

## Barley Lane School Full Governing Body Meeting 4 (Part 1 Minutes)

# DRAFT

Date / Time:	09 <sup>th</sup> March 2015 at 17.00	Location:	Barley Lane School
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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
Mark Dye	MD	FOU
Kevin Goodey	KG	STN

Apologies:	Initials:	Reason:
Christine Vince	CV	Other Commitment
Damian Furniss	DF	Other Commitment

Absent without Apology:	Initials:

In Attendance:	Initials:	
Kirsty Forbes	KF	Clerk
Bob Pugh	BP	

Minutes To:
Attendees

Min. No.	Actions & Decisions:	Owner:	Date Due:
4/1.1	<p><b>Apologies &amp; Business Interests</b> Apologies were received and accepted from CV &amp; DF. No Business Interests were declared.</p>		
4/1.2	<p><b>Correspondence</b> Governors had received all appropriate correspondence.</p>		
4/2.1	<p><b>Minutes of the Meeting 21/01/15</b> The minutes were agreed as a correct record and signed accordingly by the Chair.</p>		
4/2.2	<p><b>GPC Minute 1/2.3</b> MM had forwarded an email to all Governors regarding the Trust in which it highlighted that the Trust are aware there are some issues and that they are working towards making some significant changes in order to show their commitment to all the Trust schools. MM noted that the Trust are aware of the challenges and have a real desire to work with the schools and contribute more. MM now feels more positive about BL part in the Trust and would like to see how the Trust develops. The GB were happy with this proposal.</p>		
4/2.3	<p><b>Other Matters Arising</b> <u>Skills Audit</u> – VN asked if all Governors had filled in the NGA Skills Audit. KF advised that she is still waiting for forms from MM, SR &amp; DH (whose she could not open). <u>Lone Working Policy</u> – VN asked if staff were reminded that they need to contact KG if they are working alone in the school. MM noted that it was flagged up but he was unsure if anyone was doing so. KG agreed to send an email to staff to remind them.</p>	<b>KG</b>	ASAP
4/3.1	<p><b>Presentation from Bob Pugh</b> VN highlighted some points from this terms Devon Governor where she thought BL Governors could do better. For example:</p> <ul style="list-style-type: none"> <li>• How can Governors prove that they don't rely on information from the Headteacher and show how they are a critical friend to the school. MM advised that there are many ways in which the GB receives information and VN noted it is not purely from the Head. MM thought that it would be beneficial for Governors to come into the school in order to see what is going on, look at Incident books and CP issues as this will help to evidence that they are getting information from other sources. JD noted that she had been on the Health and Safety training and would like access to the OSHENS system as this will enable her to access the data for herself.</li> <li>• VN highlighted that Governors need to visit the school in order to see the strategies put in place. MM advised that Governors are very welcome to come into school as long as they arrange a visit in advance and are escorted around</li> </ul>		



