

**Minutes of the Governing Body Meeting for Alfreton Park School held on
Tuesday 17th October 2023 at Alfreton Park School**

Present: Mrs J O'Donnell – Headteacher (HT)
Mr J Glasby (Chair)
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)
Mrs C Charlesworth (CC)
Ms C Young (ADHT)

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

Meeting opened at 10.00am.

23/01 Apologies

The chair noted and accepted apologies from Clare Charlesworth who will be arriving late for the meeting.

23/02 Monitoring & filtering systems for ICT safeguarding for Governors

Richard Harris, ICT Systems Development Officer at Alfreton Park School ran through the monitoring & filtering system used in school showing governors what the reporting tools looked like.

The chair and governors asked a number of follow up questions, all of which were answered.

The chair requested that someone else within school be given access to the reporting, should Richard ever be off, and it was agreed that the HT would be set up to receive the reporting emails.

Richard left the meeting at 10:25am.

23/03 Declarations of interest

The clerk declared that she was mentioned on the personnel report and the chair confirmed that the clerk could leave the room if there wasn't a unanimous decision to approve the personnel report.

23/04 Agree any other urgent business

- Duke of Edinburgh's Award.

23/05 Formal complaint

The chair briefly explained that there had been a formal complaint that had gone through stage 1, 2 and 3 and was now at stage 4 and out of school's hands.

23/06 Minutes of the Full Governors Meeting held on Tuesday 18th July 2023 – to agree accuracy

The minutes of the meeting were accepted as a true record of the meeting and will be electronically signed by the chair on GovernorHub.

23/07 Matters arising from the minutes

- SBM to arrange trial minibus evacuation for 05/09/23 - **completed**
- 22-23 private school funds audit to be signed off – **completed & uploaded**
- Photographs of official school opening to be forward to governors - **completed**
- Clerk to upload GDPR audit to GovernorHub - **completed**
- Clerk to upload updated personal report to GovernorHub - **completed**
- Clerk to upload updated finance report to GovernorHub - **completed**
- Clerk to upload equality objectives to GovernorHub - **completed**
- RS/SBM to liaise on finance documents for Pop-Up Café – **completed this morning. The SBM reminded governors that it should treated as a separate entity, as it is a charity. RSo has greed to be on the trustee board. The SBM will report on it going forward, as it is bound to be of interest to the governors, but there will be separate meetings with the trustees as it is charitable money not public money.**

Q – Was the trial minibus evacuation useful?

A – It went very well. 2/3 groups went through different scenarios of what could happen and what should be done in each of the scenarios. Staff feel comfortable in knowing what to do should they need to evacuate the minibus in real life.

Q – Is there still an issue with the pump?

A – It was thought that the issue had been fixed, but a smell had been noticed recently so this is under investigation.

Q – Has the stakeholder views been gathered yet?

A – The questions will be formulated and will go out after October half term.

23/08 Standing item - HT report & School Development Plan update

The HT report & School Development Plan update were uploaded to GovernorHub prior to the meeting. The HT invited questions.

Q - What is PI analysis?

A - Physical intervention. There are currently log-in issues to the system, but a report will be uploaded when this is resolved.

A governor requested that a system is put in place for items are moved on if they've been achieved, to make way for new areas of development. It's currently showing a lot of green cells.

Q - What formal qualifications are school trying to achieve for the pupils?

A - Functional skills qualifications.

Q – When are these likely to take place?

A – Due to the extensive requirements of keeping exam papers, it's likely that this will won't be until Summer 2025. SLT are investigating options but these are looking to be quite costly. The HT confirmed that she will keep governors posted via the HT reports.

Q – Is SLT planning to repeat the staff wellbeing questionnaire?

A – A wellbeing group has been held recently. The group is looking at formulating specific questions and a questionnaire will be sent out after October half term, with the results at next meeting.

Q – A wellbeing newsletter has gone out on Dojo – do governors have access to this?

A – No as it's a communication tool between school and parents. The HT will ask the clerk to upload it to GovernorHub.

Q – Are staff skills audited in order to assign areas?

A – Initially responsibilities were shared between the teachers and allocated by who was thought to be best, but then people asked if they could swap areas. Moving forward there are people allocated for each area.

Q – How is the new tracking wording going when doing ILPs?

A – This isn't going to be evaluated until early December It's being extended as teachers were happy to see how it goes. There won't be any feedback until it's changed. New formatting, level descriptors, no news is good news. Everyone is on board. If it doesn't work something else will be tried.

