

**Minutes of the Governing Body Meeting
for Alfreton Park Community Special School
held on Tuesday 12th July 2022 at Alfreton Park Community Special School**

Present: Mrs J O'Donnell - Headteacher (HT)
Mrs E Durham – Acting Deputy Headteacher (ADHT)
Mr J Glasby – Chair (Chair)
Mrs F Franklin (FF)
Mr W Jowett – (WJ)
Mrs R Spray (RSp)
Mrs C Higgins (CH)
Mrs C Charlesworth (CC)
Mrs S Allen (SA)

In attendance: Mrs C Hughes - Clerk
Ms R Dallman - School Business Manager (SBM)

Meeting opened at 13:05.

21/94 Apologies

The chair noted and accepted apologies from RS and BW.

The chair welcomed SA to the governing board and welcomed BJ to his first meeting as vice-chair.

21/95 Declaration of interest

There were no declarations of interest.

21/96 Agree any other urgent business

- Solar farm
- Signage and reception area

21/97 Minutes of the Full Governors Meeting held on 17th May 2022 – to agree accuracy

The minutes of the meeting have been uploaded to GVO. They have been reviewed by governors and were accepted as a true record of the meeting.

21/98 Matters arising from the minutes

- HT to upload Safeguarding & Child Protection Policy to GVO for approval – **done**
- SBM to arrange health & safety annual audit for July - **done**
- SBM to conduct fire drill focusing on radio communication – **SBM - this took place and worked well, just internal comms still problematic, paging system is working well. Nothing needs to be changed. Now completed.**
- School to report back on communication solutions at next meeting
- SBM to update GIAS for new governors - **done**
- Safeguarding annual audit to be added to next agenda – **HT - still not received proforma so made contact to ask where it is, awaiting a response. Chair Q - When does it normally come? A- June/July. HT will chase again.**

21/99 Standing item - Safeguarding

Appeal with Teacher scheduled to take place.

One pupil moved onto child protection but no significant actions to be taken.

There were no questions on safeguarding.

21/100 Standing item - Health & Safety – including annual audit

The SBM referred to the health & safety report uploaded to GVO prior to the meeting and invited questions.

The chair requested approval.

Clerk to ensure it's made approvable on GVO.

Chair Q - A lockdown drill should have been done by now as there hasn't yet been one in the new building. A - Will do one before break up and another one after the summer holidays.

Chair Q - How is school managing with the high temperatures? A - There's no escaping it. Getting pupils out into the shaded areas as much as possible although the amount of shade reduces through the day, water activities. It's pretty unbearable. HT - monitoring the temperatures daily, highest temperature recorded so far 28.5. Classes are trying different approaches to keep rooms cool. Fans are just circulating hot air.

The SBM confirmed that there's no legal top temperature and that guidance is to tell your employer if you're not comfortable.

HT – one pupil had 3 seizures yesterday due to the high temperature.

The New School air circulation system just re-circulates hot air and fails to cool the building.

Chair Q - should a maximum temperature should be set? A – Governor suggested that parents be given the choice on whether to send their children in. The high temperature might only be one week so we can't change a building for one week a year and not even every year.

Mobile air con not an option as this has to go out of a window.

HT – will continue to monitor and collecting the data and will report it back to Derbyshire County Council (DCC). 28 is unreasonably high. Feels that DCC have an argument with the architects as they've designed a building continuously saying that it would regulate the temperature.

Governor Q – which rooms have aircon? A- Rooms without windows and medical rooms.

Governor Q – The slips and trips section refer to the snag list being rectified in Easter 22? – A – this is incorrect, SBM will rectify.

There were no further questions on health & safety.

Action: HT to continue gathering data to raise a case with DCC.

Action: Clerk to ensure the H&S audit is approvable on GVO.

Action: SBM to rectify Easter 22 on H&S report.

21/101 Standing item - GDPR

SBM confirmed GDPR policies have to be updated annually. All to be confirmed on GVO.