	<p>undertaken by the Pay and Performance Management Committees.</p> <ul style="list-style-type: none"> <li>Do Governors engage with stakeholders/parents - VN noted that Governors are very poor at this aspect but for the first time in many years BL now have some parents on the GB. BP asked if parents are surveyed. MM advised that he does this periodically and shares the information with Governors. BP asked if the school holds any gatherings for parents. SR explained that they have tried numerous events in the past and these had not been well attended. BP thought that Governors could get more involved with events at the school and suggested that a student council could be formed in order to get Governors to interact more. VN noted that Governors do interact with students by coming in to sit with them at lunchtimes. This could also be evidenced by using a visits form.</li> <li>Is the GB transparent – BP asked if the minutes of meetings are readily accessible. KF advised that minutes are accessible within the school if requested and asked if the Governors would like them available on the website. The GB unanimously agreed that FGB minutes could go on the website to show their transparency.</li> </ul> <p>MM asked BP his opinion on whether to undertake a Governor Review through Babcock. BP advised that sometimes Ofsted can ask for a review of the GB and that getting the advice of the LA could be helpful. BP did however note that the Governors at BL seem to have a good grasp on what is required and that he would not personally put this at the top of his agenda. VN felt the best time for review would be after reconstitution once new governors are in place. MM agreed that September might be beneficial. GB thanked BP for his time.</p>		
4/3.2	<p><b>Monitor Budget &amp; Approve Draft Budget for 2015/16</b></p> <p>The GB wanted to thank Anne and Suzette for the hard work they have put in as well as JD for her input.</p> <p><u>2015/16 Budget &amp; 3 Year Projection</u> – VN proposed that the GB agree to approve the budget and projections which was seconded by JD. The GB was happy to approve the budget.</p> <p><u>2014/15 Budget</u> – AH advised that the school are looking at an under spend of £188,000. This will allow for some proposed staffing changes. The estimated £18,000 for upgrading the science lab is already in the budget.</p> <p><u>Cost Centres</u> – The GB unanimously approved the new cost centre structure</p> <p><u>Credit Card</u> - VN explained that fewer places are accepting cheques and AH has asked for a credit card when booking/buying specific items. VN asked what the limit would be. AH advised a limit has not yet been set. MM asked that the only holder of pin number will be AH and AH agreed she would only need to use the card in certain circumstances. The GB approved the use of credit card at a limit of £3000 with sole use by AH.</p> <p><u>Agreements/Contracts for Renewal</u> – The GB approved the renewal of contracts from Glen Cleaning, SCOMIS and Babcock Services.</p>		
4/3.3	<p><b>Reconstitution</b></p> <p>The GB agreed not to undertake the Review of Governance provided by Babcock at this stage but agreed to review this situation again in the Autumn Term. Further discussion and a decision on the size of the GB for reconstitution will take place at the next meeting.</p>	KF	22/04/15
4/3.4	<p><b>GCSE Future Planning</b></p> <p>It was agreed that this will come back to the next meeting.</p>	KF/SR	22/04/15
4/3.5	<p><b>Buildings &amp; Maintenance Update</b></p> <p>In order to increase the pupil intake BL will need to increase size of school and will legally need to provide a staff room. KG advised that in order to provide the same kind of facility for staff they would need to build a room on the end of the school which could only be accessed externally. KG had looked at different options including Portacabins but these are not a good use of money and can be damaged easily. KG advised that the best option would be a permanent structure and noted that the projected figures for this build would be approximately £46,000. VN asked what the footprint would be. KG explained that it would be a large room at around 25 sq metres which would have 2 separate entrances so that it could be divided into 2 rooms. VN asked if the school would need planning permission. KG advised that they would need to satisfy DCC regulations and apply for planning permission. KG noted that if the school wanted this up and running for September then the build would need to take place during the summer holidays, therefore a quick decision is required. KG also advised that an additional cost would need to be allocated for kitting out the rooms and he expected this could be around £10,000. AH felt that the school needed to capitalise on additional pupils now whilst they can. VN asked if a modular building will be less expensive. KG explained that is what the quote is for.</p>		

	<p>MD asked if the cost takes into account the utilities. KG noted that this is what would be included in the extra £10,000. VN asked at what point the school would need to provide more toilet facilities. KG believed the ratio was 2 toilets per 60 children and the school currently have 5.</p> <p>VN asked if the GB agreed to spend £56,000 on providing a new staff room in order to expand the school. MM felt it would be beneficial for staff and a great facility that could be used in a number of ways. The GB was happy to approve this development.</p> <p>Other maintenance updates included:</p> <ul style="list-style-type: none"> <li>• An application has gone into the City Council to request tree removal around tennis court.</li> <li>• The school has 6 nesting pairs of seagulls which cause a lot of problems when their eggs hatch. KG had been given a quote of £600 for a company to come into school during the spring and remove the nests and eggs every few weeks during spring. This will stop the students from being dive bombed. The GB agreed for KG to go ahead.</li> <li>• KG advised that the money allocated to him this year will be spent on enlarging the bin store, lights in corridor, lights in hall, and the replacement of some doors.</li> </ul>		
4/3.6	<p><b>Safeguarding Update</b> MM advised that there were no pressing matters and a further report would come to the next meeting.</p>	<b>KF/MM</b>	22/02/15
4/3.7	<p><b>Review Staffing Needs</b> The GB agreed to move to Part 2.</p>		
4/4.1	<p><b>SFVS</b> The GB was happy to approve the SFVS and it was signed accordingly.</p>		
4/4.2	<p><b>DCC Pay Policy</b> The policy had been updated by Suzette, the Finance Officer. The GB was happy to adopt this policy.</p>		
4/4.3	<p><b>Exam Policies</b> The GB was happy to approve the Exam policies.</p>		
4/4.4	<p><b>DCC Fire Safety</b> The GB was happy to approve the policy.</p>		
4/4.5	<p><b>Teaching &amp; Learning Policy</b> MM had made some changes to the policy. The GB was happy to approve the policy.</p>		
4/4.6	<p><b>Rewards &amp; Sanctions Policy</b> MM had made some changes to the policy. The GB was happy to approve the policy.</p>		
4/AOB	<p><b>Term Dates</b> SR had produced the term dates for 2015/16. The GB was happy to approve the dates.</p>		
	Meeting Closed: 19.15		

<b>Next Meeting:</b>			
<b>Date / Time:</b>	22 <sup>nd</sup> April 2015 at 17.00	<b>Location:</b>	Barley Lane School