Q - Is Phonics affected?

A - It will help us evaluate how effective it is. Katie Turner is leading on Cognition & Learning as that's her background. Inset training is arranged

for the 6th November. 4 classes use the system the way it should be, and looking into streamlining groups across classes. Progress is tracked and there are now very fluent readers having gone through the system. Very happy with the results.

Q – Is school on target with lesson observations & performance management and the budget?

A - Through threshold pay scales, the pay review is arranged for next Monday. CY has completed teachers' performance management. The HT clarified that it is the assumption is that they will progress.

The chair congratulated the HT for her efforts on the SDP and the HT said it was a team effort.

Q – Regarding the SEF - how do you come to the judgements made?

A – Through Ofsted report and progress made.

Q How do you track behaviour & attitudes?

A – We track physical interventions termly and look for patterns.

A governor requested that going forward, data to support how the judgements were made would be useful.

Q – What are the orange sections on the SEF?

A – These are areas being worked through.

Dark green = consolidated,

Green = is good

Yellow = being worked on.

23/09 Standing item - Safeguarding

The HT confirmed that a safeguarding update had been emailed to FF on the 4th October with nothing of note to report.

The Safeguarding governor had no issues to raise.

23/10 Standing item – Health & Safety

An updated health & safety report had been uploaded to GovernorHub prior to the meeting. No questions.

Q – How often do you plan fire evacuations?

A - Once a term, until we get to it being brilliant. School learns the most when it's genuinely set off.

The SBM informed governors that an evacuation drill cannot be conducted at the pool as it would be too detrimental to the pupils and the staff. Joe Harrison will talk through specific evacuations with each of the classes, this will start on Monday 6th November.

Governors discussed the service that the fire brigade do when they would visit school to talk to pupils about fire risk.

23/11 Standing item – GDPR

Q – whose laptop was stolen?

CY confirmed that it was her laptop that was stolen from her car. The SBM explained that this highlighted the need for laptops to be encrypted which has now been done.

CC joined the meeting at 10:55am.

23/12 Standing item – Personnel report

The personnel report had been uploaded to GovernorHub prior to the meeting. The SBM asked for approval for the requests on the report.

Governors gave unanimous approval for the Personnel report with no questions.

The SBM explained the decision behind measure absence using days rather than hours, and gave the following averages:

2021-2022 – each staff member had on average 15 sick days.

2022-2023 – each staff member had on average 13 sick days.

Sept 23 – just under one sick day per staff member. A total of 98.32 days lost.

The chair asked how this compared in other schools?

The HT confirmed that it's a common theme across Derbyshire schools. The SBM believes it to be a common theme across education as a whole, slightly higher at Alfreton Park due to back issues, working closely with pupils etc.

SLT and the governors discussed the sickness management policy and whether there could be options to adopt and follow a different policy. Governors also discussed the additional pressure on the members of staff that remain in work, and staff morale and wellbeing with staff shortages being a common theme in this area. The HT confirmed that school does seek legal advice, although this is costly.

23/13 Standing item – Finances – pending mid-year finance review with patch officer

The SBM confirmed a meeting with the patch officer scheduled for Monday morning, and handed out a financial update, running through the highlights on the report.

The SBM pointed out that when creating the report, she had factored in 2 new pupils for November and now there will only be 1 in November and another 1 or 2 in January.

Q – Has the patch officer had a copy of this report?

A – Yes.

Q – Have teachers' pay progression been budgeted for in this report?

A - Yes, it's got everyone on it going through who's expected to be going through.

23/14 Pupil Premium & Pupil Recovery

CY confirmed that she had kept the same format, but has transferred the data to the legal format, commenting that it isn't very specific, so not very useful, but has to be done.

SA requested that the colouring format be cleared so it's not all green and CY agreed to remove the all green cells.

SA requested that the ILP data be added to the bottom of the pupil premium evaluation so the data can be seen together.

The chair asked if staff were happy with it?

CC – there hasn't been much feedback on what they wanted to spend the money on. They received a few ideas. It will be overseen by the curriculum leads.

SA alerted CY to a particular section where the wording had not been changed to 2024.

22/15 Policies for approval

The HT apologised for the large number of policies that had been submitted on GovernorHub for governors to read, and assured them that they will be more spread out going forward.

The HT confirmed that all statutory policies are current. The SLT are due to have discussions about which non-statutory policies they would like to have scheduled and explained that it is rare that school has to write a policy from scratch. They are normally provided with templates from the local authority and if not the Key, however when the LA updates a policy it is not always filtered down to school level.

