

Minutes for the Autumn Term 2016

The Governing Board of Brookfields School

Minutes of the Full Governing Board Meeting held at the school on Friday 11 November 2016 at 13:00

Members of the Governing Board:

Name	Category of Governor	Date of End of Tenure	Designated Role
Clare Williams	Parent	31 October 2016	Chair of Governors
Jean Ledson	Co-opted	18 June 2019	Vice Chair
Sara Ainsworth	Staff	Ex Officio	Head teacher
Wendy McLellan	Co-opted	18 June 2019	
Michael Peloe	Co-opted	12 November 2019	Resigned 24/10/16
Mary Wynne	Co-opted	18 June 2019	
Vacancy	LA Member	30 September 2016	
Lauren Campbell	Parent	4 October 2019	
Jamie Lee Cole	Parent	10 May 2019	
Spencer Neal	Parent	21 October 2017	Absent
Michelle O'Connor	Staff Member	31 October 2017	
Sam Campion-Gibson			Associate Member
Bernard Keogh			Clerk of Governors

Governors not present:

The Clerk checked the number of Governors present (8) to ensure that the meeting was quorate.

APOLOGIES

1. **RESOLVED:** that the absence with no apologies received from Spencer Neal be noted.

CONFLICT OF INTEREST

Governors were asked to declare any potential conflict of interest with the business to be discussed during the meeting.

2. **RESOLVED:** a) that all governors present have completed the Annual Declaration and passed it to the Head Teacher for retention in the school.
b) that the following governors be requested to provide a signed copy of the Annual Declaration at the earliest opportunity.
 - Spencer Neal and Samantha Campion-Gibson

MEMBERSHIP

The following changes to the membership of the governing Board were reported:



- i. To report the resignation on 24 October 2016 of Mr Michael Sean Peloe as a Co-opted Governor and the Governing Board to consider filling the vacancy.
- ii. The end of term of office on 30 September 2016 of Mr Rob Polhill as a Local Authority Governor was noted.
- iii. The resignation on 30 September of Mrs Clare Williams as a Parent Governor was noted and the Head Teacher reported that there will be a notice posted to parents for nominations to fill the vacancy.
- iv. To report the Governing Board acceptance of the appointment from 1 October 2016 of Mrs Clare Williams as Local Authority Governor for a 4year term of office.

ELECTION OF CHAIR

A nomination was received and seconded by governors for Mrs Clare Williams to the post of Chair of Governors.

3. **RESOLVED:** That Mrs Clare Williams be appointed to the post of Chair of Governors for a 1-year term of office until the autumn term 2017 GB meeting.

ELECTION OF VICE CHAIR

A nomination was received and seconded by governors for Mrs Jean Ledson to the post of Vice Chair of Governors.

4. **RESOLVED:** That Mrs Jean Ledson be appointed to the post of Vice Chair of Governors for a 1-year term of office until the autumn term 2017 GB meeting.

CODE OF CONDUCT

The Governors Code of Conduct, based on the Model NGA Code 2016, which was sent to governors on 14 October 2016 for their information was received and adopted.

5. **RESOLVED** that the Code of Conduct 2016 be adopted by the Governing Board and the Clerk highlighted the 7 principles of the Code.

PART ONE MINUTES

6. **RESOLVED:** That the Part One minutes of the meeting held on 17 June 2016 be confirmed as a correct record and were signed by the Chair.

MATTERS ARISING FROM THE PART ONE MINUTES

The Chair asked if there were any matters arising and there were none.

ESTABLISHMENT, TERMS OF REFERENCE, CONSTITUTION AND MEMBERSHIP OF COMMITTEES OF THE GOVERNING BOARD

Considered the requirement to annually review the committee structure, terms of reference, constitution and membership of committees of the Governing Board and the following structure, membership, quorum, and a named Chair and Clerk for the committees of the Governing Board, be agreed and adopted until the next annual review

(Note: a Clerk can be a Governor who is not a member of the committee or a member of the school admin support staff, but cannot be a member of the teaching staff. A Chair cannot be a member of the school staff)

STATUTORY COMMITTEES:

Hearings Panel **(Quorum: 3)**

All members of the Governing Board, excluding staff members, to be selected subject to availability to meet the required quorum.

