

**Minutes of the Governing Body Meeting for Alfreton Park School held on
Tuesday 11th October 2022 at Alfreton Park School**

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

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

Meeting opened at 09:58am without the HT or DHT present.

22/00 Matter of urgent business

Governors formally agreed the following pay grades for the Deputy Headteacher and Headteacher, which were decided upon at a prior HT appointment meeting that took place before the interview process:

Deputy Headteacher – L15
Headteacher – L23

All in agreement.

The HT and DHT joined the meeting at 10:02am.

22/01 Apologies

The chair noted and accepted apologies for Mr R Sowter (RSo).

22/02 Declaration of interest

There were no declarations of interest.

22/03 Agree any other urgent business

- Governor training opportunities
- Recovery premium

22/04 Minutes of the Full Governors Meeting held on 12th July 2022 – to agree accuracy

The minutes of the meeting have been uploaded to GVO and have been emailed out. SA commented on an email sent in July with some queries on relating to the last set of minutes, which has not yet been responded to.

Clerk to investigate and respond.

Minutes of the meeting held on 12th July 2022 to be agreed for accuracy at the next governors meeting.

Action: Clerk to investigate and ensure minutes are agreed at the next meeting

22/05 Matters arising from the minutes

Communication within school –

The SLT (Senior Leadership Team) briefed the governors: A phone is being added to the sensory room, Richard Harris is looking into other options. This remains an ongoing issue that school staff will continue to look at improvement, will feedback to Governors as and when necessary.

Safeguarding annual audit –

The HT informed governors that she had chased twice for this and it had also been chased in recent DSL (Designated Safeguarding Lead) update training. The answer was to continue to refer to last years for now and it will be done mid-late October

Q – Has there been confirmation on whether they need to be completed for other local authorities (LA)?

A – They do not need to be completed for other local authorities.

Health & Safety audit –

Q – Do governors have to officially approve the health & safety audit?

A – No.

School Temperature Policy –

To be discussed in health & safety item number 22/07

GDPR training

Q – Have all attendees been certified?

A – The DPO will do that. School has a register of everyone who attended. Anyone who didn't attend will do their training on Flick. For Governors there is a specific GDPR training module.

Q – There were 2 pupils in transition where it was being queried as to whether they were placed in the right school for them?

A – This is ongoing, the HT had a meeting in summer with the LA to raise concerns. One of the pupils has settled and the other pupil's situation will be resolved by Christmas. The Chair asked the HT to speak to Governors if any support is needed.

Reception area –

Improvement made. Decal design that the pupils can be involved in is being worked on.

22/06 Standing item - Safeguarding

The HT confirmed that she has reported issues to FF.
FF confirmed that she has no issues or concerns.

The HT requested approval for the Safeguarding Policy which was circulated by email prior to the meeting.

Q – On page 24 the policy states that safeguarding records be transferred within 5 days. Is this accurate?

A – HT confirmed that this is correct and that it is well managed.

Q – Are there currently any pupils on roll and not attending?

A – One pupil on roll but not in attendance. The Social Worker is refusing to move forward without seeing a specific education psychology report – however the education psychology report doesn't exist. School is currently receiving the funding and the pupil is not accessing any education. Hopefully this will be resolved soon following an assessment.

Q – Regarding pupils with behaviour issues, is school receiving sufficient support?

A – No, not really. The admissions procedure has been tweaked recently as follows: HT gets the consultation, Senior Family Support Practitioner and Assistant Head visit the pupils first, any pupils where it's not clear whether they would be a good fit for school would come in for a visit, then a response is sent to the consultation. SLT feels that DCC are sneaking pupils in because they need to place them.

Q – Has an official complaint been made to DCC about this?

A – Not an official complaint but informal discussions with the SEND Officer. It's a messy process and some of the EHCP (Education, Health and Care Plans) are not good enough.

There were no further questions on safeguarding.

22/07 Standing item - Health & Safety

The SBM handed round printouts of the classroom temperatures that had been recorded since June.

Q – Are you going to create a school policy that would state whether school should close due to extreme temperature?

A – Yes, it will be necessary in summer as it's likely to get too hot for the pupils again.

Oak appears to be the coolest of the classrooms.

Governors and SLT discussed the need to treat high temperatures as a safeguarding issue due to how it could potentially affect pupils.

School will write the policy and bring it to Governors in Spring 2023 for approval.

