**Minutes for the Spring Term 2018**

**The Governing Board of Brookfields School**

**Minutes of the Full Governing Board Meeting held at the school on Friday 2 March 2018 at 13:00**

**Members of the Governing Board:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Category of Governor | date of end of tenure | Designated Role |
| Clare Williams (Chair) | LA Member | 30 September 2020 | Chair of Governors |
| Judith Williams | Staff Member | 31 October 2021 |  |
| Sara Ainsworth | Staff HT | Ex Officio | Head teacher |
| Wendy Wilson | Co-opted | 18 June 2019 |  |
| Sara Rioux | Co-opted | 2 March 2020 |  |
| Jean Ledson | Co-opted | 18 June 2019 | (Vice Chair) |
| 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 |  |
| Mrs Jenny Perry | Parent | 31 October 2021 | No Apologies Received |
| **Also Present** |  |  |  |
| Sam Campion-Gibson | Associate Mem. |  | Apologies Received |
| Bernard Keogh |  |  | Clerk of Governors |

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

**1. Apologies**

No apologies were received from Mrs Jenny Perry.

**2. Declaration of conflict of interests.**

Governors were asked to declare any interests in the business of the meeting and there were none declared.

1. **Governing Board Membership and Constitution.**

There are no membership issues to report.

1. **Minutes of the previous meeting.**

The minutes of the summer term meeting held on 3 November 2017 were **agreed** and signed by the Chair.

1. **Matters Arising**

The 3 Actions for the Clerk were reported as completed.

**6. Committee reports and/or reports from Governors with special responsibilities**

Governors were provided with the minutes of the Strategic and Teaching & Learning Committee minutes and the Curriculum Governors Meeting of 23 February 2018 in the Dropbox.

 

1. **Headteacher’s Non-Confidential Report.**

The Headteacher’s report had previously been circulated and covered the objectives of the School Improvement Plan with updates on the progress and impacts of the actions identified. It was reported that there has been progress against the objectives.

* Work is ongoing with the LA regarding the pupil numbers for the school.
* SC-G has attended John Moores University to present training on autism to 80+ students.
* The School Gateway is up and running as well as the e-School App (Cashless system)
* Personal Development, Behaviour and Welfare - SEMH linked training to be an ongoing focus for all staff

*Q – How are the CAMHS meetings going?*

*A – They are going well, and are helpful in regards to discussing individual children, trying to gain information about referrals etc. Unfortunately, Dr Ledi will no longer be joining the group so the meetings membership will be just school, CAMHS and PBSS.*

* The British Council funded trip (Connecting Classrooms Project) to South Africa with SA and JW was reported to be a very interesting and eye-opening experience and staff are now looking at how best to develop joint working with the school visited and maintain / strengthen the link. Some of the issues faced were related to the meeting and staff are looking at possible ways to assist the school e.g. through sharing advice and strategies about autism and sensory needs.
* Sara Rioux advised of the volunteer facility at LJM University and will look at possible links with Brookfields school and if anything could be established to help support the link with Ocean View School, Cape Town.
* Premises – some of the elements of the plan have been completed and others are awaiting finance and therefore will be transferred to future years e.g. roof repairs, painting and gates.

Governors thanked the Headteacher for the report.

**RESOLVED** that the report be received.

1. **Pupil Premium Report and Sport Premium Report.**

The Headteacher reported that the current reports are on the school website and final reports for 2017-18 will be generated after April and uploaded to website.

1. **School Improvement Plan**

The School Improvement plan was reviewed as part of the Headteachers report. Good progress being made towards objectives.

Benchmarking data report will be available at the end of the academic year.

1. **Policies**

The following policies were presented to Governors for approval **and were adopted.**

1. Security Policy 2017
2. PUWER Policy 2018
3. **Director’s Report.**

Governors received the report and the following was noted:

**I**tem 2.2 – This has been returned.

*Q – Item 2.8 - is it necessary for pupils to be sent to schools out of the borough?*

*A – This is dependent on the resource availability within the borough schools and the specialism needed.*

Item 2.9 – **SA** explained the background to the protocol and the reason for it.

Item 2.11 – Checks are part of the Site Manager’s rota checks.

