

**Minutes of the Governing Body Meeting for Alfreton Park School held on  
Tuesday 6<sup>th</sup> June 2023 at Alfreton Park School**

**Present:** Mrs J O'Donnell – Headteacher (HT)  
Ms Charlotte Young – Acting Deputy Headteacher (ADHT)  
Mr W Jowett (WJ)  
Mrs F Franklin (FF)  
Mr R Sowter (RSo)  
Mrs C Higgins (CH)  
Mrs B Wells (BW)  
Mrs S Allen (SA)  
Mrs S Norton (SN) – on MS Teams  
Mrs C Charlesworth (CC)

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

Meeting opened at 10.08am.

**22/79 Apologies**

Apologies received from chair of governors Mr J Glasby.  
SN joined the meeting virtually.

**22/80 Declaration of interest**

There were no declarations of interest in any items on the agenda.

**22/81 Agree any other urgent business**

There were no other urgent business requests.

**22/82 Minutes of the Full Governors Meeting held on 25<sup>th</sup> April 2023 – to agree accuracy**

Governor Q – Has school had a reply from the town council regarding the pop-up café?

A – A DCC representative is coming to meet with the HT and Teacher Amy one day this week.

Governor Q – Is the sewage issue still being resolved?

A – Yes.

The minutes of the meeting were accepted as a true record of the meeting and signed by the chair.

The vice-chair congratulated and thanked school staff on a brilliant open day. Chair of Governors was very impressed.

HT - the photographer from DCC was so impressed and produced some beautiful photographs from the day.

#### **22/83 Matters arising from the minutes**

- HT to highlight updates on the next SDP and add a rating – **completed and will be shared with governors in July.**
- HT to follow up on animal risk assessment – **HT has checked and it is in the policy.**
- SBT to arrange a trial minibus evacuation – **not yet completed as figuring out how to facilitate it, but it will be done.**
- HT to send out targets – **completed.**

#### **22/84 Standing item - HT report & School Development Plan update**

The HT pointed out two areas of the previously circulated HT report which had minor inaccuracies and invited questions.

There were no questions on the report.

#### **22/68 Standing item - Safeguarding**

The HT confirmed that she had emailed FF, the Safeguarding Governor, all of the actions that have occurred since the last meeting.

The HT noted it had been a challenging term. FF was happy with all actions taken.

There were no questions on safeguarding.

#### **22/86 Standing item – Health & Safety**

The vice-chair asked if everyone present had read the report and all confirmed they had.

**Governor Q – There seems to be a lot of issues of biting in school, is this a problem?**

**A – The HT confirmed that they review behaviour plans, investigate what can be done differently each time, however biting often happens in the**

moment and is the nature of the school. ADHT commented that every single instance is logged.

The HT informed governors of a recent tutorial on Iris, which is the system for behaviour incidents. Can see clearly how to analyse instances and how they've been dealt with. Going forward the HT will include the summary on the HT report, so governors can track how many physical interventions have been used.

The SBM reported that there have been no emails to the H&S account. She will remind staff that it can be used during morning briefing.

**Governor Q – Regarding the instance of a driver not switching the engine off, what happened?**

**A –** The HT explained it was a lively child who was having a tricky morning, went to run away and dodged underneath mini-bus, the TA waved for the driver to turn the engine off but the driver said no. It was reported to DCC transport services, parents also notified. The pupil was supported coming into school for the week following.

The HT spoke of another driver that had been seen driving too fast, was on mobile phone. This was off site but transporting a pupil(s).

There were no further questions on health & safety.

## **22/87 Standing item – GDPR**

The SBM invited questions on her previously circulated GDPR report.

**Governor Q – has the GDPR support for schools' package now been purchased?**

**A –** Yes. It was thought that it should be renewed in September but it's actually at the start of the financial year.

**Governor Q – Is the council DPO ok with what school is doing in terms of GDPR?**

**A –** The SBM confirmed that they are very happy as school report every breach even the minor ones.

**Governor Q –** There was talk previously of looking into not using diaries anymore, has anything more been decided.

**A –** The HT and ADHT confirmed that they will use Dojo instead of diaries from September. Will try and get the 3 that don't use Dojo on board. This should reduce work, stress & mistakes.

There were no further questions on GDPR.

## 22/88 Standing item – Personnel report

The SBM explained the overall half term absence of 10.7% includes both sickness and LOA's

**Governor Q – Is the absenteeism improving?**

**A – The HT responded that it doesn't feel like it.**

A governor commented that there have been 2 bank holidays within the period.

A governor stated that these figures are still very high hence why it doesn't feel as though it's getting better.

**Governor Q – Can you explain the role of the 2<sup>nd</sup> business assistant.**

A – The SBM explained that they are recruiting the other half of Holly as she is returning from maternity leave on 2 days a week. The first Business Assistant is to take over the role of HR from Claire who is leaving. As the number of pupils has grown so has the overall administration in the office.

**Governor Q – Will this person also help Sharon?**

A – The SBM said that this is the plan, that they would help Sharon with non-confidential paperwork.

A discussion took place on how the family support area would work if pupils increased further and why having a support person in place hasn't previously worked out.

