

## Barley Lane School Full Governing Body Meeting 5 (Part 1 Minutes)

# DRAFT

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

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

Apologies:	Initials:	Reason:
Debbie Henderson	DH	Unknown
Damian Furniss	DF	Other Commitment

Absent without Apology:	Initials:

In Attendance:	Initials:	
Kirsty Forbes	KF	Clerk
Paul Edmonds	PE	DCC Transportation

Minutes To:
Attendees

Min. No.	Actions & Decisions:	Owner:	Date Due:
5/1.1	<b>Apologies &amp; Business Interests</b> Apologies were received and accepted from DH & DF. No Business Interests were declared.		
5/1.2	<b>Correspondence</b> Governors had received all appropriate correspondence. VN noted that the maintained schools Checklist had been sent out recently which states that details of Governors such as their type, who elects them and name must go on website along with any business interests from September. VN agreed to clarify exactly what was expected. KF noted that she will also be attending training soon with regards to any updates where this is likely to be discussed. VN also noted that the SEND report must be published on the website. The statutory documents for safeguarding have recently changed and the school will need to look at this more closely. VN explained that the school will need to clarify with staff that they cannot use a cloud network for school work due to data protection issues. KG agreed to email all staff with a notice. VN advised that there is a new Shared Parental Leave policy which will need to be adopted at the next meeting. AH noted that she had been given an up to date list by HR that she will need to go through with KF to make sure all the relevant policies have been adopted. CV also highlighted that details on how the PE funding is spent needs to be put on the website by the end of April 2015.	<b>VN/KF</b>  <b>MM</b> <b>MM</b>  <b>KG</b> <b>KF/AH</b>  <b>MM</b>	10/06/15  10/06/15 10/06/15  10/06/15 10/06/15  10/06/15
5/2.1	<b>Minutes of the Meeting 21/01/15</b> The minutes were agreed as a correct record and signed accordingly by the Chair.		
5/2.2	<b>Minute 4/2.3</b> KG emailed all staff to remind them of the Lone Working Policy.		
5/2.3	<b>Other Matters Arising</b> <u>Skills Audit</u> – Still awaiting forms from SR, MM & DH. KF to send these forms again. <b>Sent via email on 24/04/15</b> <u>OSHENS</u> – KF to check if SB has added JD to the system so she can have access to Health & Safety data. <b>Email sent to Sue 24/04/15</b> <u>Student Council</u> – SR advised this is yet to be set up but noted that staff often go to specific students for their perspective, so it is just about formalising this process. <u>Website</u> - VN asked that a Governor section is added to the website where the minutes can be uploaded and well as the additional information from September. KG will set up a section and KF will forward the minutes. <b>KF forwarded Minutes 24/04/15</b> <u>Credit Card</u> - KG advised that no card has been issued yet and AH will be contacting the bank to see what is happening. CV mentioned that in the past a card could be obtained through the County imprest account. KG will mention this to AH. <b>AH advised that</b>	<b>KF</b>  <b>KF</b>  <b>SR</b>  <b>KG/KF</b>  <b>AH/KG</b>	ASAP  ASAP  10/06/15  ASAP  ASAP

	County are awaiting the card which will then be forwarded to BL		
5/3.1	<p><b>Transportation</b></p> <p>Paul Edmonds (PE) attended the meeting to speak to Governors about a proposal for change to transportation. PE explained that DCC had been looking at the current costs for transport and the number of taxis used by the school. PE advised that the proposal would be to reduce the number of taxis coming into the school which is currently 18 morning and evening. PE was well aware of the nature of pupils attending BL but advised that there may be a need to look at amalgamating some transportation for pupils and operating buses. These would be 15 seater welfare buses that could change the seating arrangements to suit those they are bringing to school. PE advised that they will be asking the school to supply escorts in the form of teachers or TA's. If DCC were able to run 2 buses this could cut back on at least 4 taxis. The following points/questions were raised:</p> <ul style="list-style-type: none"> <li>• VN asked how many escorts would be needed for each bus. MM explained that it would depend on the route and which students were on the bus.</li> <li>• VN asked if there were any routes in mind. PE advised nothing had been discussed at this point.</li> <li>• JD thought that parents should be kept in mind when making this decision as it could have an impact on the timings (pick up/drop off) and this could be significant for parents if they have other children. PE explained that they would take into account all the issues in consultation with MM and BL staff as it will need to be planned carefully.</li> <li>• KG asked what happens at present if a parent is not at home when their child is dropped off. JD advised that the driver would not get out of their vehicle but just watch to make sure the child enters the house. PE advised that if parent was not home on the bus route the driver would be asked to drop off other students first and then come back later.</li> <li>• MD wanted to clarify that it would be a specific group of children who are put together for bus transportation and those that are high risk or off route would continue with taxis. PE confirmed this would be correct.</li> <li>• MD asked how the staff feel about escorting students and what MM's feelings on this were. MM advised that some staff have expressed an interest in undertaking these activities and this would be made advantageous to them financially. MM likes the idea of using buses as it would be more cost effective and would resolve any safeguarding issues. Eventually there might be the possibility transport could be bought in house which would bring financial benefits.</li> <li>• CV raised the issue of the older boys travelling alongside the younger children for long periods of time. PE asked if many boys were local. VN advised that they come from all over Devon. MM explained that there is potential for groups to be put together.</li> <li>• JD was concerned that it could make the day much longer for the students. PE advised that they would take all these fears into consideration. JD thought another fear would be those on medication who need to take it regularly.</li> <li>• VN thought there is a huge level of unpredictability.</li> <li>• AH noted that some children may find it beneficial as they like to appear the same as other mainstream students and not have the stigma of coming to a special school in a taxi.</li> <li>• MM would like to promote independent travel and he would like to get in at beginning of this venture. The school should be encouraging parents to get their children to travel independently by year 10/11.</li> <li>• MD thought it would be good idea to trial this proposal as long as school work closely with PE and a policy and procedure is put in place for staff escorting students.</li> <li>• VN agreed that the way forward should be for BL and DCC to look at participants and routes and for a protocol to be put in place for escorting the students (minimum of 2 staff) and what the fall back position would be if one person could not attend. This will need to be explicitly written down. MM explained that a risk assessment document would be completed and could incorporate this information.</li> <li>• VN noted that a separate job description would need to be prepared for the escort role. MM explained that the current escort specification is not enough for BL and MM would like to incorporate some aspects from the behaviour role of a member of staff. VN also highlighted that the logistics of getting staff to</li> </ul>		