GDPR training is on Monday 5th September. Governors need to attend if they can.

Safeguarding training will be held on the same day.

Governor Q – will an invitation sent? A- yes, through Outlook.

Chair Q – Will the training in school replace the online training? A – Yes.

There were no further questions on GDPR.

21/102 Standing item – Finances

SBM invited questions on the previously circulated finance report.

A governor commented that although relatively healthy, the absence levels have had a huge impact on finance.

Chair Q – According to the report, in September 2022 there will be 130 pupils. Why, when at the last meeting governors approved 125? A - HT - this is due to the number of consultations that have been received.

A discussion took place on the consultation process.

The chair expressed concern that at the last meeting the Senior Leadership Team (SLT) didn't want more than 120. 125 were agreed upon and now this has increased to 130 without governor approval.

The SBM confirmed that the number is currently on 125. 130 has not yet been confirmed.

The chair impressed on the SLT that the number of pupils cannot be increased to make the finances look better.

HT responded that they have looked very carefully at the consultations. Primary is full, the extra 5 would be in secondary where classes could cope and aren't short staffed. An extra class and extra teacher have been reflected in the figures on the finance report.

The chair requested that governors be kept informed before decisions are made on the quantities of pupils. If the number of pupils is to increase next year then approval could be given prior to Christmas.

The SBM commented that the finance report is subject to change and that it's a snapshot of finance.

All agreed that school shouldn't become overcrowded.

The SBM referred to the benchmarking that that the overall picture for special needs schools are that they are all increasing in roll.

A discussion took place on the rise in energy costs and the fact that school has not yet received a regular monthly utilities bill, which may be a lag with the energy company.

Governor Q - Is the new school is more efficient? A - Yes but also bigger and there are more things that require power, i.e. doors, hoists etc.

There were no further questions on the finance report.

21/103 Standing item – Personnel report

All governors confirmed that they had read the personnel report uploaded to GVO prior to the meeting.

The SBM confirmed that everything in the personnel report was accounted for in the budget.

HT to look into the Staff Capability Policy.

The personnel report was approved by all governors.

21/104 Standing item – HT report - verbal

The HT gave governors a verbal headteachers report.

Admissions from September are 125, still awaiting confirmation on some.

Covid has made a resurgence with 3 members of staff and one pupil recently testing positive. One pupil with a case of Covid in the household. School are being more mindful of symptoms, and increasing hygiene measures, notifying the families of vulnerable pupils.

Staffing updates

- 2 ECT teachers have been recruited from September, a number of TA's with 5 being new starters. Most have been into school already visiting on transition days.
- Clerk has been appointed as HT PA.
- School Business Assistant has now gone on maternity leave. Cover will be appointed prior to breaking up for summer.

Pupils with any safeguarding concerns have been reported to Francine.

HT will remain designated teacher for looked after children, there is currently one looked after pupil.

Governor Q – Is there still one pupil currently off site, if yes when will that end? A – Currently trying to get him into a more suited provision for him, for which the family agrees to. The pupil can't express his views well enough. The Social Worker is against a move as they then would be responsible for his funding and is now not responding to any form of contact. The pupil was last in school in March and will definitely not be returning so the situation is ongoing.

Teaching – 2 teachers working on informal support plans. One still being supported, one showing improvements. Will meet with them before break up to devise action plan.

Sickness absence - 2 teachers on long term sick. One will be off until September and then hopefully will be back. The other is also hoping to be back in September and the absence monitoring process is being followed with Occupational Health involved. She is still doing some work whilst she's off, however if she doesn't return in September a grade 10 TA will be in class with a team that know the pupils.

Curriculum - Action plans are in place and well on the way for long term plans following the Ofsted inspection. Pre-formal is written, semi-formal is in the process of being finalised. Looking forward to seeing the impact next year.

Leadership and management – ED is now a permanent DHT.

Teacher workload - It has been busy term this summer, with no signs of winding down. In fact, staff are all winding up and will carry on to ensure we hit the ground running in September.

