

Barley Lane School Full Governing Body Meeting 6 (Part 1 Minutes)

DRAFT

Date / Time:	15 th July 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
Christine Vince	CV	FOU

Attendees:	Initials:	Governor Type:
Jacqui Dye	JD	PAR
Mark Dye	MD	FOU
Kevin Goodey	KG	STN
Damian Furniss	DF	COM

Apologies:	Initials:	Reason:
Debbie Henderson	DH	Unknown

Absent without Apology:	Initials:

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

Minutes To:
Attendees

Min. No.	Actions & Decisions:	Owner:	Date Due:
6/1.1	Apologies & Business Interests Apologies were received and accepted from DH. No Business Interests were declared.		
6/1.2	Business Interest Forms The new Business Interest forms had been completed and were signed by those attending the meeting. These will now be uploaded to website in time for September. KF had not heard from the prospective Governor who attended the last meeting and agreed to try and give her a call. Spoke to KS who will join in September. KF noted that Associate Members will also need to complete the Business Interest forms and KF will forward these to DJ and AH. Sent 17/07	KF/KG KF	01/09/15 01/09/15
6/1.3	Meeting Dates It was agreed that the next meeting of the FGB will take place on 30 th September at 5pm. KF will put together a list of dates for all meetings for the next academic year.	KF	30/09/15
6/1.4	Correspondence In addition to the Clerks Alert and Feedback from Social Car, SR advised that a thank you card had been received from a PGCE student who recently spent some time working at BL. In relation to the Clerks Alert, VN advised that all institutions are now required to report any radicalisation/extremism behaviour. DF noted that some training his wife had attended had not been particularly good at highlighting what kind of information should be reported. MM thought it would be difficult to report all views due to freedom of speech. DF was unsure what the trigger would be and what effect it might have on teaching practices. MM explained that BL always keep in close touch with social workers and the police and VN noted it is currently unclear what effect this might have. MD pointed out that it would be important to be aware and alert. MM thought it would be helpful to agree as a GB that BL promotes tolerance of other people. The GB supported this.		
6/2.1	Minutes of the GPC Meeting 10/06/15 The minutes were agreed as a correct record and signed accordingly by the Chair.		
6/2.2	FGB Minute 5/2.3 SR has discussed the student council with some of the students who are looking forward to starting the council in the Autumn term		
6/2.3	GPC Minute 2/3.3 AH advised that all staff have now read the 'Keeping children safe in education' and signed to confirm this has been carried out. VN had spoken to Jane Lake who had said this information should be entered on the central record. VN had also been informed that all Governors should also read and sign Part 1 of this advice. KF will send the	KF	30/09/15

	information to all Governors. Sent 17/07/15		
6/2.4	<p>Other Matters Arising</p> <p><u>Safeguarding Training</u> – It was agreed that all Governor will be invited to the school’s annual refresher training on 15th September at 4pm. JD will also undertake the Safer Recruitment Training. KF will find out the date and email JD. DJ advised that he is undertaking this training on 25th September. JD booked 25th Sept.</p> <p><u>Headteacher Performance Management</u> - 2 Governors will need to take over the HTPM and attend training where possible. JD and DF agreed they would be happy to take on this role. KF will confirm training dates. DF booked 22nd October.</p> <p><u>Safeguarding Reporting</u> - VN wanted to let BL know that after a recent Ofsted at another school she had learnt the importance in receiving a termly safeguarding report. Jane Lake had supplied VN with a pro forma for setting out this data. It was agreed that a Safeguarding report will come to the first FGB meeting of each term. KF will add this to the annual cycle. DF thought the pro forma was good for providing an outlook but does not show the impact. MM would like to supplement this information with some other anonymised evidence. MM asked how Governors could obtain Safeguarding information from other sources. VN agreed it was difficult. MM thought it would be positive for Governors to make visits to the school to look at specific issues (both Safeguarding & other SIP related items) and speak with other staff to give a clearer picture of what is happening in the school for themselves. Governors could arrive to do this unannounced and MM noted that he would welcome this. KF will add reminders for visits to the annual cycle. DF agreed to undertake a visit next term and will report back his findings.</p>	<p>KF/JD</p> <p>KF/JD/DF</p> <p>KF</p> <p>KF DF</p>	<p>01/09/15</p> <p>01/09/15</p> <p>01/09/15</p> <p>01/09/15 30/09/15</p>
6/3.1	<p>Transportation</p> <p>Unfortunately PE could not attend the meeting but MM reported that there had been a lukewarm response from staff in regards to helping to run the bus service. PE will now be looking at other options for running this service with the possibility of hiring escorts to travel with the students. MM hoped to have some more information before the next meeting.</p>	MM/PE	30/09/15
6/3.2	<p>Monitor Budget</p> <p><u>Personnel</u> - AH had attended a SHAD meeting in which 3 HR companies gave presentations on what they could provide for schools. SHAD had asked BL if they were interested in making this change so that all the schools could join together in order to secure a lower cost. The feedback AH had heard shows that schools receive a more prompt response to HR queries but it would mean taking out their own insurance to cover any possible staffing issues. AH had spoken to MM about the possibility in changing providers but both agreed that with Ofsted due it might be best to stay with HR ONE for now.</p> <p><u>Budget Monitor</u> - VN asked where the school currently stood with funding. MM advised that they are currently basing figures on 54 students for September with the possibility of this increasing to 56. MM explained that this years leavers group is very small but next year it will be much larger with 12/13 leaving which will have a significant impact on funding and therefore, staffing. MM told the GB that he had been approached again by County to take 2 girls. MM had politely refused this request as it had been discussed in length previously by the GB. MM noted that it may be something the school will need to revisit again in the future. JD thought that if girls were introduced to the primary unit it would make integrating the girls and boys easier. VN asked what age the referrals were. MM did not know but agreed to check. CV pointed out that if girls start in the primary unit and then move through the school it will be seen as the norm. CV also noted that the budget will need to be managed well in order to make sure staff are retained for next year when student numbers are likely to reduce.</p> <p>No further questions were raised with regards to the budget as all questions had been answered by AH extensive notes. AH advised the GB that the emissions of the Cookers in the kitchen are now above the recommended figure and the school need to look at purchasing one new electric cooker. This will be at a cost of approximately £2500. The GB agreed this should be purchased as a matter of urgency.</p>		
6/3.3	<p>Headteacher Report</p> <p>The following questions were raised:</p> <ul style="list-style-type: none"> • VN asked who the dedicated support officer for safeguarding is – MM advised that this is likely to be WH. • DF asked who the designated officer for safeguarding is when MM is not on site. MM advised it would be SR. VN asked that MM make sure this is displayed so that all staff are aware. DF also wanted to know if there was the capacity for safeguarding when he was not in school. MM advised that all the Assistant Heads have the Level 3 Child Protection training so there is plenty of capacity. 		

