



Minutes for the Summer Term 2017

The Governing Board of Brookfields School

Minutes of the Full Governing Board Meeting held at the school on Friday 30 June 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	Apologies Received
Mary Wynne	Co-opted	18 June 2019	
Penny Bevill-Pierce	Parent	15 December 2020	Apologies Received
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	
Also Present			
Sam Champion-Gibson	Associate Mem.		Apologies Received
Bernard Keogh			Clerk of Governors

The Clerk checked the number of Governors present (9) to ensure that the meeting was quorate.

Apologies

Apologies were received and accepted from Sara Rioux and Penny Bevill-Pierce

Declaration of pecuniary interests.

There were no declarations of interest in the agenda items.

Governing Board Membership

- The end of term off office on 31 October 2017 of Mr Spencer Neal as a Parent Governor was noted and the Headteacher agreed to arrange an election to fill the vacancy.
- The end of term off office on 31 October 2017 of Mrs Michelle O'Connor as a Staff Governor was noted and the Headteacher to arrange an election to fill the vacancy.

Michelle advised that she will not stand for re-election this time and that another member of staff had an interest in becoming a governor.
The Governing Board thanked Michelle for her service during her term of office.



Minutes of the Previous Meeting.

The minutes of the meetings held on 3 March 2017 were **agreed** and signed by the Chair, and there were no matters arising.

19. RESOLVED that the minutes be received and accepted

Committee reports and/or reports from Governors with special responsibilities

The following committee meeting minutes were received:

- a) The Curriculum Committee had met on 15 June 2017
- b) The Finance Committee had met on 22 June 2017
- c) The Governing Board had met on 16 June 2017.

Matters Arising.

There were no matters arising from the Curriculum and the Finance Committee Meetings.

The GB meeting of 16 June was held to discuss the research that has taken place over this school year about academisation and review the possibility of the school joining a MAT. The outcome of the meeting was to proceed to undertaking Due Diligence and then use that information to decide as to whether to proceed in the future.

SA reported her discussion with Jo Morgan (CEO of the Shaw Trust) regarding undertaking the Due Diligence process and Sara will meet with **PB-P**, who has considerable experience of undertaking Due Diligence processes to discuss the undertaking and review and draw up relevant materials to use.

Q – Are SAS Daniels able to undertake the Due Diligence process?

A – No, but they have recommended a company who could undertake the commission for a fee.

Q – Has a start date been agreed?

A – No, July is a busy period in school and there is no rush as further research is required. Likely to be in September to allow us time to draw up our own DD process and documents

20. RESOLVED that the minutes be received and accepted.

Headteacher's Report and School Improvement Plan.



The Headteacher's report had previously been circulated and covered the following 5 areas of the School Improvement Plan.

1. Leadership and Management
2. Quality of Teaching Learning & Assessment.
3. Personal Development, Behaviour and Welfare.
4. Outcomes for Pupils.
5. Premises and Grounds.

The report is a summary of the progress and impact of the actions against the objectives measured against success criteria and **SA** gave a verbal summary of the progress to date and highlighted the following.

- The hard work of the staff and their achievements this year were commended to the meeting with thanks to all from **SA**.
- The Assessment round has been completed and the data is being collated – it was noted that a visit from OfSTED may still be possible this term.
- Lots of work on the Nurture Schools Award has been completed and continues to be undertaken with the school working with Halton and the NNS.
- Contractors are working on the conversion of the 2nd shower room to be used for nurture purposes as a quiet space for individual work with pupils. A quote of £3000 to date and the funds are available in the Devolved Capital fund.

Q -What was the room used for in the past?

A – It was shower facility for PE when the new extension was constructed however has never been used and the SLT felt that a Nurture Room would be a much more effective use of space. School continues to have shower facilities available within the pool building.

- CPOMMS – the online Safeguarding system has been installed and is working very well. Staff are using it for all Safeguarding reporting. Minutes and reports are also uploaded to the system and the staff have commented on the many benefits. Sara will run reports over the summer on the first year of use.

Q – Is the system data secure?

A – Yes, extremely good, and there are very set limits to individual access to the data.

- Attendance is good and above national average. Support is given to pupils and families by our Family Support Worker Louise.
- ICT Mark audit materials have been submitted but the audit has been postponed (by NAACE) until the accreditation visit in September.
- Outcomes for pupils – after school clubs are very successful and we hope to extend the provision, particularly for swimming where parents have requested continuing the club through the summer break. **This will be followed up by SA.**



21. RESOLVED that the report be received and accepted with thanks.

Pupil Premium Report /Sport Premium Report etc.

