

## Barley Lane School Full Governing Body Meeting 3 (Part 1 Minutes)

# DRAFT

Date / Time:	21 <sup>st</sup> January 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
Mark Dye	MD	FOU

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

Minutes To:
Attendees

Min. No.	Actions & Decisions:	Owner:	Date Due:
3/1.1	<b>Apologies &amp; Business Interests</b> No apologies had been received for the meeting or business interests declared.		
3/1.2	<b>Correspondence</b> Gold sheets (now known as Clerks Alert) were distributed to all Governors via email.		
3/2.1	<b>Minutes of the Meeting 03/12/14</b> The minutes were agreed as a correct record and signed accordingly by the Chair.		
3/2.2	<b>GPC Minute 1/2.3</b> VN has yet to speak with Stuart Busby. VN thought another discussion about being part of a Trust was needed and that some legal advice might need to be taken. VN had spoken to Bob Pugh regarding Millwater (who are in special measures) and the Trust had failed to help them and had not lived up to its expectations. VN asked MM who might be able to provide some advice. MM thought that BL might need to embark on the process of leaving to see where it takes them. SHAD are of the belief that special schools should stick together and MM felt there could be some resistance to them leaving. MM agreed that legal advice would be required. DF asked if any other schools are feeling the same and looking at the possibility of leaving the Trust. MM did not know of any but thought it might be possible that other schools are having the same thoughts, but there are no obvious allies. VN will try to find out who BL can approach for advice.	<b>VN</b>	25/02/15
3/2.3	<b>Minute 3/3.4 (2014)</b> The website is now up to date and MM and KG are currently working towards adding the pupil premium information.		
3/2.4	<b>Minute 2/3.4</b> KF has now received a paper copy of the staffing structure for filing.		
3/2.5	<b>Other Matters Arising</b> Bob Pugh had been in school today and some discussion was held as to the types of pertinent information required by Governors. Bob has agreed to come in and speak to Governors in order to clarify what information is required and what questions they should be asking. DF noted that the information received since the last meeting has filled a number of gaps. MM had asked Bob to steer him in the right direction with regards to the kinds of information that is required so that he can be more prepared. VN asked if Governors would be available for an hour prior to the next meeting. The majority were happy to come in slightly earlier. VN will contact Bob to arrange a date.	<b>VN</b>	25/02/15
3/3.1	<b>Monitor Budget</b> The following points were raised with regards to the current budget: <ul style="list-style-type: none"> <li>• VN advised that funding has now been agreed at £22,600 per pupil which is better than predicted. This funding will be from the time a child starts at the</li> </ul>		

	<p>school until they leave and not from a census date. SR asked if pupil premium is in addition to this funding. VN confirmed that would be correct. Transitional funds in and out of school can also be applied for.</p> <ul style="list-style-type: none"> <li>• At the end of the financial year, BL will have £103,690 of additional money to come in on top of the £68,654 under spend.</li> <li>• AH advised that, by the next meeting, the budget will be more accurate now the funding is known. AH &amp; JD will be attending some further training and a new draft will be available at the next meeting. DF asked if the 3 year projection will also be available. AH confirmed that it will.</li> <li>• AH explained that she and Suzette will be working on changes to cost centres. VN proposed that any changes to cost centres should go ahead, which was seconded by JD. The GB were happy to approve these changes.</li> <li>• KG asked when the GB should be proactively thinking about projects for the next financial year and how he might be able to help with costings for any proposals. VN thought that any planned expenditure should be looked at immediately.</li> <li>• VN asked if the school were definitely looking to expand by another 6 pupils. MM advised that they would like to grow the school but this would need to be agreed by the GB. VN asked how staff felt about expanding. SR explained that they are positive about the change. VN proposed an increase in the PAN by 6 which was seconded by CV. The GB unanimously agreed with the proposal.</li> <li>• VN asked what the physical affects increasing the PAN would have on the school. KG explained that the only space available for a classroom would be the current staff (old library). This would mean moving the staff room to another location. VN asked if a temporary building could be erected. KG advised that a new brick building could be erected at the very end of the building for approx. £50-60,000. VN asked KG if he would look at the costs for different options and report back at the next meeting as the GB would like this to be in place by September. VN noted that she was concerned that the current staff room is very isolated and asked if this would be a problem. MM explained that the school are looking to start a transitional class for those moving down from nurture unit into the main school who might not be quite ready for the change. This room would lend itself perfectly for this cause. VN asked if MM could get a feeling from whole staff regarding the isolation of the classroom and report back to the next meeting. KG will work on principal of the staff room turning into classroom with an additional building on the end and noted that there will be no access to the new building via the school due to current classroom layout. VN asked if the school would need planning permission. KG will check with NPS.</li> <li>• AH brought along the current list of Buyback Services to the meeting and asked the GB if the were happy to approve these services for the coming financial year. The GB was happy for the school to go ahead with the purchase of these services.</li> </ul>	<p>AH</p> <p>KG</p> <p>MM</p> <p>KG</p>	<p>25/02/15</p> <p>25/02/15</p> <p>25/02/15</p> <p>25/02/15</p>
<p>3/3.2</p>	<p><b>Safeguarding</b></p> <p>MM had provided a varied amount of information for Governors to review. The following points were noted and questions raised:</p> <ul style="list-style-type: none"> <li>• MM asked Governors how it was best to condense the information he had provided for each meeting. It was agreed that the information should include; number &amp; details of restraints, FTE's, number of children in care and children in need, number of children on CP register, number of safeguarding conferences , attendance figures and MASH referrals.</li> <li>• MM explained that WH now keeps a spreadsheet regarding to Safeguarding and this is discussed amongst staff on a daily basis. The GB thought this was excellent and MM will use this information to bring to Governor meetings.</li> <li>• MM asked that VN comes into school (as Safeguarding Governor) to look through all books and information in more detail. VN agreed to undertake this task.</li> <li>• DF noted that it was good to see, from the report, that all MASH referrals have been reported back. MM explained that information is also coming back to the school from MASH as well, which is helpful.</li> <li>• VN asked if the school needed to use the 'Threshold' tool (page 15). MM advised that BL needed to take a closer look at this tool as it could be useful. MM explained that BL currently speak to professionals on the phone and referrals are generally made.</li> <li>• With regards to policies on page 16, VN asked that MM change this to say that</li> </ul>		