**RESOLVED** that the report be received, and the items noted

1. **Additional Items from the Clerk.**

The Clerk confirmed the receipt of the NGA and Edsential Newsletters and presented the content of the Clerks Briefing Document items for the information of Governors (see below)



1. **ASIA SIP Reports**

**SA** advised of the recent OfSTED visit to the school and explained that the final report was due imminently.

The reports of visits by the SIP (Lloyd Willday) and ASIA (Lis Burbage) were available to Governors prior to the meeting in the Dropbox. They covered the visits of 31 October 2017 and 6 February 2018 by the SIP and 13 November 2017 by the ASIA.

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

**14. Finance items**

**WW** reported on the Finance Committee meeting of 23 February 2018 and the Finance Report was updated to 1 March 2018 and presented to the meeting. The following items were noted:

The Lord Taverners donation would be made following payment of the final invoice for the new playground equipment and surfacing.

The school has been notified that there will be no cash advance in March to accommodate budget adjustments.

The school’s roof repair has been listed as a task for HBC this financial year. The cost of the project has been shared with us and schools required contribution to the HBC Capital repairs programme for roof repairs was noted.

*Q -Will the school roof problem be undertaken by the LA with the process of academisation transition?*

*A – It is hoped that this will be done by the LA as we do not yet have a definitive agreement that we will become an academy (academy order not yet approved) and we do not know how long the whole process will take. In addition, we have already paid out over £6000 to HBC as part of their management of the issue over the last 18 months and have seen no improvement despite this massive outlay. This will be discussed with the relevant agencies.*

The Pay side of the budget overspend due to the cost of supply staff was noted.

*Q – Is there an understanding of the reasons for the high levels of spend in this area?*

*A – SA explained the reasons behind the high spends; 2 staff off due to personal family reasons and 2 staff have had operations that they have been on waiting lists for.*

The savings from the new cleaning contract starting in April were highlighted.

The Cash Flow and Budget spend statements were presented to the meeting.

WW asked for any other questions and there were none.

**Internal Audit report.**

The report of the visit of December 2017 was provided to governors prior to the meeting and the actions and progress to the actions were noted.

**Manual of Internal Procedures.**

This was presented for Governors approval and was **agreed and adopted.**

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

The draft version is to be presented to Governors for approval before the 31 March for submission to the LA.

**ACTION: The Headteacher to confirm approval to the Clerk for noting.**

**15. Governor training & visits**

The following training was reported:

Sara Rioux - Health & Safety Training - 14 March 2018

Penny Bevill-Pierce - Safeguarding Training - booked

**16. Correspondence to the Chair of Governors/Chair’s Action**

The following was reported:

The Chair had approved an annual one-off payment for car ‘wear and tear’ to the schools 2 Habilitation officers. This is in line with all other peripatetic team members in HI and VI teams. This is a new payment that was established by HBC due to a reduction in mileage expenses.

**Action approved by the Chair and was agreed by Governors**.

**17. Governor Impact.**

The three core functions of Governance:

• Ensuring clarity of vision, ethos and strategic direction;

• Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and

• Overseeing the financial performance of the organisation and making sure its money is well spent.

* Governors attendance at the OfSTED meetings – Thanks from SA for their support across the inspection.
* Governors working together to support the school SLT during the research and going forwards into the Academisation process.
* Governors attendance at Pupil Progress meetings.
* Governor input to the Committee meetings held this term.
* Governor participation in learning walks and school events.

**18. Date and time of next meeting**

The summer term meeting will be held on **Friday 29 June 2018 at 13:00**

**(**The annual meeting schedule for 2018/19 to be agreed at the summer term meeting)

**19. Any Other Business**

There was no other Non-Confidential Business.

**Clare Williams**

Chair of Governors

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

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2018

**LIST OF AGREED ACTIONS.**

|  |  |  |  |
| --- | --- | --- | --- |
| Action No. | Agreed Action | By Who | By When |
| 1. | **The Headteacher to confirm approval of the SFVS to the Clerk for noting.** | SA | End of term. |
| 2. | **Organise in-house Safeguarding training for new governors.** | SA | Before the next FGB meeting. |