Q – Has adequate thought been given to the Keeping Children Safe in Education (KCSIE) Policy with regards to keeping class sizes small? The Chair agreed that increased pupil numbers does have a health & safety impact.

A – Every child has a PEP (Personal Evacuation Plan).

Governors reminded SLT that the concern isn't only in the case of an evacuation, but also regarding a safe working environment and being staffed adequately to ensure the needs of the pupils are met.

Q – The Governors are aware that there is a problem with the removal of sewage and consider it to be a health & safety issue. Do the Governors need to get involved?

A – One of the pumps is missing which is causing the problem. There is some confusion as to whether it was put in and later stolen, or if it was never fitted in the first place. The HT assured Governors that she will continue to work towards a resolution and will feedback at the next meeting.

There were no further questions on health & safety.

22/08 Standing item - GDPR

Q – How will Governors that didn't attend the all school GDPR training access training?

A – SBM will arrange training on Flickr.

Q – Is there anything school needs to learn from the information request concerning the recent disciplinary hearing?

A – Yes, at the moment a complaint is received, a discussion should take place over the phone/teams and not via email. Emails sent out to 'all staff'

should be sent 'bcc', ensuring that all documents are uploaded to the relevant persons file on RM Integris, to make document retrieval easier.

There were no further questions on GDPR.

22/09 Standing item – Finances

Governors, referring to the previously circulated finance report thanked the SBM for the improvement in the figures.

The SBM circulated a document called 'Emergency Finance Update' and talked the governors through it.

The SBM explained that an email was received from Andy Walker on Friday, regarding the proposed wage rises. With this issue being both a local and national issue for schools, and no information yet being passed down from central government as to how the rises will be funded, the SBM recommended that the finance meeting set for the 18th October be postponed. Governors were in agreement.

The Chair recommended that the new Governors should read the finance information to familiarise themselves of the school's situation.

There were no further questions on finance.

22/10 Standing item – Personnel report

The SBM informed the Governors that the personnel report, which was circulated by email prior to the meeting, was reflected in the finance information.

Q – In terms of personnel and the crossover of professional boundaries when TA's work in pupil's homes and when pupils parents being employed by the school, are there school policies in place?

A – The HT said it is covered in the GDPR policy and in the Staff Code of Conduct.

The SBM explained that staff are well aware of their responsibilities not to discuss school matters outside of school, as this is also covered in induction.

It was explained that staff have to request permission from the HT if they want to start work with a pupil and the Senior Family Support Practitioner and the DHT track.

Action: The HT will look at editing the relevant policies to make more specific reference to staff working in people's homes out of school hours as PA's.

The personnel report was approved by all governors.

22/11 Standing item – HT report

The HT referred to her previously circulated HT report.

The HT informed the Governors on the process for potential pupils visiting the school, which is a presentation about the school, a tour of the school building, and if they are going to name the school on the child's EHCP then they are invited to come back for a visit to the class where their child might be placed. This process is working nicely.

Attendance has increased and is currently 88%.

There is a steep bank on site that could be a potential problem for pupils. It has been agreed that a timber fence be put up to keep pupils from the bank.

The year of landscape maintenance has not yet started, and will not start until the handover is signed.

A Governor commented on the School Development Plan, that it's not easy to make the links between the development points as the colour coding isn't clear. The HT explained that the colour coding chart is incorrect

Read Write Inc training has been fed back to the whole school by 2 members of staff who attended training. Progress is definitely being seen with Ash class being a good example – the pupils have definitely moved on in their sounds.

8 reading monitors are due to join the school as volunteers, to offer dedicated time to listening to pupils read.

Q – It seemed from reading the report that there weren't many other schools interested in collaborative working, how can we foster links if that is the case?

A – All schools are busy and there is a reluctance from mainstream to come into special schools, although they'd be happy for our staff to go there. David Neiper are good, St Josephs in Derby are open and South Darley are also keen to make some links between both pupils and staff. They are a primary and all through school.

Q – With regards to the action plans themselves, how do we keep on top of ensuring that we keep moving forward?

A – The HT responded that they've reviewed every team, they hold an SLT meeting to explain what they've been up to, holding people to account. Set

deadlines are set in September and all teaching staff have a list of when they are, this includes the action plans for middle leaders.

22/12 Review committee structures

The Chair asked the rest of the board members if they were happy that he continue as Chair of Governors and all were in agreement.

The Chair asked the rest of the board members if they were happy with the current structure of discussing everything in full governing board meetings, with 4 sub committee's (listed below) or whether the preference would be for a Teaching & Learning Committee.