The Headteacher reported that the PP and SP reports have been completed and she shared these with the Governors at the meeting. They are also available on the school website. Sara explained that the Pupil Premium Strategy Statement will be reviewed and updated ready for the start of the new school year. This will be circulated for Governors, be discussed at the subcommittee meeting and also be available on the school website.

School Improvement/Development Plan

The Headteachers report for the summer term 'doubled up' as a review of the school development plan for the academic year 2016-17.

Policies.

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

- i. Safer Recruitment and Selection Policy
- ii. Policy on Recruitment of Ex-Offenders.

22. RESOLVED that the policies be approved and adopted.

Pupil Admission Numbers.

The number on roll for September 2017 is 81, and funds have been agreed for 81 pupils although the additional monies are not yet included in the 2017/18 budget and will be claimed from September for the 3 children above the agreed PAN. The LA are considering the addition of an extra classroom to reduce class numbers and **SA** gave a summary of the possible scope for redevelopment of the school buildings to accommodate this.

Q - When will a decision be made on this?

A – Not in the immediate future; date as yet unknown.

Q - Will moving to academisation impact on the funding for redevelopment by the LA?

A - Not sure what the impact will be, but it is thought that Cavendish Academy still benefit from LA funding. However if the school were an academy they would be able to apply for building grants from EFA.

Planned Residential Visits.

Two Yr6 groups are visiting the Wingate Centre, a Specialist Residential Centre, and **SA** gave a detailed description of the facilities to the meeting.

Q – Are there any further visits planned for approval by the Board?

A – Not until next year.



Q – Are residential visits only for Yr6 pupils?

A -This will depend on the classes next year.

Nominations for the Chair and Vice Chair posts.

These will be taken in the autumn term meeting.

Director's Report

The Clerk had circulated copies of the Strategic Director Report to Governors at the start of the term for their information and gave a Governors a verbal summary of the items for action noted in the following recommendations in the report:

- 2.1
 - To note the criteria this year for receiving congratulatory letters.
- 2.2
 - n/a
- 2.3
 - Note aspects of key strategies, approaches or aspects of good practice that have had a positive impact on pupil progress or attainment at KS2.
 - For governors to encourage school leaders to share any good practice case studies and contacting Jill Farrell (jill.farrell@halton.gov.uk or 0151 511 7288).
- 2.4
 - To ensure teachers and school leaders are made aware of this report and supported to develop positive behaviour strategies.
SA commented on the increasing numbers of exclusions across the LA. The school has a very clear behaviour policy and set of guidelines. These are a shared set of principles produced by the Cheshire IABA Consortium to which the school belongs.
- 2.5
 - Note the percentage of Halton schools good or outstanding in relation to national.
- 2.6
 - To consider the effectiveness of pupil premium spend and achieve best value to ensure maximum impact on pupil outcomes.
Governors referred back to the Pupil Premium report shared by the headteacher.
- 2.7
 - Look at the EEF website to become familiar with the work that it undertakes.
 - Ask the Headteacher if the school uses any of the research findings to improve teaching and learning.
 - Support the school in any application to participate in a project.
The school has undertaken teacher research projects that have directly fed into school practice. Wider research is read through the journals that the school subscribes to and training / conferences attended by staff. Current EEF projects not applicable to the school. Consideration to be given about seeking funding from EEF for our own project.
- 2.8
 - For all governors to read the handbook and competency framework to support them in their role as a governor.