	<p>MM explained that on recent training the issue of deference was raised but no clear answers were given on how to deal with this. VN felt that MM would need to keep reiterating to staff about their primary duty to report any issues no matter what that might mean. MM thought it was also important not to have deferential environment and to make sure everyone knows they can speak freely and that it is important for this to happen in order to be candid and challenging.</p> <ul style="list-style-type: none"> • DF asked why MM rated leadership and management as 'Requires Improvement'. MM advised that improvements need to be made in order to make the school is a safe and secure place when MM is not around. DF asked if there are any indicators to show when BL have reached that point. MM noted it would be when there are no significant episodes and when the school functions with no disruption. JD pointed out that the structure was still in a training phase as it is relatively new. MM did however note that there has been distinct progress with certain areas including lunch times running well and better control of corridors. MM explained that is was part of his Performance Management targets to delegate work and part of the assistant headteachers targets to help improve the leadership and management. KG noted that 'required improvement', in his mind, meant that the school are looking to continually improve. 		
6/3.4	<p>Annual Review of the School Improvement Plan</p> <p>The GB was pleased with the improvements that had taken place this year and the draft plans for the upcoming year. MM explained the key measure of learning progress and end of final stage outcomes would be shared in detail and scrutinised by Governors in September once all results are known. MM also shared that, although many other indicators are encouraging, for example; behaviour, they were only valid if positive learning outcomes were the result.</p>	MM/SR	30/09/15
6/3.5	<p>Buildings & Maintenance Update</p> <p>KG noted the following:</p> <ul style="list-style-type: none"> • Planning permission has been granted for the new staff room and work starts next week. • Clearing of the tennis court has been started and further repairs to tarmac will take place during the holidays in order for it to be operational in September. • Trees removal has gone to appeal and KG is awaiting further details. One branch is hanging down which will need to be dealt with. • The gas cut off switches will be installed in the science room and the food tech room at a cost of £400 each. • Other items to be carried out in the holidays include; light repairs, painting and some bolting down of tables. <p>VN asked that Governors make sure KG takes a holiday during term time next term.</p>		
6/3.6	<p>Safeguarding Update</p> <p>Safeguarding had been discussed during the meeting. MM wanted to add that there had been one significant disclosure recently which is being dealt with by social care and the police. CV thought it was positive that the child felt safe at BL to make this disclosure.</p>		
6/4.1	<p>DCC Complaints Procedure & Managing Unreasonable Behaviour</p> <p>The GB was happy to adopt the policies. VN noted that changes have been made recently to the child protection/safeguarding policy and asked that it is reviewed in September.</p>	KF	30/09/15
6/5	<p>Part 2</p> <p>The Governors agreed to move to Part 2.</p>		
6/6.1	<p>Reconstitution & Elections</p> <p>KF advised that the new GB constitution was 9 Governors as follows:</p> <ul style="list-style-type: none"> • 1 Headteacher (MM) • 1 Staff Governor (SR) • 1 Local Authority Governor (DF) • 2 Foundation Governors (MD + 1) • 2 Parent Governors (JD, DH) • 2 Co-opted Governors (KG +1) <p>KF asked the GB to firstly agree the Co-opted Governor positions. The GB unanimously agreed that KG become a Co-opted Governor with one space remaining vacant. KG will now start a new 4 year term.</p> <p>VN and CV then stood down as Governors with immediate effect leaving vacancies for a Foundation and Local Authority Governor. VN explained that in her 8 years at BL they had moved from special measures to a good school. The school had no substantive head</p>		