Hearings Appeal Panel **(Quorum: 3)**

All members of the Governing Board, excluding staff members and members of the Hearings Panel, to be selected subject to availability to meet the required quorum.

Head Teachers Performance Review Group (Quorum: 3)

Clare Williams	Chair
Jean Ledson	
Jamie Lee Cole	
SIP	External Adviser

NON-STATUTORY COMMITTEES,

Curriculum & Personnel Committee **(Quorum: 3)**

Mary Wynne	Chair
Sara Ainsworth	
Lauren Campbell	
Jean Ledson	
Michell O'Connor	
Sam Campion-Gibson	Associate

Finance, Premises , H&S Committee **(Quorum: 3)**

Jamie Lee Cole	Chair
Sara Ainsworth	
Wendy McLellan	
Mary Wynne	
Spencer Neal	
Sam Campion-Gibson	Associate

The Governing Board agree to adopt the existing terms of reference for each committee.

The following Governors with Specific responsibility be appointed:

Special Education Needs	All Governors have a role.
Literacy / English	Jean Ledson
Mathematics	Clare Williams
Training and Support	Jamie Lee Cole
Looked After Children	Mary Wynne
Educational Visits	Spencer Neal
Child Protection	Spencer Neal
Health & Safety	Spencer Neal
Safer Recruitment	Spencer Neal
SRE / PSCE	Lauren Campbell
Pupil Premim	TBA

7. **RESOLVED:** That the above committee structures are confirmed for the academic year 2016/2017.

PART ONE REPORTS FROM COMMITTEES

The following Part One reports from Committees were received by the Governing Board:

- i. Finance, Premises, H & S Committee – 21 October 2016
- ii. Curriculum & Personnel Committee – 3 November 2016.

SA gave a verbal summary of the minutes of the meetings which had been circulated to governors for their information and highlighted the following items.

- i. Finances are in a good position and thanks were extended to Wendy for her good work managing the school's finances through a more challenging year of budget cuts etc.
- ii. UNICEF have awarded a "Rights Respecting School Recognition of Commitment Award" to Brookfields with a congratulatory letter received and a positive outlook for progressing to the next stage of the award scheme over the next 12 months.
- iii. Emma has attended a training course for Arts Mark – with an audit and evidence submitted Brookfields will be able to complete either Silver or Gold level award in Spring 2017.

Q – A governor asked for an explanation of the Arts Mark scheme.

A – SA explained the scheme and what is involved in achieving the standards. It was noted that it is hoped to achieve Gold Standard. The school currently holds Silver level but has provided a wider breadth of curriculum and a wider set of opportunities for pupils to participate in activities in school using external practitioners.

SA asked if any governor would be interested in becoming the Arts Governor and Lauren volunteered for the role and will meet with Emma.

8. **RESOLVED:** that the part one minutes from committees be received with thanks.

HEAD TEACHERS REPORT

The Head Teachers report was presented and provided an update of the School Development Plans' objectives, actions and success criteria and a verbal summary of the report was given by the HT which covered the following key areas:

Leadership and Management; Quality of teaching, learning and assessment; Personal Development, Behaviour and Welfare; Outcomes for Pupils; Premises;

The following items were highlighted:

