Barley Lane School General Purpose Committee Meeting 1 (Part 1 Minutes)



Date / Time: 04 th November 2015 at 17.00	Location:	Barley Lane School
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Attendees:	Initials:	Governor Type:
Jacqui Dye	JD	PAR
Damian Furniss	DF	AGOV
Mark Dye	MD	FOU
Karen Smith	KS	COO

Attendees:	Initials:	Governor Type:
Michael MacCourt	MM	STH
Simon Robinson	SR	STF
Kevin Goodey	KG	COO

Apologies:	Initials:	Reason:

Absent without Apology:	Initials:
Debbie Henderson	DH

In Attendance:	Initials:	
Kirsty Forbes	KF	Clerk
Anne Hannaford	AH	Associate Member
Dave Jones	DJ	Associate Member

Minutes To:
Attendees
Website

Min. No.	Actions & Decisions:	Owner:	Date Due:
1/1.1	Apologies		
	No apologies were received and no business interests were declared.		
1/1.2	Election of Chair		
	JD informed the Committee that one of the outcomes of the Governor Review would be		
	to change to a 2 Committee structure therefore each Committee will need to address		
	the role of chair when undertaking this change. JD also highlighted that it would be best		
	practice for other Governors to take on this role in order to spread the work load. JD		
	agreed to Chair the meeting in the interim until the report is received from Babcock and		
	the decision is taken at FGB.		
1/2.1	Minutes of the Meeting 10/06/2015		
	Agreed as a correct record and signed accordingly by the Chair.		
1/2.2	Minute 2/2.3 (2015)		
	<u>Student</u> Council – SR advised that the school continues to informally take the opinions		
	of some students who represent a cross section of the school. Formally, BL, have not		
	managed to form a student council as it is difficult to get the required students together		
	at once. MM advised that the level of challenge had been discussed with some students		
	in relation to the quality of teaching and learning as well as routines and whether they		
	felt they had been rewarded and challenged. MM agreed to send the records of these		
	discussions to KF as evidence for Governors. DF asked if students take part in staff		
	appointments. SR advised that teaching applicants must first teach a class before		
	interview and students are asked for feedback. TAs also come in and interact with		
	pupils before going for interview. JD asked, going forward, if it is practical to set up a		
	student council or whether something more informal is better. SR thought it was a		
	good idea to formalise the practice. DF thought it would also be good for Governors to		
	get involved with the student council and attend some meetings. MM noted that it is a		
	good opportunity to give students the same chances as main stream pupils. SR pointed		
	out that it gives pupils a real voice. DF thought it would be beneficial to be able to ask		
	students how things have changed at Barley Lane and get their opinions as part of		
	Governor visits and he felt that the students will appreciate being heard. MD thought it		
	would be best to outline to the students what will be involved so they are aware in		
	advance. MM shared that the school have just started a speaking and talking		
	appropriately learning activity which will sit very comfortably with the student council.	D4D4/CD	02/12/15
	MD asked for an outline proposal regarding the student council from MM and SR for the	MM/SR	02/12/15
	next meeting of the FGB to include input from other staff as well as what the school		<u> </u>