- 2.9 • To note the changes to the use of an Ofsted “good” logo for schools that have an Ofsted grading of good.
- 2.10 • To note the potential changes to SAT’s and implications for all stakeholders.
- 2.11 • Read the consultation documents so as to be informed of all the proposals and requests for opinions that are included in the consultation exercises.
• Discuss with the headteacher and staff governor(s) their views of the proposals in the consultation documents and offer informed opinions to that discussion.
• Encourage the headteacher to participate in both of the online consultations.
• As a governing board you may wish to participate in the online consultations.
- 2.12 • To read the updated statutory EYFS and note any changes.
- 2.13 • To note any changes and myth busting information in relation to Early Years.
- 2.14 • To note the eligibility criteria and encourage eligible parents to apply for free childcare and education.
- 2.15 • That governors familiarise themselves with the new grading system and consider implications for students in preparation for the new curriculum and assessment processes.
- 2.16 • Governors to note this amendment and support leaders in considering the curriculum offer to young people.
- 2.17 • To be aware of curriculum choices available at Key Stage 4 and those which will be reported in Performance Tables from 2018.
- 2.18 • Note the information and results.
- 2.19 • Note the changes from EFA to Education Funding and Skills Agency.
- 2.20 1. Publish the latest SEND Information Report on your school website;
2. Add a link on your school website to the Local Offer
www.halton.gov.uk/localoffer (Paragraph 6.81 SEND CoP)
“....Include information on where the local authority’s Local Offer is published”.
3. Email your Annual Review for the SEND Information Report 2017-18 to Tracy Ryan by Friday 21 July ’17.

SA reported that this has been completed.

- 2.21 • To ensure the school website is compliant and user friendly for parents and children.
This is regularly checked both by Sara and the schools ASIA using the latest DfE guidelines.
- 2.22 • To note the role of the RSC and gain an understanding of the RSC’s role.



- 2.23 • Governors are aware of the Penalty Notice Protocol and the outcome from the Supreme Court and ensure that any literature/information provided by school to parents reflects the same position as the Penalty Notice Protocol which states that “satisfactory” attendance is regarded as 95% over the last 38 weeks.
- 2.24 • Governors consider the packages available for purchase.
- 2.25 • To read the report and consider attendance rates in individual schools and promote strategies to improve attendance.
 - To share any good practice case studies that have impacted positively on attendance with Halton LA and schools within the region.
- 2.26 • Ensure that the Head teacher has reviewed and updated the Occupational Risk for Manual Staff.

SA reported that this has been completed.

- 2.27 • Report be noted.
 - Help identify, and share, issues that may arise from having these vulnerable children and young people are part of their school communities.

23. RESOLVED that the report be received and the items noted.

Additional Items from the Clerk

The additional items from the Clerk were noted and it was advised that the NGA Newsletters will in future be edited for relevant content ease of reading by governors.

ASIA and SIP Reports.

The Notes of Visit reports of March and May from Lloyd Willday and Lis Burbage had been provided to governors prior to the meeting for their information.

SA explained the role of Lis Burbage and commented that the learning walks undertaken had been very useful.

The visit in March by **LW** focussed upon data and the undertaking of joint lesson observations (Sara/Lloyd, Sam/Lloyd) which was good for quality assurance. **SA** reported that **LW** will likely not be continuing in his SIP role and an alternative will need to be sought if this is to happen.

SA asked for questions on the reports and there were none.

Finance items

(See Finance Committee Meeting Minutes of 22 June 2017)

2017/18 Budget

The draft budget was presented and summarised by **WMcL** and the following points noted:



- Budget setting was a little more difficult this year as the initial budget fund of £1.5m was reduced by a cut of £17K in the Educational Grant Fund and the funds for the 3 additional pupils (£30K) was not included.
- Pupil Premium funds are used for a number of options.
- The majority of the budget is used on the pay for staffing and the funds in the bank will be used for the non-pay budget items.
- The VB1 Budget set was submitted for approval.

24. RESOLVED that the proposed budget be approved and adopted.

2016/17 Financial Statement.

WMcL reported on the final statement and the overspends and main budget spends on non-pay items.

A £31K overspend on agency staff was offset by additional pupil funding in the income side (this was from the LA to fund additional staffing for additional pupils and for high needs pupils).

The main budget spends on non-pay were on SLA's to HBC, the kitchen refurbishment and cleaning services.

Devolved Capital Fund has £9K unspent and additional window shutters have been installed. An internal shutter switch to be installed for lockdown purposes and the Nurture Room refurbishment will be funded from Devolved Capital

School Fund.

The £4.5K balance in the fund is to use for support of uniform purchases and residential trips.

Future projects to include entrance gates, school painting, shutters and renovation to Trim Trail.

The School Fund Audit will be done in the Autumn term.

Q – Have staffing costs (at 94% of budget) increased over the past years?

A – Slight increase on the percentage has been seen but pupil numbers and complexity have also increased.

SA explained the position with temporary staff contracts (not renewing 2.6) and the high number of volunteers and student teachers that are utilised by the school.

Creative use of staff is important in maintaining the appropriate level of support for pupils within the budget funds available.