- Academisation – **SA** explained the changes to the government criteria for Academisation of schools and explained that the training attended in Leeds by SA and WMc was most useful. Further information will be shared with governors at an extraordinary meeting next week.
- Self Evaluation – **S.Sk** is working on the IT Mark for the school. Arts Mark, RRSA already discussed
- Professional Development – Performance Management reviews have been carried out for SC-G and teaching staff with dates planned for all remaining staff.
- Demand and provision in the school is under review – the school capacity has changed from 73 up to 78 (on a temporary basis) and there will be 81 pupils expected in January 2017. There will be a recruitment of 2 additional Classroom Assistants on temporary contracts from Jan to July 17 to support the classes where the additional 2 children will be joining.
- **Q – How many pupils will leave the school in July 2017?**
- **A – There are 13 leavers which is a large number but expect to replace by intake from Early Years.**
- The new B Squared assessment system in place and it is running well. Teachers have updated their new classes and transferred data across to the updated system.
- The new pilot online learning system “Tapestry” is now running and is accessible by parents (in EYFS)
- **Q – Is this a subscription service?**
- **A – Yes there is a small fee for use.**
- The CPOMS Safeguarding recording system is working very well – used by staff to input information and is monitored by **SA and SC-G**. Designated person use has been extended to Louise Smith Family Support Worker so that all her meetings and parental contact can be included on the system. Thus, making all records much more complete.
- Nurturing Schools Award and Halton group – **Q – will this approach be aimed at specific children?**
- **A – It will be available to all pupils as part of the schools focus this year on Social and Emotional Health and Wellbeing. Tools such as the Boxall Profile will support staff in identifying appropriate children alongside conversations at Pupil Progress Meetings and advice from other professionals.**
- Attendance is good – above national average for Special Schools and **SA** is looking at the attendance of 15 special schools in the Merseyside Special School Consortium group and Brookfields are the second-best attenders. The Family Support worker is doing much to help with attendance.
- Pupil Premium is a key factor at Brookfields and allows us the opportunity to really make an impact and governors were directed to the report for information.
- The school have been busy with events, enhancement activities and extended school’s activities this term; including a week’s long celebration of the Paralympics incorporating sport, music, arts, cookery and other curriculum activities.

- **SA** reported on an unplanned Fire Alarm evacuation (during one of the enrichment days) and which was noted to have been well handled despite the number of visitors to the school at the time and pupils displaced from classrooms undertaking the different activities. The Clerk asked if the alarm and evacuation had been recorded in the school Incident Log Book and it was confirmed that it had been.

SA asked if there were any further questions and there were none.

9. RESOLVED: that the report be received with thanks.

PUPIL PREMIUM REPORT AND SPORTS PREMIUM REPORT

The Pupil Premium and Sport Premium Reports have been uploaded to the Governors page on the school web site for access by governors.

SCHOOL IMPROVEMENT/DEVELOPMENT PLAN REVIEW

SA advised that a “Success Criteria” column has been added to the report and governors should note this for information.

Q – Would SA highlight any areas of the plan that are not progressing well?

A –SA confirmed that any areas of concern would be highlighted to governors.

POLICIES.

The following policies have been agreed and adopted by governors:

- Safeguarding Policy
- Whistle Blowing Policy
- Attendance Policy.

The **Pay Policy 2016/17** was presented to governors and **SA** explained the amendments that have been applied to approval.

- i. Residential Payments –it was requested that there could be written in an option to give staff time off in lieu of payment for residential visits (half day at time agreed by SLT). **Governors have previously discussed this and this was agreed.**
- ii. Section 4.7 –A section on TAs covering for teacher absence at meetings etc on an ad hoc basis has been inserted following discussions with the HR provider and UNISON representative and this will be implemented from the approval of this policy. This removes any PPA payments from TA’s ‘acting up’ to provide cover. This is part of their contracted role at a Level 3/4 and not an additional duty.

Q – Will the cover be equally spread between TA staff?

A – It is spread as teaching staff attend events at different times and classes have two TAs to use to provide cover plus an additional classroom assistant. There will also be ‘back-fill’ provided to ensure that there are still sufficient adults in the room.

- iii. It is likely that a HLTA role will need to be developed for one or two staff members who can cover for PPA in the future (longer term plan/sustainability).

SA outlined the process for developing this role and how this may be progressed. Governors discussed the options, training requirements and succession planning needs

- iv. An updated Performance Management process for TAs has been published and the Brookfields system has been aligned with this.

10. RESOLVED that the Pay Policy be approved with all new elements.

PLANNED RESIDENTIAL VISITS.

The Governing Board was informed about the following planned residential visit(s):

Governors were advised that the residential to the Wingate Centre in the Spring/Summer of 2017 is in the planning process. It is likely that 2 visits will take place due to the number and needs of the pupils.