Q – why has the disciplinary procedure not been agreed with two trade unions?

A – It's a Derbyshire County Council policy which school have adopted; therefore, school will follow regardless.

WJ asked why he was the nominated governor in the bursary fund policy as he wasn't aware of it?

The SBM explained that he inherited this as the vice-chair of governors.

Governors gave unanimous approval for the following policies:

FOR APPROVAL:

- Charging & Remissions Policy
- School Complaints Procedure
- Children with health needs who cannot attend school
- Disciplinary Policy & Procedure
- Grievance Procedure
- SEND Policy
- SEND Information Report
- Behaviour Principles Statement 23/24
- Policy Guidance for Positive Behaviour Support (including physical interventions)
- RSHE Policy
- Child Protection & Safeguarding Policy
- 16-18 Bursary Policy

FOR INFORMATION

- Health & Safety Policy
- Child Protection & Safeguarding Policy
- Maths Policy
- Phonics Policy

A governor asked about the renewal cycle following November, as there didn't seem to be anything following this?

A – not all policies are annual, some are every 3 years for example. If it's in green it is reviewed and has plenty of time left, if it's red it's out of date and needs to be reviewed.

23/16 Admin tasks from the Clerk

The clerk asked governors to complete the following actions on GovernorHub, within the 'declarations & confirmations' section of their full profile:

- Update or confirm their declarations of business interest
- Confirm that they have read KCSIE 2023
- Confirm that they continue to abide by the governor's code of conduct

23/17 Review committee structure and named governor positions

Governors discussed the current structure of lead governors and the following were agreed:

Finance – RSo, WJ & Chair

Teaching & Learning - BW & SA
H&S – WJ
Teachers pay progression – Finance as above
HT perf management – Finance as above
Personnel – CH, RSo, FF & SN
Safeguarding lead – FF

23/18 Review governor code of conduct

Governors unanimously agreed that they are happy with the current code of conduct.

23/19 Annual Governing Board Impact statement and review of attendance

WJ confirmed that he will look at this.

The clerk confirmed that the attendance of governors for the previous year was good and that the school website had been updated with attendance information.

23/20 Website update

The HT has done a lot of work on getting the website up to date but is still finding pockets of outdated information. The work is ongoing in getting to a point where there is the right amount of information, with the aim being that it will require minimum maintenance.

The HT, clerk and Richard Harris will continue to make updates.

The chair commented that the website is the best it's ever been, and all agreed on the importance of the website.

23/21 EYFS

BW updated governors on a recent meeting with EYFS lead Marie McCuaig and the EYFS teacher. BW had uploaded the report of the visit to GovernorHub prior to the meeting.

BW said that the EYFS lead spoke of the 3-year long-term plan with much enthusiasm, and that it had been written based on research of other long-term plans. It was very grounded. A couple of minor suggestions were received and have been taken into account.

There is increased confidence, a reduced workload and very positive. Some resource implications but the EYFS teacher is confident that the budget will enable her to get the resources needed for the next academic year.

23/22 Any other urgent business

The HT explained that involvement in the Duke of Edinburgh's award scheme is still very much in development but any support from a governor would be really valuable, which would be a Friday afternoon. WJ confirmed that he could possibly be available.

There is no special category for special educational needs, however CY said it's a very recognised award.

There will be 9 or 10 pupils involved, mainly from Oak/secondary. There is a minimum requirement of 4 pupils.

A discussion around the staffing implications was had, with CY and CC agreeing to look at options, to ensure that it happens properly. CY & CC will update governors after investigating further.

FF asked, on behalf of the Derbyshire Carers Group, whether any of our 6th form pupils have gone onto Parkwood after leaving Alfreton Park? The HT confirmed that it has been a while since they have.

Governors and SLT discussed the lack of options for pupils moving on from Alfreton Park, with the HT informing governors of a careers advisory service that is run for pupils age 14 up that school wasn't even aware of. All were in agreement that the current opportunities are not good enough and need much improvement.

A governor asked if school had heard back from DCC about the future of the deer shed?

A – No, they have been told they will hear in due course.

The HT informed the governors of a pupil that has started a one-year internship at Gulliver's Kingdom, which incorporates her interests so will be great. The internship has good employment rates so hopefully it will lead to something long-term.

The meeting ended at 11:55am.

Next meeting 10:00am on Tuesday 5th December.