	expect to achieve. Governors can then provide feedback.		
1/2.3	Other Matters Arising		
	There were no other matters arising from the minutes.		
1/3.1	Monitor Budget		
	The following points were noted and questions raised:		
	AH asked for approval to transfer £10,000 from pupil premium into Teaching Assistant hydret line due to an ever spend. DF asked if this was one of the		
	Assistant budget line due to an over spend. DF asked if this was one of the associated costs linked to pupil premium. MM advised that the cost for TAs		
	was written into the statement available on the website. DF was happy with		
	this as long as the school can demonstrate that those who attract funding are		
	directly benefiting as this is key. MM agreed. MM noted that he, AH and SR		
	need to revisit the Pupil Premium statement again as it will require some		
	updating for the new academic year. The Committee were happy to approve		
	the transfer and JD signed the form.		
	AH advised that Suzette has expressed caution with regards to any additional		
	spending as the budget is looking quite tight, especially as the tennis court may		
	require some funds as well as taxi costs still being a large expenditure.		
	The current budget monitor is only based on 58 students and the school now		
	have 60 on role with 2 more referrals. MM noted that, with the possibility of		
	receiving an inspection, he would recommend sticking with 60-61 students as		
	any more would require another teacher for which there are not enough funds.		
	The new admin assistant is now in place and started this week. SR asked if the		
	budget had been changed to reflect losing one full time admin role and gaining		
	a part time role. AH advised that this is included in the current budget but it		
	does not yet have any changes to WH role as it is currently under review. The		
	new admin assistant means that WH has been freed up to attend safeguarding		
	 meetings which has been positive. Dining room tables have been purchased as the old ones were way past their 		
	best.		
	 Lettings income has gone down slightly due to a session being cancelled. 		
	 DJ advised that a PESP payment for £4666.66 should be coming to the school 		
	for PE funding.		
	AH noted that she and MD would like to look at other options for funding n the		
	future in order to take some pressure off the budget.		
1/3.2	Financial Benchmarking		
	KF advised that Benchmarking data is now available and will need to come to the next		
	meeting. MM advised that this can be found on the DFE website under performance	KF/MM	02/12/15
	tables. DF asked if the 3 year forecast could also come to the next meeting.		
1/3.3	Report on Teacher Observations		
	SR advised that no observations have been carried out yet this academic year. MM		
	noted that the latest report from the Educational Psychologist service regarding		
	observations can be shared with Governors and that his Headteacher report to	MM	02/12/15
4/2.4	Governors at the next FGB will cover some of these aspects.		
1/3.4	Monitor Progress of the SIP		
	MM explained to the Committee that he thought it would be best to go back to drawing board with regards to SIP after today's Governor Review as some changes are required.		
	Changes will also need to be made to annual cycle as much of the information on this		
	meetings agenda is not available. DF asked that, once the report is published, could a		
	working party meet to look at the cycle of works, committee structure and terms of		
	reference and bring this to the next FGB so Governors can agree on a way forward from		
	the start of next term. It was agreed that MM, JD and KF will meet to put together a	MM/JD/KF	02/12/15
	proposal. MM explained that the advice from Jane Lucas about reporting to governors		
	is to strip it all back and then build it up again. MM advised that the key element will be		
	Governors holding him and the school to account. MM shared he will use reporting to		
	governors to share self-evaluation and school improvement using the Ofsted		
	framework. BL are trying to produce a report that will be a helpful scaffold to hang		
	questions and encourage scrutiny and understanding of how effective the school is.	MM	02/12/15
	MM will do this for the next FGB meeting so that it can then be further developed as the		
	GB requires but it will need to prompt the right questions and discussions. Governors		
	will need to come to each meeting prepared with questions in order to demonstrate		
	how they are making MM accountable. MM explained that school improvement at BL		
	is, in practice, about consolidation and that making sure teaching and learning are at		