The Governing Board was satisfied that appropriate risk assessments will be carried out and approved the visit.

There was a request for consideration of a sleep over for Yr6 pupils in school as part of the transition to High School and this will be looked at by the SLT.

DIRECTORS TERMLY REPORT TO GOVENORS – AUTUMN 2016

The Directors Report was submitted for the attention and the following actions were noted by governors.

2.1 NGA Outstanding Governance Awards:

To consider the award categories and to nominate outstanding governors or clerks, in order to share their good practice.

2.2 Primary Assessment:

- Ascertain from Senior Leaders how they are using the analysis of KS2 attainment and progress data to inform planning and teaching, particularly in Ys 5 and 6.
- Ask Senior Leaders how pupil progress has been measured over the year and the implications for intervention strategies.

This is contained in the Curriculum Committee report.

Discussion took place with assessment strategies described.

2.3 Early Years Foundation Stage Assessment

Governors to be aware of this update to statutory assessment. **Yes**

2.4 Revised Common Inspection Framework

- To note the introduction of the revised inspection handbooks and associated guidance documents
- To ensure that school self-evaluation is aligned to the current evaluation schedule.

Yes

2.5 Inspection of Local Authority Arrangements for Supporting School Improvement (LASSI).

- That governors are aware of LASSI inspections and their role in an inspection
- Governors understand the strategic partnership working and responsibilities for school improvement across their school and the wider Halton educational community.

Yes. School has been provided with information.

2.6 Careers Guidance and Inspiration in Schools

- The above information is noted and shared with Senior Leaders.

Senior Leaders review their current practice and capacity to deliver CEIAG for their SEND students using recommendations from the SEND Code of Practice.

2.7 School Teachers Pay and Conditions 2016

- Governors to consider the model policy and make a decision as to whether adapt and adopt to fit the needs of the school.

Policy adopted

2.8 Updated Keeping Children Safe in Education Guidance-September 2016

- Review their safeguarding policies and procedures, and the content and policies for staff safeguarding training.
- Check your school has acted upon them;
- Ensure all staff have signed Part One of the Guidance.

**It was confirmed that the Part 1 has been read and signed by staff.
The Clerk advised that all governors have been issued with the Part 1 and should read and note the contents.**

2.9 Schools Funding 2017-18 onwards

- Schools and academies carefully consider consultations issued by both the
- Education Funding Agency and the LA.
- Responses are sent at least to the LA so that we can include your view.

Awaiting high needs funding consultation / stage 2 of proposals. Sara to provide updates as soon as they arrive plus updates from Schools Forum in Jan 17.

2.10 Service Level Agreements

- Approve the termination of current SLAs
- Approve the selection required for 2017/18.

SLAs list was approved by governors.

2.11 Consultation on the closure of the Hearing Impaired Resource base at Westfield Primary School

- Should statutory consultation be approved during the 4 week consultation period consider your response to the proposal.

2.12 Home to School & College Travel and Transport Policy for Children & Young People with Special Educational Needs and Disabilities

- Anyone wishing to respond to the consultation should do so by emailing the schooladmissions@halton.gov.uk email address by the closing date of 4th November 2016.

This has been shared with parents / carers and has been included on the school website

- 2.13 Special Educational Needs and /or Disability Strategy (SEND) 2016-2020
- Note the strategy
 - Ensure the SEND Information Report 2016/2017 for your school is on your website and a copy sent to tracy.ryan@halton.gov.uk

It was confirmed and noted that the SEND report is posted on the web site and sent to the LA.

- 2.14 Play Equipment Inspections
- Ensure that your school annually completes a Playground Risk Assessment
 - Ensure that your school utilise the weekly check sheet for play equipment inspections
 - Ensure that anyone carrying out the weekly play equipment inspections is trained and competent. Note: schools can book delegates on the one of the courses by emailing the contact as below.

It was noted that the Maintenance Officer has been recently trained and carries out Weekly Checks using approved Halton format. The Annual tests are done by ROSPA.

