

Barley Lane School Full Governing Body Meeting 2 (Part 1 Minutes)

DRAFT

Date / Time:	03 rd December 2014 at 17.00	Location:	Barley Lane School
--------------	---	-----------	--------------------

Attendees:	Initials:	Governor Type:
Vanessa Newcombe	VN	Chair (AGOV)
Simon Robinson	SR	STT
Michael MacCourt	MM	STH
Debbie Henderson	DH	PAR

Attendees:	Initials:	Governor Type:
Jacqui Dye	JD	PAR
Christine Vince	CV	FOU
Kevin Goodey	KG	STN
Damian Furniss	DF	COM

Apologies:	Initials:	Reason:

Absent without Apology:	Initials:

In Attendance:	Initials:	
Kirsty Forbes	KF	Clerk
Mark Dye	MD	

Minutes To:
Attendees

Min. No.	Actions & Decisions:	Owner:	Date Due:
2/1.1	<p>Apologies & Business Interests</p> <p>No apologies had been received for the meeting or business interests declared. MD joined the GB this evening as a guest to see if he wished to become a member of the Governing Body. MD advised that he is already a Governor at another school and has 5 years experience of different roles on the GB and their sub committees. MD has a background in Health & Social Care.</p>		
2/1.2	<p>Reconstitution</p> <p>VN explained that the current constitution for the GB is 10 members. If the school wish to have 3 Staff Governors on the GB then the minimum number they would be working with is 9 due to the one third rule.</p> <p>VN advised that when BL reconstitute, she will be standing down and she would like to recommend DF for the Authority Governor position. The FGB would be happy to consider this once the reconstitution has taken place.</p> <p>MM explained that he and SR were not convinced that they could not grow the GB and he would like to look at possibility of making some changes to the way the GB operates and the formation of two Committees as currently Teaching & Learning is not being well scrutinised. MM would like to work with more dedicated committees and thought undertaking a GB review carried out by Babcock could be a good way forward. VN explained that the GB could also undertake a Skills Audit in order to see which skills are lacking so that people can be found to fill these vacancies.</p> <p>MM asked if the GB could have more time to think about this decision and VN agreed that reconstituting from July would be sensible in order to fall in with the last meeting of the year. CV noted that if the school wanted a 2 Committee Structure alongside the FGB then approximately 12 Governors would be needed in order to have enough expertise. MM advised that this was the number he would like to see the GB grow to.</p> <p>MM asked CV what her future is at BL as it had been implied that she might stand down at reconstitution. CV explained that she would like to ensure that AH has a complete hold on the finances before she stands down and hoped this might be before reconstitution.</p> <p>VN highlighted that the school could still opt for a Governing Body of 9 as they could appoint associate members who have particular skills that are relevant to BL at any point in time.</p> <p>MD agreed that this needed more discussion and everyone agreed that no final decision should be made until later in the year. MD advised that Governors need to look at what is required of a GB and what the school needs so that those skills can be sought. KF agreed to forward the skills audit to all Governors for completion as a first step towards gaining more knowledge. MM explained that he has taken lots of advice from other</p>	KF	19/12/14