Behaviour and attitudes – One 18-year-old pupil is on long-term sick is not in school, but Sharon remains in touch.

SCIP training - all staff will have had the 2 days training, with the second day at the beginning of September.

Exclusions - 2 pupils, one being taught 1:1 has seen some further incidents, but in a positive light he's made such progress. He is an able boy. A 2nd review was held last week with the possibility of him moving on. He's of transitional age capable of college to study Computing and ICT and is ready for a more grown up environment. If he hurts another pupil he will be excluded, to which his parent and SEND officer are aware. He is capable of living independently and getting a job. Exclusions do have an impact and would be a last resort. When he is in Charlotte's in class he joins sessions - he needs a strong class teacher and to remember he can do it.

Transition – Transition was a half-day and one full day. New starters have been in. There are concerns about 2 pupils that looked on paper like they would fit in, but following transition it's clear that this is not the best school for them. Both are very able and require a lot of social and emotional support. One self-harms and one absconds.

Governor Q – Can we refuse to take them at this stage? A – HT – unsure on whether they can, they are both complex children and it won't do them good to start and then have to be moved on again. The consultation process needs to be changed as looking at possibly outdated EHCP's isn't effective.

New school update –

- Signage – still waiting, daily contact is being made to try and get it sorted.
- SLT offices not fit for purpose, looking at options to change this.

Governor Q – Aside from the signage, can the reception area be made to look more like a friendly school? A staff picture wall would be nice.

No further questions on the HT verbal report.

The Chair requested that the School Development Plan be discussed in 21/107 - strategic aims.

Action: HT to submit a written copy of the HT report to the Clerk.

21/105 Safeguarding annual audit

As mentioned above this has not yet been done. To be raised at the next FGB.

21/106 Policies for approval

It was agreed that due to the amount of policies, governors are to read them over the course of the next month and then approve them electronically.

There were queries over anomalies in some of the policies and the SBM said she will look into it. The insert link here is due to the policy which it is linked to is also up for approval and cannot be a link until approval is gained.

21/107 Strategic aims

Chair – Feels very much that Alfreton Park is at the end of an era. Strategies are more or less completed. Time to start again with strategic aims. He has met with the HT and would like to set strategies to support the HT and SLT on what they want to do with the school.

The following were discussed as possible strategic aims:

1. To become an outstanding school and a flagship school for SEN education.

Think the reasons the school isn't outstanding at the moment is to do with Teaching & Learning areas - BW and SA have experience in this area and are to support the team with that aim and let the rest of

the board know if we're on track to achieve that. SA commented that it's key to constantly look at the Ofsted framework and link what we do to that, taking control.

2. Managing the route to academisation.

Need to explore the opportunities. Whilst not presently fond of the idea of academisation there are different options. Joining a MAT, single school academy, local academy etc.

The chair commented that he has read the white and green paper and requested that the board start reading up on academisation and what it means so that all are clear in our own minds.

The HT commented on a couple of possible MAT's that Alfreton Park could join, and recommended hearing what they have to say.

3. Extending opportunities for post 19-year olds.

Deer shed, post 19 qualifications and career opportunities. Post 14 and post 16 already in a better position. The HT commented that school with employment open day's and the upcoming apprenticeship, slow progress is being made.

Reading and Arithmetic.

The DHT confirmed this is in the formal learning pathway plan.

Qualifications

All pupils leave with the ASDAN accreditation and some get a BTec. It was discussed whether this means anything in the outside world and the unlikelihood of GCSE's being taken. Pupils that go on work experience get BTec's. The chair suggested communication with recruitment agencies. Discussions took place on pupils' suitability in the hospitality industry. There has been a complete overhaul of the careers position as 5 years ago there wasn't anything at all. The Duke of Edinburgh scheme would be purposeful. All agreed the aim should be qualifications that mean something and preparing pupils for what they can do following their education.