- 2.15 . Halton Youth Cabinet
- Encourage your school's active participation and involvement with youth cabinet.
 - Take note of the forthcoming Halton Youth Cabinet Participation and Democracy Award.

Yes

- 2.16 HYC: Make Your Mark
- Encourage participation.

Yes

- 2.17 HYC V's Homophobia
- Book free training sessions for staff.
- Ensure that schools are reporting hate based incidents via the local authority's hate based reporting system.

Yes

- 2.18 World Mental Health Day
- Promote to school staff to attend conference
 - Promote evening event to families.

Yes

- 2.19 Halton Winter Warmth Campaign 2016/17
- To take note of the above information
 - To expect to receive promotional materials for the campaign and assist us to disseminate the materials to households through their children.

Materials have been shared with families.

- 2.20 Asylum Seekers and Refugees in Halton
- Contents to be noted
- Yes

11. RESOLVED: That the report be received with thanks and the items noted.

SIP/LEADERSHIP PARTNER REPORT

Governors were referred to the two SIP reports on the Governors web site documents page.

- i. Brookfields 080716.doc
- ii. Brookfields 201016.doc.

REVIEW OF PERFORMANCE DATA.

The performance data was reviewed in the Curriculum Committee of 3 November 2016, the minutes of which are available for governors on the web site documents page.

FINANCIAL STATEMENT 2016/17 AND REPORTS.

WMcL submitted a Financial Statement and Report to governors and gave a verbal summary of the main points highlighted the following:

- The school is in a healthy, strong position.
- Supply cover cost are overspent by approx. £36K due to additional cover and long term sickness absence. This included cover for 2 teachers. This balanced out against reduced costs in other relevant areas. School Funds are being audited currently.
- Current fundraising from PTFA is to purchase another bucket swing for the outdoor area.
- SLAs were listed and approved by Governors
- The leasing of the swimming pool has been looked at and is progressing in order to make firm arrangements to organise the various options and costs. SLT have met with head at Chesnut Lodge to gain information about pool leasing.

SA advised that the Finance Assistant, Louise, would be leaving the school to take up another position and that an advert was currently out for a new Finance Assistant.

Thanks to Wendy for her report.

GOVERNOR TRAINING AND VISITS.

The following training by governors was reported.

- Challenge and Support in Practice – Lauren
- Inspection Ready - Lauren
- E Learning – Introduction to Safeguarding and Child Protection – Lauren.
- Inspection of A Local Area's Effectiveness in Identifying & Meeting The Needs of Children & Young People Who Have Special Educational Needs &/or Disabilities was attended in October 2016 by Jamie

- Lauren distributed a page on questions that may be asked by governors and gave examples of items covered in the training. There was discussion on parental communications with the school and the options and opportunities for parents to communicate with the school e.g. online questionnaires.
- It was confirmed that all governors DBS Checks are up to date and that the Edubase site was also up to date.

CORRESPONDENCE TO THE CHAIR OF GOVERNORS AND URGENT ACTION BY THE CHAIR SINCE THE LAST MEETING.

There were no correspondence or urgent actions to report.

ANY OTHER BUSINESS.

SA advised that the school has been categorised by the LA as Category A in terms of School Improvement category. An Associate School Improvement Advisor (ASIA) has been appointed and has visited. The school will receive a termly visit from Lis Burbage. To date Lis has had an introductory meeting where she has reviewed Pupil Premium Documentation and the school website.

Governor Skills Audit – All audit documents have been received and will be reviewed. The NGA Toolkit was used and the audit results will be uploaded to the web site when completed. This will support in the recruitment of new Governors.

DATE, TIME AND PLACE OF THE NEXT MEETING

To confirm that the next full Governing Board meeting will be held on Friday 3 March 2017 at 13:00 at the School.

GOVERNOR IMPACT

The Clerk recommended that all Committee meetings should include an Impact Statement in the minutes to evidence consideration of the Governors input to school life.

Clare Williams.

Chair of Governors

_____ on behalf of Brookfields School

_____ Date.

Prepared by Bernard Keogh – Clerk to the Governing Board