	<p>destinations would have to be considered. PE advised that all buses would start from BL to pick up escorts before collecting students.</p> <p>It was agreed that the GB would support the exploration of this pilot with close working between BL and DCC Transport Communities.</p> <p>MM will bring further details to the meeting on 15<sup>th</sup> July.</p>	<b>MM</b>	15/07/15
5/3.2	<p><b>Headteacher Report</b></p> <p>The GB thanked MM for his thorough report. VN noted that it clearly matches up with the reports on school improvement and tolerances which shows that there are positives links. No questions were raised with regards to the information.</p>		
5/3.3	<p><b>School Improvement 2015/16</b></p> <p>MM advised that the school's improvement and relative success has been founded on a relentless focus on the core and key activity in school, learning and teaching, and under equally relentless pressure from familiar and ever present risks and threats; these do bring "opportunities". MM noted that the school will focus on the reliable core BESD classroom best practice that they know works which is always at risk and MM will constantly reassert high aspiration and strong fitness for purpose through this best BESD practice in all teachers who he believed the large majority would embrace but equally BL must also create a level and fair playing field of high expectation for all, including those resistant to notions of self-improvement and who prefer their "comfort zones", who will be challenged safely and ethically within a framework of clear, reasonable and shared collegiate expectations.</p> <p>MM wanted to let Governors know that he and the staff are currently looking at the curriculum and School Improvement in relation to Teaching &amp; Learning for September 2015. The new plan will come to Governors once it has been completed.</p>		
5/3.4	<p><b>Monitor Budget</b></p> <p>The following points were raised with regards to the report:</p> <ul style="list-style-type: none"> <li>• VN asked why the carry forward is increasing. AH advised it was due to additional money coming in unexpectedly such as the top up agreement and new starters.</li> <li>• VN noted that next year's budget shows an overspend of £123,681 and asked where specifically the school are overspending. CV advised that the budget projection for next year will include the capital spend on building maintenance even though most of this money is a one off cost this year due to the extension work.</li> <li>• VN wanted to know what the capital expenditure had been allocated to. AH advised that the total is £133,000. The extension will now cost £61,000 not the £56,000 as previously agreed. The GB agreed this new figure which would leave £72,000 in the capital expenditure budget. £30,000 of this has been allocated to the science lab and KG has been allocated £35,000 for his repairs and renewals budget which now includes health, safety and security. This will leave a contingency fund of £7,000.</li> </ul> <p>GB agreed were happy to approve this capital spend were happy with the budget proposals.</p>		
5/3.5	<p><b>Pupil Premium</b></p> <p>AH had put together a document which outlined the pupil premium coming into school for each tutor group. SR explained that the school uses the money for those in receipt of pupil premium for many different activities and that this money it is topped up by the school in order to provide the same experience to all students for example; engineering, catering and outdoor education. VN thought this was very positive and noted that this needed to be explained on the website. SR highlighted that Pupil Premium Plus does have to show specifically how it is spent on a particular child as the money will not be released until the school can evidence this. MM advised that when looking at curriculum for next year, staff will look at what needs spending and what the pupil premium funding will go towards and this can then go on the website. MM will ask DJ to do the same with the PE funding.</p>	<b>MM/SR DJ</b>	10/06/15
5/3.6	<p><b>Reconstitution</b></p> <p>KF briefly highlighted that the constitution for BL is 10 with the current number of Governors being 9. It had been confirmed that both VN and CV will stepping down from the GB in July. Due to this reason MM proposed that the constitution reduces to 9 Governors as follows:</p> <ul style="list-style-type: none"> <li>• 1 Headteacher (MM)</li> <li>• 1 Staff Governor (SR)</li> <li>• 1 Local Authority Governor (DF?)</li> <li>• 2 Foundation Governors (MD + 1)</li> </ul>		

