



## Minutes for the Spring Term 2017

### The Governing Board of Brookfields School

**Minutes of the Full Governing Board Meeting held at the school on Friday 3 March 2017 at 13:00**

#### Members of the Governing Board:

Name	Category of Governor	date of end of tenure	Designated Role
Clare Williams	LA Member	30 September 2020	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	
Sara Rioux	Co-opted	2 March 2020	
Mary Wynne	Co-opted	18 June 2019	
Penny Bevill-Pierce	Parent	15 December 2020	
Lauren Campbell	Parent	4 October 2019	
Jamie Lee Cole	Parent	10 May 2019	
Spencer Neal	Parent	21 October 2017	
Michelle O'Connor	Staff Member	31 October 2017	
Sam Campion-Gibson	Associate Mem.		Associate member
Bernard Keogh			Clerk of Governors

#### Governors not present:

The Clerk checked the number of Governors present (10) to ensure that the meeting was quorate.

#### Apologies

Apologies from Mrs Mary Wynne were received and accepted by the Governing Board

#### Declaration of Pecuniary Interests.

There were none declared.

The Clerk will forward the Annual Declaration form to the new Governors for completion and return to the school. *ACTION: The Clerk*

#### Governing Board Membership

To note the election on 16 December 2016 of Mrs Penny Bevill-Pierce a Parent Governor for a 4-year term of office.



To report the appointment on 3 March 2017 of Mrs Sara Rioux as a Co-opted Governor for a 4-year term of office.

**SA** explained the reasons for Sara joining the Governing Board and **SR** gave a verbal summary of her role at JMU. She was welcomed to the Board by members.

### **Minutes of the previous meeting.**

The minutes of the GB meeting held on 11 November 2016 were **agreed** and signed by the Chair.

### **Matters Arising.**

The link for the New DfE document “A Competency Framework for Governance” was advised to governors for their information.

- 13. RESOLVED** that the minutes be accepted as a true record.

### **Committee reports and/or reports from Governors with special responsibilities**

- a) The Curriculum Committee met on 22 February 2017 and discussed the following items:  
Assessment Update; Rights Respecting Schools; E-Safety; Anti-Bullying Policy; Maths Learning Walk; Open Afternoon; Curriculum Feedback/Audit Details; Arts Projects; AOB; Governor Impact.

The minutes of the meeting were circulated to governors prior to the meeting for their information and **SC-G** gave a verbal summary of the contents of the minutes and highlighted the following:

- The Open Afternoon - was very successful and will become an annual event.
- Curriculum Feedback – Co-ordinators have reviewed the curriculum to ensure that it is fit for purpose.
- The success of the curriculum INSET day for staff was noted.
- Real Write Inc (RWI) trainer visit to the school was noted and the feedback from the trainer was complimentary and she considered Brookfields to be regarded as a school of excellence for the teaching of RWI. Another Special school from Bury will be visiting Brookfields to observe practice..
- Children from TA9 were involved in an Arts Project led by the Mersey Gateway and provided a display of work that was shown in The Brindley. In addition Brookfields School have taken part in a Halton wide Primary Arts Project on the theme of travel that was shown in Halton Lea and has been proposed for a national award by the centre.
- The duckling eggs have now hatched and governors were invited to the staff room to see the chicks that have been produced. The duckling project has been a great success and has been a wonderful experience for the children and has also engaged a large number of parents and encouraged access to the school website.



Governor Impact statements were appended to the meeting minutes.

Governors were invited to attend the pupil progress meetings and were to advise SC-G if they are available.

b) The Strategic Sub-Committee had met on 24 February 2017 and the following items were covered.

General Financial Update; Feedback from SEN Review / Schools Forum; Health & Safety Updates; Staffing Issues;

- **WMcL** provided governors with a summary of the financial position of the budget and reported that the carry forward at the end of March was in a good position for the following financial year.
- Staff Absence Insurance policy – **SA and WMcL** advised on the position with the current policy and costs versus income. It was noted that the Insurance premium cost was greater than the income due to payment being for absences greater than 10 days. Governors discussed the potential for long term sickness absence and asked questions on the criteria for payment and following responses it was decided not to renew the policy for the coming year.

**14. RESOLVED** that the Staff Absence insurance policy is not renewed

- It was noted that the June INSET day will be on Staff Wellbeing and a guest speaker will attend.
- A donation from BYK Materials (Moorfield Road) will be used for renewal of playground equipment.

Feedback from the SEN Review/Schools Forum highlighted the following key items:

- Apprenticeship Levy
- Funding for Special Schools is not determined yet but expect it to be next year.
- EAL funding at St Chads High School.
- The EVOLVE educational visits/LOC is now being charged for by the LA.
- **SA** gave a verbal report on her E-Safety visit and the system in place in the school that was queried by HBC. An incident in the school on the internet was advised to governors and has been reported to HBC IT Department for resolution.

