreed upon for this academic year and to ensure the annual cycle follows the cycle of work/reporting within the BL setting. This is a work in progress.</p>		
1/1.22	<p><b>Training</b></p> <p>DF wishes governors to have minimum commitment of 1 training event per year. In addition to this he wishes to see governors all attend the staff's annual safeguarding training.</p> <p>Also see minute 1/1.6</p> <p>ACTION – MM to get date for this from Wendy to share with governors</p> <p>ACTION - JD will book on next available level 3 safeguarding training with Babcock</p> <p>ACTION – governors who have not already to undertake safer recruitment online training.</p> <p>MM said Safer Recruitment is very pertinent to Special schools, which are often targeted. There was a discussion about the value of level 3 safeguarding training for anyone interacting with a setting with children.</p>		
1/1.23	<p><b>Governor Visits</b></p> <p>See item 1/1.5</p> <p>DF reiterated that he wishes to see each governor make at least 1 full day or 2 half day visits per term. Each visit must have a clear focus which he would expect to be linked to the individual governor's Lead role. A written report must be submitted following the visit (which should be sent to the clerk).</p>		
1/1.24	<p><b>Reaffirm the aims and vision of the school</b></p> <p>Governors were referred to the BL Governor Handbook. The aims and visions are stated there and have not changed.</p> <p>Following a discussion, the <a href="#">Governing Board agreed that they aspired to revisit the 'aims and visions' in the next 12 months.</a></p> <p>MM suggested that [the strap line] "change us to change them", could be made more prominent in the vision which would be more cohesive as it would tie the vision into the School Improvement Plan (SIP).</p> <p>ACTION – HR to ensure a dedicated visioning meeting is scheduled in the next 12 months.</p> <p>The governors wished there to be an opportunity for parents, staff and pupils to feed into the vision. MM suggested using a series of Tuesday twilight sessions or one of the inset days.</p> <p>ACTION - MM will talk about feeding into the school vision with the staff team and bring a proposal to the next Full Governing Board meeting.</p>	<p><b>HR</b></p> <p><b>MM</b></p>	<p>Sept 2019</p> <p>November 2018</p>
1/1.25	<p><b>Staffing structure for 2018/19</b></p> <p>MM reported that the 3 new teachers and whole school community is being tested. He said that the meeting was at the end of a difficult day. There was a discussion about the way the Senior Leadership Team are deploying experience staff who make sacrifices to support and protect the new staff.</p> <p>There followed a discussion about the challenges staff face from angry outbursts from pupils to the undermining of staff, disinterest and disrespect.</p> <p>MM talked about pupil numbers. He also informed the governors that Robin Smidowicz (unqualified teacher) was leaving this week Rob Deane (Outdoor Education) was also leaving shortly. MM reported that he has been looking at budgeting and found there was an opportunity to recruit a new member of staff for which he is currently advertising. A Higher Level Teaching Assistant (HLTA), instructor or teacher is required so it was important to confirm the finances were available in the budget. MM stressed importance of staff team being involved in the recruitment as this has proved to be successful in ensuring candidates can fit into this special school environment with its extra demands it brings.</p> <p><b>VW asked about the Bursar role.</b> MM replied that school was still using the services of Susette Barrett (Education Finance Consultant, Babcock) and school would be purchasing other finance administrative support to carry out petty cash etc and protect Judith Ford from having too large a work load. MM acknowledged that SB is expensive per hour but he felt she gets a lot done and so is good value for money. Adding that school will soon</p>		

	<p>stop paying the existing Bursar. MM told the governors that SB has now agreed to stay supporting school until the new financial year (April 2019). MM said this will have a positive effect on the budget as once stop paying the current Bursar SB is cheaper. MM said the Bursar is a critical appointment which will now be looked at for the new financial year. It needs a special type of person to understand how budget is affected by continually varying pupil numbers.</p> <p>MM reminded the governors how critical it is for BL to keep staff in Learning Support but there is not the incentive of a natural career path to continue offering opportunities.</p>		
1/1.26	<p><b>Items brought forward by the chair</b></p> <p>Paper copies of the Part 2 Minutes from the Full Governing Board 28<sup>th</sup> March 2018 were checked by the governors and agreed as a true record and signed as such by DF, Chair of Governors. The signed copy was kept for the file.</p>		
1/2.1	<p><b>Behaviour Principles</b></p> <p>The Full Governing Board agreed with BL's Behaviour Principles (<i>Behaviour Principles 2018-19</i>).</p>		
1/2.2	<p><b>Child Protection (Safeguarding) Policy</b></p> <p>In response to question from JD, MM said the policy includes elements which are not compulsory from residential school's requirements.</p> <p>JD asked about requirement for individual risk assessments for children, MM said that ofsted do not have this expectation and it has not been suggested in any safeguarding audit. Some high risk students have individual plans but mainly a corporate risk assessment for potential risks such as absconders. MM reassured governors that Staff will know who is likely to be at risk of climbing on the roof without there being individual risk assessments for each individual pupil.</p> <p>JD asked if school has the dedicated safeguarding email account referred to in policy. MM said there was one but this will become redundant due to the introduction of CPOMS. As it is still used at the moment MM said the policy will be updated when transition is full to CPOMS</p> <p>JD noted that in other settings access to CPOMS is often restricted to a limited number of users and asked what BL were doing about access. MM replied that in the case of this setting it has been discussed and decided that all staff need access as all things impact the risks around each of the children. MM said the written information on CPOMS is not of such a detailed level that it was inappropriate to share. VW (Safeguarding Lead Governor) said that having a clear understanding on why this information is being shared is what she would be expect to see. JD said that it is also acceptable practice in mainstream to share pertinent information about the few high risk children with all staff for the same reason.</p> <p>The Governing Board agreed to adopt the proposed Child Protection Policy 18-19 and Safeguarding Portfolio 18-19.</p>		
1/3.1	<p><b>Date of next meeting</b></p> <p>See 1/1.20</p>		
	<p><b>Meeting Closed: 19:20</b></p>		

<b>Next Meeting:</b>			
Date / Time:	Wednesday 28 <sup>th</sup> November at 5pm	Location:	Barley Lane School