**Governor Q – What's the reason behind reducing a TA's hours and then recruiting a new TA?**

A - The SBM explained that the reduction is to enable the member of staff to access outdoor learning training. The appointment is for a lower grade so will actually cost less. The member of staff will bring the skills back to school and this is factored into the timetable from September.

**Governor Q – will school request some form of commitment from this staff member to ensure that they stay at school for the training to be of benefit?**

The HT informed governors that this member of staff has recently set up the Duke of Edinburgh Award scheme in school for which 5 pupils have been agreed so far.

All governors confirmed their approval of the personnel report.

## 22/89 Standing item – Finances

The SBM ran through the main points of the previously circulated finance report, explaining the reasons behind the differences to the last report noting the following

- An administrative error in the caretaker's section
- An overspend in support staff arrears
- The variance in teacher's salary costs
- An additional member of staff in support staff
- A saving in the TA cost code due to a delay in recruitment
- Budgeting for 125 pupils and actually having 123 (one is ELD so notable loss of income)

The senior leadership team explained that they don't make recruiting decisions lightly and put a lot of evaluating into whether to recruit, ensuring decisions are made for the right reasons. They are changing how school employ staff and there may be more reductions as and when grade 8's leave and can be replaced with grade 5's – however, it's important to be cautious and ensure that there are enough grade 8's still in school.

RS commented that they don't need to slam the breaks on recruitment, however it's concerning that the figures are a significant turnaround in just a short length of time and is surprised Andy Walker hasn't said anything about it.

The SBM confirmed that Andy Walker is aware of it and the HT explained that Alfreton Park is faring better than some other Derbyshire schools, which could be why Andy hasn't commented.

RS communicated that school needs to be careful and mindful of the fact that we're in a position now that unless something changes in the budget's favour, the chair won't be able to sign off on it next year

The SBM assured governors that the leadership team do not set the issue to the side and do look at finances on a weekly basis, she also reminded governors that she always gives the worst-case scenario and that there are still many unknowns.

**Governor Q – Has the utilities issue from the old school site been resolved?**

A – The SBM confirmed it had not but that it is in the budget.

**Governor Q – School didn't buy into the DCC services for supply?**

A – The SBM said it's difficult as she can't extrapolate the supply out of the salary. She explained that she will look at hours used in relief and see whether school is on target in this area.

There were no further questions on finances.

The SBM confirmed that A1 communications have completed the 21-22 accounts but they have not sent the paperwork back to her.

22-23 has been finalised and both will be signed and returned imminently.

The SBM confirmed that the email circulated to governors prior to the meeting showed that A1 communication were happy to approve.

**Governor Q – What is A1 communications relationship with the school?**

A – The SBM explained that school were not paying for the audit, A1 were doing it as a favour as it has to be done - this unfortunately means that school have to wait until they get round to doing it. A1 have done some fantastic fundraising for school and continue to be a huge benefit to school.

SBM requested governors to sign off on 21-22 and confirmed will carry over 22-23 to the July meeting.

All governors showed their approval.

## **22/91 Policies to be approved**

The following policies were circulated on GovernorHub prior to the meeting:

- Privacy notice – pupils & family
- Privacy notice – workforce
- Record retention policy
- Social media policy
- Bring your own device policy
- IT security & acceptable use policy
- Off-site working procedure
- CCTV policy All
- Privacy notice – school governors
- Special category data policy
- Digital continuity statement

The following questions were asked:

**Q – Do pupils have phones in school?**

A – No, only iPads.

**Q – The BYOD policy refers to changing rooms being free zones in terms of own devises - is that correct?**

A - Yes.

**Q – The CCTV policy has a yellow sheet at the back which is generic?**

A – Yes, the signs are out whether they need to be. The notices inform the public of CCTV.

**Q – The Digital Continuity Statement isn't signed and dated?**

A - It's not a statutory statement – it's over and above what is required.

**Q – Is Earwig & B Squared included?**

A – Earwig and B Squared are listed as suppliers on the privacy agreement.

**Q – In the IT security policy the table is incomplete on page 14?**

A – We will fill in the missing blanks.

**Q – Query the use of USBs in school**

A – School provides an encrypted USB device when necessary. This is not backed up by the server.

**Q – Some of the policies may not have Alfreton Park School in the Header.**

A – Clerk will correct this.

There were no further questions and governors were happy to approve of the policies.

#### **22/92 Safeguarding annual report**

The HT explained that the report is to make sure school is compliant and doing everything that should be done. It doesn't get sent off anywhere and is just for school's records. FF, the safeguarding governor has signed off on it.

#### **22/93 Official opening day**

The clerk passed on the Chair of Governors congratulations and thanks to school leaders and school staff, for such a brilliant official school opening, and for the hard work involved to make it such a great success.

#### **22/94 Any other urgent business**

**Governor Q – Has school been able to sort out any external moderation yet?**

A – The ADHT confirmed that she is still trying to find a school willing to participate. The leadership team have recently done a random moderation on a section of individual pupils and areas of curriculum.

The HT informed governors that she and the SBM have a meeting arranged with DCC about the 6<sup>th</sup> form block. More information to follow at the next FGB.

**The meeting closed at 10:52.**

**Next meeting at 10am on the 18<sup>th</sup> July.**