Staffing Issues – **SA** advised of the requests from 2 returning members of staff for part time working and the issues that could be encountered with this. The needs of the school/children were the overriding factor in any decision on part time working and it was agreed that staffing would be addressed following the receipt of the school budget and confirmation of pupil numbers for September.



Cleaning Contract – The current contract is being reviewed and 2 alternative provider quotes have been obtained, **WMcL** advised on the options from these quotes for discussion.

**Q – What is the notice period required for contract cancellation?**

**A – 2 months.**

**Q – Does the alternative contractor work in other local schools?**

**A – Yes and various other local organisations.**

**Q – Is there any clause in the contract that could add to the costs without being obvious (e.g. material costs).**

**A – Wendy will look into the contract details and check this out.**

**ACTION:** **WMcL** to check contract details to look for potential additional costs.

Family Support Worker – It was stated that this role was a huge asset to the school for Safeguarding and supporting families; The current working time is 22.5 hrs/week and there is a significant workload with a high demand for the service through CAFS, CIN and additional responsibilities.

It was recommended to governors that this time be increased to 27.5 hours/week funded from Pupil Premium monies.

**Q – What would the additional cost be?**

**A - £64 per week.**

The recommendation was discussed by governors who recognise the loss of this resource would have a huge negative impact on the school

**14. RESOLVED** that the recommendation be approved.

A request from a teaching assistant to pursue a foundation degree was advised by SA who reported that the first two years of the course had been funded by the school and her third year of part time study would entail a cost of £9250 with a one-day absence from school. This was discussed in the committee meeting with a recommendation of payment of the fees but not payment for the time out of school. The school has been supporting the TA with this study route as part of CPD and supporting her in her journey to becoming a teacher.

Governors discussed the situation and views and opinions were expressed around the financial commitment of the school and the possible benefits on the investment in the staff member completing the course.

Governors **AGREED** that the school should offer to pay half the fees without payment for the day away from school and SA will make the offer to the staff member.

**ACTION:** **SA** to make the above offer to the staff member

Committee names and structure – Governors advised the Clerk of the change of name of committees as follows:

The Curriculum & Personnel Committee be renamed Teaching & Learning Committee.



The Finance, Premises and H&S Committee be renamed the Strategic Sub-Committee.

**The Clerk agreed** to amend the Terms of Reference and submit them for consideration by the GB members before adoption. *ACTION: The Clerk.*

### **Head teacher's Report.**

The Headteacher's report had previously been circulated for governor's information, SA explained the structure of the report for the benefit of the new governors and the following items were covered.

A summary of the five areas of the School Improvement Plan 2016-17 covered:

Area 1: Leadership and Management

Area 2: Quality of Teaching, Learning & Assessment

Area 3: Personal Development, Behaviour & Welfare

Area 4: Outcomes for Pupils

Area 4: Outcomes for Pupils

The following items were highlighted:

- Academisation: An additional Governors meeting to be held later in the month with a presentation from Shaw Education Trust.
- Accreditations were noted; ICT Mark, Rights Respecting School, Arts Mark etc.
- Professional Development and Performance Management were noted.
- Staffing arrangements were explained and the possibility of creating 1 or 2 HLTA roles to allow for more cost effective PPA cover – 2/3 members of staff have shown interest as part of PM discussions. A local provider in Liverpool provides HLTA training as part of the National Qualification.

**Q – Would the HLTA be able to cover for a day if a staff teacher was not available and just receive the HLTA level of pay for that occasion?**

**A – No, they would have to be paid at HLTA level throughout if appointed to the role.**

**Q – Would you expect more interest from other staff members?**

**A – Not necessarily as the role carries a greater workload and is a different type of role.**

SA asked if there were any further questions on her report and there were none.

Governors thanked the Headteacher for the report.

**15. RESOLVED** that the report be received with thanks.

### **Pupil Premium Report & Sports Premium Report.**

The Headteacher commented that the reports will be due at the next meeting after the financial year end.



## Polices

Governors considered, reviewed and **agreed** the following policies:

- |                                |                                       |
|--------------------------------|---------------------------------------|
| i) Stress and Wellbeing Policy | ii) Anti-Bullying & Harassment Policy |
| ii) Security Policy            | iv) E-Safety policy                   |

**16. RESOLVED** that the above policies be approved.

## Strategic Director's Report to Governors.

The Clerk presented the report and the items for action to the meeting and Governors noted the following items in the report:

### 2.1 LADO/Child Protection

- Ensure timely response to any complaints
- Ensure school staff are aware of the criteria for LADO
- Ensure your school are aware of their requirement to share reports prior to conference and consider how as a school this can be monitored.