Finance committee – RS (Chair), WJ, SA and JG.

Personnel committee – WJ (Chair), BW, RS and CH.

Pay & Performance Management – JG (Chair), FF, RSo & RSp

Regulatory committee/Ofsted conformance – BW (Chair), SE, FF & CH.

Discussions took place around who would be better serving on which of the committees and who would be the best Chair, and the above structure was agreed upon, with the main work being done during full governing board meetings but more specified lines of communication for specific topics.

Action: Ensure that there are no parent governor restrictions that would mean that they couldn't serve on a particular committee – Clerk to investigate.

22/13 Review named Governor positions

Francine Franklin – Safeguarding / RHSE

William Jowett – H&S / Premises / Safer Recruitment

Becky Wells – Curriculum / Teaching & Learning

Rachel Spray – Parent Governor / Careers

Carla Higgins – Parent Governor / Well-being

Richard Sowter – Finance

Susan Allen – Curriculum / Teaching & Learning

John Glasby – Pay / HT performance management / Safer Recruitment.

All Governors voted to accept the Chair, John Glasby, the LA Governor.

22/14 Governors Code of Conduct

All Governors were in agreement that they are happy with the existing Code of Conduct.

22/15 Annual governing board impact statement and review of attendance

Action: HT will check on the website.

Action: Clerk to collate the review of Governor's attendance for 2021/2022 for upload to the school website.

22/16 Website update

The HT is pleased with the photo's that have been taken for the new website. Will keep Governors informed as and when there is new information.

Q – Who will be responsible for the content of the new website?

A – Richard Harris, Network Manager, will be updating on an ongoing basis.

22/17 Instrument of Government.

The Clerk raised some issues with the current Instrument of Government and the board discussed the wording and agreed upon the following changes:

- Remove the 'Community Special' from Alfreton Park Community Special School to reflect that the name of the school is now 'Alfreton Park School'.
- The Governing board will consist of 'up to 6 co-opted Governors' rather than 6 co-opted Governors.

The term of office for all governors is 4 years, including the Staff Governor, so our current Staff Governor isn't due to finish her current term until 08/10/2024.

22/18 GovernorHub

The Clerk had nothing to report presently on GovernorHub, but as and when documents are uploaded and the newer board members are set up, she will communicate further.

22/19 Impact of / Plan for Pupil Premium / Sports Premium

22/20

22/21

22/22

Q – Why is the Sports Premium signed off by a former member of staff?

A – The impact statement was written by the former member of staff. It has been reviewed by a current member of staff and eventually will be signed by them.

The Chair asked if everyone is happy with the recovery premium and invited comments

Q – The Pupil Premium Strategy refers to all pupils particularly those in receipt of benefits. How can Governors be sure that it's going to those that should be getting it?

A – The DHT responded pupils names are mapped out as to what benefits they receive and what they're receiving from Pupil Premium to ensure that they are benefitting. It has to have an impact on these pupils. Would welcome any ideas from Governors on what else can be done to ensure this. Also need to monitor that the Pupil Premium children are making good progress.

The SBM explained that it is ringfenced as a cost so will be negative in the budget. The Recovery Premium is also ringfenced. However, if it is used in salary costs it becomes trickier to show, however it's only spent on salary that will benefit Pupil Premium pupils.

It was agreed that SE and BW will keep a close eye on this.

The information needs to feedback into the action plans.

The Recover Premium is different to Pupil Premium and has to be separate. The Impact Statement needs to be done at the end of the year.

22/23 Solar Farm

The Chair briefed the Governors on the latest news with regards to the potential solar farm that may be built next to the school.

Applied to rule 6 status which was denied. They suggested that the objectors join together. So now the school is in a rule 6 group with other groups.

Kronos is the company that want to build the solar farm.

Evidence was submitted in August of potential noise/sound problems. Kronos reacted to that and have commissioned a full noise report of 50-60 pages which misses the point as they've gone on decibel/volume not on frequencies.

A Barrister is representing the group which school are not having to fund.

The Chair will share details of any events where he would appreciate pupils/staff etc to attend to show support.

CC left the meeting at 11:48.

Discussed some items which need to be covered in November's FGB.

Skills matrix and Review of the Chair – which is anonymous.

22/24 Any other urgent business

Training to be arranged through Charlotte.

The meeting closed at 11:50am

Next meeting Tuesday 29th November at 10am.