	<ul style="list-style-type: none"> <li>• 2 Parent Governors (JD, DH)</li> <li>• 2 Co-opted Governors (KG +1)</li> </ul> <p>KF explained that only those changing positions will need to renew their term of office. KF also explained the changes to the appointment of LA Governors and highlighted the terms of reference set out by Babcock. The GB was happy to adopt these criteria. The GB unanimously agreed to approve the change in constitution with effect from 15<sup>th</sup> July 2015 in time for the next FGB meeting so that a Governing Body is in place for the summer holidays. KF will now fill in the necessary paper work and forward the information to Babcock. <b>All details now with Babcock for approval.</b></p> <p>The GB is aware that this would still leave them with 2 positions vacant. KF advised that she has already registered with SGOSS who try to put prospective candidates in touch with schools. MD also agreed to spread the word around at his work to see if there was any interest. The GB would like to make AH an associate member and it was agreed this could be opened up to any other staff who were interested. It was agreed that all FGB meetings should be open to anyone who wishes to attend.</p>	KF	ASAP
		MD	10/06/15
5/3.7	<p><b>GCSE Future Planning</b></p> <p>SR had put together a document showing the subjects and how they will be assessed. English, Maths, Science and Art will remain as AQA GCSE's as this is still the best recognised qualification. D&amp;T does have an exam but also includes a lot of practical work. PE will be doing NCFE qualifications which have GCSE style grades but the school are unsure if these will be recognised as a GCSE. SR will try to find out.</p>	SR	10/06/15
5/3.8	<p><b>Promotion of Tolerance</b></p> <p>MM had provided a report including lots of evidence from the local community. The GB was pleased with he report and the feelings of the community.</p>		
5/3.9	<p><b>Buildings &amp; Maintenance Update</b></p> <p>KG showed the drawings for the new staff room and informed the GB that these have gone to planning.</p> <p>The application for the removal of trees has now been submitted and the school are awaiting a response. If this is permitted there will be costs involved for the playground/tennis court.</p> <p>The 5 year electrical test has been carried and no issues were highlighted.</p> <p>Gas proving work was done over the Easter holidays by DCC.</p> <p>Some lights need to be replaced shortly but new fittings for the hallway have not gone ahead because those who used to brake the lights have now left the school and this has not occurred since so KG felt it was currently a waste of money.</p> <p>Modifications to the boy's toilets will be done at half term.</p> <p>The Science lab work will take place during the summer holidays.</p> <p>An air conditioning unit needs to be installed in classroom 5 as it is very warm. MM noted that several other rooms will also require units at some stage. KG noted that classroom 2 is the worst as it only has one small window and is where the server is installed. The GB agreed that an additional unit should be purchased for this room ASAP at a cost of approx £2500.</p>		
5/3.10	<p><b>Safeguarding Update</b></p> <p>MM had produced a report informing Governors of any current issues. No questions were raised with regards to the report.</p>		
5/3.11	<p><b>Climbing Equipment</b></p> <p>DH had asked for this item to be added to the agenda. As she was unable to attend it was agreed this would come back to the next meeting.</p>		
5/4.1	<p><b>Freedom of Information</b></p> <p>The GB agreed to adopt the policy.</p>		
5/4.2	<p><b>DCC &amp; School's Own Health &amp; Safety Policies</b></p> <p>The GB was happy to approve both policies for adoption.</p>		
5/4.3	<p><b>DCC Use of Reasonable Force</b></p> <p>The GB agreed to adopt the policy.</p>		
5/4.4	<p><b>PE Policy</b></p> <p>The GB was happy to approve the policy.</p>		
5/4.5	<p><b>Work Experience Policy</b></p> <p>The GB was happy to approve the policy.</p>		
5/5	<p><b>Part 2</b></p> <p>The GB agreed to move to Part 2 and all staff left the meeting.</p>		
5/AOB	<p><b>Governor Visit</b></p> <p>MD advised that he had carried out a visit to the school and had undertaken a class observation with SR. MD had discussed college courses with staff and asked if these could have links on the school website so that parents can see what the courses involve.</p>		

	<p>MD had also discussed parent engagement (with regards to courses) as some students do not always understand what might be involved and how to help parents help their children make those decisions. VN asked MD what he thought could be improved. MD explained that parents could be made aware of the courses that had been selected by their child so they can discuss what might be involved as part of the course as the students do not always understand. MM thought some home visits may also be required for those parents who do not access email. VN asked if Dave could attend the next GPC to report back on what can be done to make improvements with courses. .</p> <p>KF will email the visits form to MD for completion. It was also agreed the form should be available online for Governors to download. <b>Visit form sent to MD &amp; KG for website</b></p>	<p><b>MM/DJ</b></p> <p><b>KF/MD</b> <b>KG</b></p>	<p>10/06/15</p> <p>10/06/15</p>
Meeting Closed: 19.04			

<b>Next Meeting:</b>			
<b>Date / Time:</b>	10 <sup>th</sup> June 2015 at 17.00	<b>Location:</b>	Barley Lane School