### 2.2 Schools National Funding Formula

- Consider the schools National Funding Formula – Government consultation stage 2
- Consider the high needs National Funding Formula and other reforms – Government response and new proposals for consultation – stage 2
- Respond to both consultations by 22<sup>nd</sup> March 2017.

### 2.3 Early Years National Funding Formula

- Note the changes to Early Years Funding from April 2017/2018
- For schools with early years provision respond to the consultation by 5.00pm on Wednesday, 18<sup>th</sup> January 2017

### 2.4 Enhanced Provision Procedure

- Note the proposed changes to enhanced provision; and
- Respond to the consultation by Wednesday, 18<sup>th</sup> January 2017

**SA gave a verbal report to the meeting on the outcomes and process to be followed for applying for funding in the future.**

### 2.5 Nurturing Schools

- Consider establishing nurture group within their schools;
- Consideration joining the Halton Nurture Network to learn more about the approach nurture and advantages of nurturing schools.

**It was noted that the school is in the programme and SC-G gave an explanation of the schools role in the programme.**

2.6 Stress Management Policy

- Governing Body to adopt the reviewed policy;
- Ensure that everyone including Governors, managers and teachers are aware of their responsibilities in the management of stress; and
- Ensure that an annual Team Stress Risk Assessment is carried out and that any arising actions are completed.

**It was confirmed that this was completed.**

2.7 September Guarantee

- That the above item be noted
- That Secondary Schools continue to work with the Local Authority 14-19 Programme Team and engage with NEET prevention strategies to ensure young people have a suitable offer of learning upon leaving secondary school

2.8 Governor's responsibility for Religious Education

- Use to support dialogue with school leaders and teachers

2.9 Hearing Impaired Resource Base at Westfield Community Primary School

- Note the decision to cease admissions to Westfield Hearing Impaired Resource Base

2.10 Halton's Local Offer

As part of the SEND Local Area Ofsted Inspection you may be called upon to participate if requested, Ofsted will check the Local Offer arrangements on the Local Authority website and possibly your school website for your school's SEND Information Report. Governors are required to:

- submit your Annual Review urgently if not already submitted to [tracy.ryan@halton.gov.uk](mailto:tracy.ryan@halton.gov.uk);
- regularly review/update your content:
- publish your school's SEND offer on your school website; and contact [tracy.ryan@halton.gov.uk](mailto:tracy.ryan@halton.gov.uk) for a copy of the template or any other advice/support/guidance regarding the Local Offer

**It was confirmed that this has already been addressed.**

**16. RESOLVED** that the report be received and the items noted.

**SIP Report and ASIA Reports.**





**SA** advised of the report from Lloyd Willday and the 2 visit reports from the school ASIA (Associate School Improvement Advisor) who is a Headteacher from Palmerston Special School who has focussed to date on Pupil Premium, the school website compliance and assessment.

Lloyd will be visiting next week to undertake joint lesson observations with Sara and Sam; this will enable quality assurance of the process.

## **Finance items**

The Financial review was reported in the Strategic Committee minutes above. (See page 3)

### **Audited report of Unofficial School funds**

The School funds have been audited and the certificate issued.

### **School Financial Value Standard (SFVS).**

The draft SFVS is being reviewed and will be presented for submission to the LA by 31 March 2017.

## **Governor training & visits**

The following training sessions for governors was reported:

- Channel Training – Lauren Campbell and Penny Bevill-Pierce
- Pupil Premium Training - Penny Bevill-Pierce.

Governors reported attendance for school visits which included:

- Open Evening at School
- Coffee Mornings,
- Anti-Bullying/ Rights Respecting Schools Forum

## **Correspondence to the Chair of Governors/Chair's Action**

There had been no actions or correspondence to the Chair.

## **Date and time of next meeting**

The summer term meeting was agreed to be held **on Friday 30 June 2017 at 13:00**

## **Governor Impact.**

Governor impact statement to be published separately.





**Clare Williams**  
Chair of Governors

Signed \_\_\_\_\_ on behalf of Brookfields School

Date \_\_\_\_\_ 2017

Prepared by Bernard Keogh - Clerk to the Governors



### **ACTIONS FROM THE MEETING ON 3 MARCH 2017**

*ACTION: **The Clerk** will forward the Annual Declaration form to the new Governors for completion and return to the school.*

*ACTION: **WMcL** to check the Cleaning contract details to look for potential additional costs.*

*ACTION: **SA** to make the above offer to the staff member regarding degree course fees.*

*ACTION: **The Clerk** to amend the names and Terms of Reference for committees and submit them for consideration by the GB members before adoption..*