Q – Would academisation impact on staff costs or budget income?

A – This is an issue to be addressed and reviewed as part of due diligence.

Governors then discussed the possible outcomes on budget costs and income for LA and Academy funding.

25. RESOLVED that the report be received with thanks.



Governor training & visits

Governors have visited school for a wide range of purposes this term including; committee meetings, learning walks, attendance at pupil progress meetings, meeting with NQT, assemblies and coffee mornings run by the pupils. This has been very informative for the Governors to gain an insight into a wide range of elements of the school; curriculum, pupil progress, interventions, daily life and achievements of pupils and staffing.

Penny / Sara have undertaken new Governor training.

Correspondence to the Chair of Governors/Chair's Action

There had been none.

Any Other Business.

The Pupil Premium Report was issued and covered the 2016/17 Evaluation of expenditure and Impact and the 2017/18 Proposed areas of Focus for objectives.

SA gave a verbal summary of the areas covered and the Impact Summary was noted. The estimated allocation for 2017/18 and the plans for where the funds will be focused was reported on.

The PE/Sports Evaluation and Impact was noted.

The proposed amended Terms of Reference for Committees was presented by the Clerk **for consideration and approval at the Autumn term meeting.**

Date and time of next 3 termly meetings:

Autumn 2017	-	Friday 10 November 2017 at 13:00
Spring 2018	-	Friday 2 March 2018 at 13:00
Summer 2018	-	Friday 29 June 2018 at 13:00

Meeting dates for the Committee meetings for the next academic year were advised to and noted by Governors and will be confirmed by e mail following the meeting.

Autumn Term 2017: - Friday 13th October:
Curriculum Governors Meeting: 9:15am
Finance Governors Meeting: 10:45am

Spring Term 2018: - Friday 23rd February:
Curriculum Governors Meeting: 9:15am
Finance Governors Meeting: 10:45am



Summer Term 2018: - Friday 15th June:
Curriculum Governors Meeting: 9:15am
Finance Governors Meeting: 10:45am

Additional information re Governor Impact. – This statement is taken from the Committee Meeting minutes held this term

Curriculum.

Throughout the academic year governors have attended pupil progress meetings which have provided governors with insight into how the meetings operate. Governors have also been able to ask key questions about how progress is tracked and interventions needed to support further progression. Teachers and the assessment lead have then been held to account in a more rigorous fashion.

Two of our governors are also members of the PTFA and so support the school in fundraising activities. They have an overview of the items that are wanting to be purchased by the school, such as a swing in the key stage 2 playground and an interactive sensory device, which both have a very positive impact on the motivation for our pupils' learning. This in turn supports pupil progress.

Clare Williams
Chair of Governors

Signed _____ on behalf of Brookfields School

Date _____ 2017

Prepared by Bernard Keogh - Clerk to the Governors

ACTIONS FOR THE MEETING OF 4 JULY 2017

ACTION: - Governor Training & Visits - **SA to advise on training undertaken.**
-Lauren to advise on school visits made.



Minutes of the Full Governing Board Meeting held at the school on Friday 30 June 2017 at 13:00

Confidential Business.

Declaration of Interests.

There were no declaration of interest in agenda items.

Minutes of the previous Meeting

The Confidential Minutes of the meeting held on 3 March 2017 were received and accepted as a true record.

There were no matters arising.

26. RESOLVED that the minutes be received and accepted.

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

There were none to report.

Headteacher's Confidential Report and Reporting and Recording of Incidents

SA presented her Confidential report to governors which covered Confidential pupil information, Incident reporting data; Staffing Numbers and changes, Attendance; staff training; Level of Need information: Health & Safety; Parental Complaints.

The following points were highlighted.

- There were 4 Operation Encompass calls this year.

Q -Were they reported correctly this time to the school in a timely manner?

A – Yes, there were no new referrals (children that the calls were made in relation to were already known to Social Care).

- The Safety Audit has been submitted and the action from it completed.
- All staff training is up to date.
- There were no reportable incidents, exclusions or complaints.

27. RESOLVED that the report be received with thanks.

Chairs Action.

There was no Chairs Action to report.



Any Other Business.

There being no other business the meeting closed at 14:40

Clare Williams
Chair of Governors

Signed Clare Williams on behalf of Brookfields School

Date July 2017

Prepared by Bernard Keogh - Clerk to the Governors.