	<p>Heads and from Babcock on this situation and felt more informed. The GB asked if Babcock could come in and speak with Governors about what they deliver with regards to the Governor Review. KF agreed to email Alice McShane to see if this is possible. MD thought it would be important to have small groups of people to look at specific areas (committees) as this works better and is more focused. CV noted that, as a Governor, if you have one succinct area to work on, it makes it much easier. DF asked what is quorum for a sub committee as the GB may struggle if there are not enough Governors. KF advised that the minimum number is 3 Governors. DF thought that some kind of facilitation to help BL look at their roles and responsibilities would be helpful. The GB then looked at the different roles that might be required and the possibility of operating a 2 committee structure and how that would be facilitated. VN asked MM what he would expect from Governors regarding Safeguarding. MD thought it would be about looking through the policies and making sure the school are complying. MM advised that he would want the GB to be informed, look at processes and be involved in any outcomes. MD explained that Governors should be interested in whether issues were tackled in right way, looking at training requirements and what else the school could have done. VN felt it is more appropriate in a school like BL to hold regular meetings around Safeguarding due to level of risk, as one meeting every half term is not enough. MM noted that he would like to look, in a structured way, at the less urgent, specific processes. Any urgent messages would be sent to those who needed to know. VN thought that Safeguarding is an FGB issue. CV noted that she had always felt well informed over the years.</p> <p>MM is aware that there is currently a lot of activity going on, and he is not reporting enough to Governors. Governors need to know what the stats are and how each is being incident is being handled and it's outcomes. MM would like to have a chance to talk with Governors about these issues and sit within a meeting dedicated to safeguarding. VN suggested that the next meeting is dedicated to safeguarding so that MM is able to share this information. MM expressed that he needed to get others opinions to make sure he is confident he is doing the right thing. MD felt that this could then highlight the items that need focus and a sub committee could then be created to look at this further. VN asked that the GB receive regular figures on FTE and what they are for, figures for holding, an update on staff wellbeing (as there have been some significant challenges), MASH referrals and the use of outside agencies. VN asked MM how he would like Governors to be involved. MM noted that they should be questioning the situation and how the school deal with such events. MM would want reassurance, if he were a parent governor, about significant events and how they were resolved.</p> <p>It was asked that any other ideas regarding reconstitution are emailed to KF before the next meeting. CV asked that staff are also consulted and MM will look at these proposals. Governors need to come prepared with questions about what they would like to know.</p> <p>MD asked, with regards to safeguarding, if all staff were trained. MM explained that everyone has the essential Level 1 training and he is encouraging, over time, for everyone to do the Level 3 training. MD asked if he could have copy of Safeguarding Policy. VN advised this is available on the school website.</p> <p>The GB asked if MD would be willing to join the GB and he was happy to accept. VN proposed MD as the new Foundation Governor and CV seconded. The GB was happy to welcome MD to the school. KF will get MD registered with Babcock.</p>	KF	21/01/15
		KF	21/01/15
		ALL MM	21/01/15 21/01/15
		KF	19/12/14
2/1.3	<p>Agree & Sign Governor Handbook</p> <p>The GB was happy to approve the handbook and are aware it is a working document. The Chair signed the Handbook accordingly.</p>		
2/1.4	<p>Correspondence</p> <p>An email had been received from some MEd Students thanking everyone for accommodating their visit and finding time to answer their questions. The students had been inspired by the teaching approach at BL.</p>		
2/2.1	<p>Minutes of the Meeting 30/09/14</p> <p>The minutes were agreed as a correct record and signed accordingly by the Chair.</p>		
2/2.2	<p>GPC Minute 1/2.3</p> <p>VN has yet to speak with Stuart Busby.</p>		
2/2.3	<p>Minute 3/3.4 (2014)</p> <p>The website has now had some updating with the statutory policies but some still need to be added. KF will forward these directly to KG so he can put them up on the website ASAP. VN asked if the pupil premium information had yet been uploaded. MM advised he is working on this.</p>	KF MM	19/12/14 21/01/15
2/2.4	<p>Other Matters Arising</p>		

	There were no other matters to discuss.		
2/3.1	Headteacher Report MM had forwarded a report to Governors prior to the meeting along with his reworked SIP as asked for by Governors at the last meeting of the GPC. The GB thought the SIP was very clear and VN proposed that the GB approve the SIP. JD was happy to second this and the GB agreed with this proposal.		
2/3.2	Budget No further updates could be brought to the meeting as MM had only just had a response from Babcock advising that Suzette will now be taking on their Finance Officer role. AH is pleased with this outcome. Some further information may be available for the next meeting. JD will set aside some time in the New Year to work alongside AH and CV and she hoped to be able to provide some support in the future. MM is still looking into lunches	AH/MM	21/01/15
2/3.3	General Purpose Committee The GB was happy with the report from this meeting and no questions were asked.		
2/3.4	Staffing Structure The GB was happy to approve the current staffing structure. MM will send KF a hard copy for filing.	MM	ASAP
2/3.5	Health & Safety Audit MM advised that the Audit went well with only a couple of actions to undertake. JD needs to go on the Health & Safety training as the Governor responsible and KF will book this for 4 th March 2015. MM asked that JD also meet with him and Wendy to look at the policy to make sure all relevant links are made. The Lettings policy also needed some updating which has been carried out by SB. The GB was happy to approve these changes. The GB wished to thank SB for all her hard work in getting to audit.	JD/KF	ASAP
2/4.1	Finance Policy The GPC recommended that the policy is adopted. The GB was happy to approve the policy.		
2/4.2	DCC DBS Policy The GB was happy to adopt this policy.		
2/4.3	Data Protection Policy KF had made the agreed changes. The GB was happy to approve the policy based on these changes.		
2/4.4	ICT Internet Safety MM had rewritten the policy to be more clear. The GB was happy to approve the policy.		
2/4.5	SEND Policy MM had made some amendments to the SEND based on the recent changes in law. The GB was happy to approve the policy.		
2/5.1	Part 2 Minutes of the Meeting 30/09/2014 Agreed as a correct record and signed accordingly by the Chair. MM advised that an appropriate job description is still trying to be located.		
	Meeting Closed: 18.29		

Next Meeting:			
Date / Time:	21 st January 2015 at 17.00	Location:	Barley Lane School