	<p>the GB adopts all policies.</p> <ul style="list-style-type: none"> <li>• DF asked why some of the information on page 19 is highlighted red. MM advised that this is because he does not understand the question and could not answer. VN thought that the answer should be yes as it is carried out under the safeguarding audit and Governors review safeguarding at each meeting.</li> <li>• DF asked why attendance at CP, conferences and meetings is so low. MM explained that sometimes attendance is unproductive and reports are shared when they cannot attend. MM advised that BL do sift through which of meetings are the most appropriate to attend. DF asked what the effectiveness of these meetings was. MM advised that he did not believe the process is always effective but BL would always attend if they believe there was an immediate risk to a child. VN asked if BL had any problems with the inconsistency of social workers as many are 'agency' based. MM explained that this can sometimes be the case and there has always been a difficulty with inconsistency. MM believed that more embedding of professionals within the schools would be a better way forward. Governors noted that they were happy with the way BL are dealing with CP meetings. MM highlighted that the school would like to attend a higher percentage of meetings when possible and where they feel it would be of benefit.</li> <li>• DF asked how BL assure themselves that all incidents and restraints are recorded whether on or off site. MM explained that staff are aware of the consequences with regards to any mistakes in recording and that they would be risking their career if restraints were not documented correctly. MM cannot guarantee it is always recorded and would rely on others speaking up if they felt something untoward had occurred. CCTV cameras are also in use all over the school in order to make sure everyone is safe. DH noted that many of the students also seem to confide in their parents which could help the school to resolve situations.</li> <li>• KG had noted from the report that safeguarding was all encompassing and Health &amp; Safety plays an important part. VN noted that KG's input is always important at each meeting. KG wanted to mention that Health and Safety financial cost centre will be important when it comes to budgeting for the next year and that any spare money should be allocated to this cost centre and not other random cost centres under the same heading. KG is happy to sit down and contribute to the changes in cost centres with AH and Suzette. VN asked the GB if they thought just one Health and Safety/Safeguarding cost centre should be used. JD agreed that this would be sensible. CV felt it should also include buildings and repairs.</li> <li>• MM told the GB that, from what he sees on a daily basis and from the evidence, it seems that staff reasoning is sound and their behaviour appropriate.</li> </ul> <p>The GB thanked MM for the report.</p>	KG/AH	25/02/15
3/3.3	<p><b>Reconstitution</b> KF will resend the NGA skills audit to all Governors as only 2 had completed the form. The GB agreed to review the possibility of a Governor audit once this action has been completed.</p>	KF	ASAP
3/AOB	<p><b>Next Meeting</b> VN asked if Governors could have an update, at the next meeting, of where the school are with planning for GCSE's and what is proposed for each subject, what the outcomes are and how they these assessments will compare with GCSE's in regards to employment. SR agreed to put this together. MM advised that several changes have been made but it is likely that some difficulties will be encountered, as currently some colleges will only accept GCSE's for further education. VN asked if there was any qualification that proves there is the same amount of work being carried out through course work instead. MM advised there is no such qualification at this time. MM explained that BL will have to be inventive about how they operate GCSE's. MD noted that there is also likely to be subsequent problems with employers as they will be looking for good grades in Maths &amp; English GCSE's and employers will not know if different accreditation is up to industry standard.</p>	SR	25/02/15
3/4.1	<p><b>Home School Agreement</b> The GB was happy to approve the policy.</p>		
3/4.2	<p><b>DCC Lone Working Policy</b> The GB was happy to adopt this policy. KG advised that some staff are not observing this policy and VN asked that MM highlights the importance of this policy to all staff and makes it clear who they should contact when</p>		

	working alone in the school.		
3/4.3	<b>DCC Pay Policy</b> MM advised that some work still needs to be carried out on this policy. The Pay Committee were happy to delegate approval to the GPC as they were unlikely to meet again this term.		
3/4.4	<b>DCC Recruitment &amp; Selection</b> The GB was happy to approve the policy.		
3/4.5	<b>DCC Safeguarding/Child Protection</b> The GB was happy to approve the policy. KF will amend the dates on the front sheet of the policy.	<b>KF</b>	25/02/15
3/4.6	<b>Behaviour Policy</b> The GB was happy to approve the policy.		
3/4.7	<b>SFVS</b> Changes are required to the SFVS which needs to be submitted before the end of March 2015. KF will email the document to VN to take a closer look. This will need to return to the next meeting for approval.	<b>VN</b>	25/02/15
3/5.1	<b>Staffing Update</b> The GB agreed to move to Part 2.		
	Meeting Closed: 18.31		

<b>Next Meeting:</b>			
<b>Date / Time:</b>	25 <sup>th</sup> February 2015 at 17.00	<b>Location:</b>	Barley Lane School