Governors all agreed on the above 3 major strategic aims.

21/108 Governing board

Parent Governors

CH's term end date is Feb 23

RS's term end date is Apr 23.
Parent governors need to be elected.

DHT to arrange ascertain if there are any parents that want to be put forward and arrange election.

Staff Governor

DHT to invite applications from staff and voting to be arranged.

Well-being Governor

The chair would like to appoint a well-being governor under which the absence monitoring policy should come under.

CH expressed interest and it was agreed that she would take on this role formally and report back periodically.

The Chair asked BJ to write the governor impact assessment to which BJ agreed.

21/109 Review stakeholder views

The governors discussed stakeholder views and Easter was agreed as the best time for discussion, with Ofsted feedback having been discussed at the last FGB. HT to organise for the Easter FGB.

21/110 Data collection

The chair noted agreement with comments made on the previously circulated Pupil Progress Data Analysis report and commented that it's the best one we've had for some time and is very encouraging.

Governor Q – Can we have more information regarding Maple class? A – Maple class have had 3 teachers this year. ILP buddies have been arranged and SLT go through the ILP report every week. Data is still not fantastic but it's better. Next year they've got a different teacher. Teachers are not moved around by choice. **Governor Q – do you give extra support to struggling classes?** A – yes, a member of SLT goes in.

A discussion took place about the difficulties in judgements of ILP's being met, and which teachers are going into which classrooms next term. SLT impressed on governors they want the data to be honest as it's a legal duty. SLT will be setting out deadlines now for next year so all staff are clear on what they are. Teams will be setting them with the Teachers.

The chair requested that BW and SA pay close attention to this.

Chair Q - What would you expect the targets met figures to be in an outstanding school? A - Over 80%.

Earrwig will be opening up from September to all pupils' families.

There were no further questions on data collection.

21/111 School self-evaluation summary

Confusion over why this is on the agenda – to be looked at in March 2023.

21/112 Review any equality objectives

Confusion over whether equality objectives should be set by school or DCC.

The whole school should be accessible for all pupils.
Working on making horticulture available to all.
Curriculum access to all aspects for all pupils.

To be agreed with DCC and put on the school website.

The chair requested they be uploaded to GVO once written down, for governors to approve prior to being uploaded to the website.

21/113 Approve any items for inventory removal

The SBM informed governors that they are in the process of putting a list together of items for removed. Due to the new school there is a lot of new stuff which needs to be collated. It will be uploaded to GVO once finalised.

Governor Q - what about the stuff that's currently in the deer shed? A - confirmed that anything in the deer shed is not of value and therefore won't be on the inventory.

21/114 Impact of Pupil Premium expenditure

It was agreed this to be moved to the FGB in October 2022.

21/115 Plan for Pupil Premium expenditure

It was agreed this to be moved to the FGB in October 2022.

21/116 Impact of Sports Premium expenditure

It was agreed this to be moved to the FGB in October 2022.

21/117 Plan for Sports Premium expenditure

It was agreed this to be moved to the FGB in October 2022.

21/118 GVO/GovernorHub

The clerk informed the board that GovernorHub is now free to subscribers of The Key for School Leaders and The Key for School Governors, and as such requested for permission to terminate the contract with GVO. This will save the school over £455 annually.

All agreed to move from GVO to GovernorHub.

21/119 Any other urgent business

Solar farm

The chair informed the board that the company wanting to build the solar farm have appealed the decision. There will be a public enquiry in October and a Statement of Case needs to be submitted before the 22nd July. This then goes to the company applying for the solar farm and they have 3 or 4 months to research points in the Statement of Case.

Signage and reception area

Already discussed under 21/104 – HT report.

- 21/120** Tuesday 11th October – 9:30am
Tuesday 29th November – 9:30am
Tuesday 7th February – 9:30am
Tuesday 25th April – 9:30am
Tuesday 6th June – 9:30am
Tuesday 18th July – 9:30am

Meeting closed at 3:40pm