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	least good as well as ensuring pupils are safe. This requires constant rigour and		
	vigilance as the groups of children, dynamic and mercurial, are challenging and risky and		
	some teachers inevitably risk stagnation and comfort zones and must be challenged.		
	Good teaching and learning and behaviour and safety are therefore at risk from two		
	directions. The Committee agreed.		
1/3.5	Outcomes for Further Education/Employment/Training		
,	FGB Minute 1/3.1 – MM had not managed to get an anonymised copy of where		
	students had gone but made Governors aware that all students who had left the school		
1/2 6	are now in full time training or employment.		
1/3.6	Staffing Report		
. /2 =	Performance management has been completed and will be put to the Pay Committee.		
1/3.7	Premises Report		
	The following points were noted:		
	 The council have now granted the school permission to remove 4 trees and 		
	trim back the branches on the remaining trees. This will make the tennis court		
	more usable. The school have been given 2 years to undertake this work. KG		
	advised that it would be beneficial to wait until the new financial year to		
	undertake this work as the cost will be approx £6000-£7000. Provisional costs		
	for resurfacing the tennis courts would be approx £9000-£9500. AH thought it		
	would be helpful to try and find funding for some of these costs.		
	The school would like to increase the capacity of the CCTV equipment as it		
	currently only saves 7-10 days worth of footage. KG advised that he can		
	replace existing drives at a cost of £150 each but the equipment is now so old		
	that some units are starting to breakdown. KG has also looked at replacing the		
	whole units at a cost of £325 each and this will provide months worth of saved		
	data. This option would bring all the software in line and would give the school		
	capacity to increase the number of CCTV cameras in the future. MM advised		
	that it is very important to have as much saved data as possible as there have		
	been incidences where the CCTV has been needed but the capacity has not		
	been there to save older footage when it has been needed. KG advised that		
	the total cost for new units would be £975 which he has available in his budget.		
	MD asked how long the cameras have been in place. KG advised that some		
	have been in place for 8 years and some are much newer and are working well.		
	KG noted that only 2 of the cameras have ever gone wrong so they are more		
	reliable. MD asked how often KG checks the time stamp against the units. KG		
	advised it is carried out every six months. MD noted that he had recently		
	undertaken some training where he was told it should be done every month in		
	case the footage is needed for evidence. KG noted that the monitors are in his		
	office so he is able to check them daily. The Committee agreed for KG to go		
	ahead with this spend.		
	Barbed wire fencing has been put up between the low level and high level roof		
	in order to keep students off after a recent roof climbing incident. KG was		
	happy to discuss what deterrents could be used in the future. MM advised it		
	was important to think about safety against costs as this has only occurred		
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	twice since he has been at the school. KG advised that provisional actions have		
	been taken and more could be done in the future if the school think it is		
	required. MD also thought the barbed wire would be a visual deterrent. MM		
	explained that there are 3 access points to the low roof. Fencing could be put		
	in at one point and a roller device could be attached on the flat roof of the new	1	
	staff room. KG agreed to look into the cost for this.	KG	02/12/15
	MM advised there has been a rise in fence climbing and there are obvious		
	frailties in the fence around the football pitch in addition to the loss of a		
	number of footballs. MM explained that it is creating supervision issues. MM		
	thought that putting netting over the top of the pitch would discourage		
		KG	02/12/15
	climbing and would stop footballs being lost. KG will obtain a quote.		-, 12, 13
	AH passed on a comment from a police woman who attended the roof incident		
	who noted that MM was very good at dealing with the students and has a good		
	deal of patience. MM advised that the police were brilliant.		
	 MD asked if Bicton College have courses in tree removal and if they would be 		
	able to assist in the removal of the trees at a lower cost. KG advised that he		
	has asked them in the past and they are unable to assist.		
1/3.8	Student Wellbeing		
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MM had sent out to Governors the Behaviour and Safety review document for the first		
half of the Autumn term.		
Governor Financial Competencies		
Some forms were returned to the meeting and KF clarified that only those who will sit		
on the new Resources Committee will need to complete them.		
Insurance		
KF had seen the policy and confirmed it was in date.		
Charging & Remissions Policy		
The Committee agreed to adopt the policy.		
Governor Expenses Policy		
The Committee agreed to adopt the policy.		
Lettings Policy		
AH confirmed that no changes had been made to lettings or the charges. The		
Committee agreed to adopt the policy.		
Curriculum Policy		
The Committee agreed to adopt the policy		
Emergency Management Plan		
KF had made a couple of minor amendments to staffing. The Committee were happy to		
approve the plan. DF asked what 'TBA' would mean for the school if it was burnt down.		
KG advised that the LA would get involved and therefore it would be to be advised by		
them what would happen in this situation so that the school can continue.		
Meeting Closed: 18.20		
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Next Meeting: FULL GOVERNING BODY			
Date / Time:	02 nd December 2015 at 17.00	Location:	Barley Lane School