

**Minutes of the Governing Body Meeting for Alfreton Park School held on
Tuesday 19th March 2024 at Alfreton Park School**

Present: Mrs J O'Donnell – Headteacher (HT)
Mr J Glasby (Chair)
Mrs L Squire (LS)
Mrs F Franklin (FF)
Mrs B Wells (BW)
Mrs Marie McCuaig (MM)
Mrs Carla Higgins (CH)
Mrs Emma Durham – Deputy Headteacher (ED)

In attendance: Mrs J Osment – Clerk
Ms R Dallman – School Business Manager (SBM)

Meeting opened at 1.30pm

The Chair welcomed new staff governor LS.

23/57 Apologies

The chair noted and accepted apologies from Mr W Jowett, Mr R Sowter and Mrs S Norton. The meeting was quorate.

23/58 Declarations of interest

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

23/59 Agree any other urgent business

Approval of Charging and Remissions Policy.

23/60 Minutes of the Full Governors Meeting held on Tuesday 6th February 2024

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

23/61 Matters arising from the minutes

23/47 – Health & Safety inspection - date to be set (SBM)
To be carried over to next meeting.

23/48 – Forest school fence – still ongoing (SBM)

To be carried over to next meeting.

23/48 – Privacy Notice Workforce 3.13 – date to be corrected (SBM)
Completed.

23/49 – Staff sabbatical request – update (HT)
Completed (see 23/67).

23/50 - Finance - Supplies & Services - explanation for overspend (SBM)
Completed (see 23/68).

23/54 – Home-school agreement to be reviewed (HT)
To be carried over to next meeting.

23/62 Standing item - HT report & School Development Plan update

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

Governors commented that it was lovely to see photographs and updates of the various work experiences.

GQ – Have Sonia Jordon’s (DCC) visits been useful?

Yes, she has given constructive and practical feedback. We have implemented a few changes such as making the reading areas more inviting. Our format of recording and reporting doesn’t match the guidelines but she confirmed that our format is fine and doesn’t need to be changed.

GQ – Is the larger SLT office working better?

Yes, it is cooler, lighter and has better ventilation. Pupils in wheelchairs and standers are now able to access the office which they weren’t before. There have been some negative comments made, mainly criticism about the money spent. HT sent an email to all staff explaining the reasons and details of other projects to improve staff and pupil wellbeing, and has received positive feedback from this.

23/63 ILP Data

The ILP data was uploaded to GovernorHub prior to the meeting.

This is a new system we are trialling, it will take a while before we can see how well it is working.

A governor commented that the results for one class were not as good as expected, but the reasons for this are explained clearly in the report.

GQ – Are teachers happy with the new system?

Yes, it makes progress and successes easier to monitor.

GQ – How often will the reports be?

There are three cycles a year and the reporting will be a term after the data.

Summer data will be reported at the Autumn 2 meeting.

Autumn data will be reported at the Spring 2 meeting

Spring data will be reported at the Summer 2 meeting.

23/64 Standing item - Safeguarding

The HT confirmed that all incidents have been reported to the Safeguarding governor with nothing of note to report.

The Safeguarding audit was completed today and actions will be generated.

GQ – Has there been any progress with the radicalisation concern?

The school followed policy and spoke with parents, who have put in place filtering and monitoring for internet use. It has been recorded on MyConcern, and a referral to Prevent was made, who confirmed that actions were adequate and further referrals are not required.

23/65 Standing item – Health & Safety

An updated Health & Safety Report was uploaded to GovernorHub prior to the meeting.

The fire panel was damaged due to an electrical surge. There is surge protection in school, but there is not a separate one on the fire panel. Regulations to ensure fire panels have separate surge protectors came into force a few months after the build. We believe the fire panel should have had a surge protector fitted and we shouldn't be liable for a new panel after less than two years. Discussions with Henry Brothers and their electrical installers are ongoing.

GQ – Is the fire panel likely to fail?

It is a possibility, and if it does we would have to close the school until it was fixed.

GQ – Are DCC supporting us with this matter?

Yes. The final payment to Henry Brothers won't be made until all issues are resolved.

GQ – Page 5, pool intercom systems should be 'using' not 'suing'.

Yes, this will be corrected.

The required Health & Safety inspection will be arranged.

23/66 Standing item – GDPR

GQ – Pupils appearing in publication - is this Derbyshire Live or Derbyshire Life?

It is Derbyshire Live only.

GQ – Has this issue been resolved?

No, it is still ongoing. The photographs are still on the Derbyshire Live website, and they won't take them down. We have received retrospective consent given from the parents concerned. It was made very clear to the architects, but they didn't show us the photographs for approval prior to publishing.

This has been a learning curve for us. We now have a new form that will need to be completed confirming the purpose of any photographs, where they will be shared, and the retention period.

It was made very clear to the architects that certain pupils could not be included in photographs, but they didn't check with us which photographs could be published.

23/67 Standing item – Personnel report

The personnel report was uploaded to GovernorHub prior to the meeting. The SBM asked for approval for the requests on the report. Governors gave unanimous approval for the requests on the Personnel report.

February has been a challenging month, with absences averaging 1.5 days per member of staff.

GQ – Governors would like staff to know that they are aware of financial restrictions and staffing issues, but are unsure how to provide support or improve this situation.

There is a link between the national economy and staff absences. Morale is low and there is little time or funding for creativity. Recruitment is challenging, with few people applying for jobs and it is hard to retain valued staff. On a positive note we are not currently faced with making redundancy decisions.

23/68 Standing item – Finance

The Finance Report was uploaded to GovernorHub prior to the meeting. The report explains the overspend raised at the last meeting.

Early Help support will be withdrawn by the LA to save money. We believe this will lead to increased safeguarding concerns overall in the future.

It could also increase the Family Liaison Officer's workload which we will need to monitor. We have looked at various models for supporting the Family Liaison Officer within the current workforce, but these are only short-term fixes and will impact other areas of school.

The NHS are considering pooling school nurses. We rely heavily on our school nurse and have previously been unable to find cover using the pooling system. We have explored paying a school nurse directly and not through the NHS, but it is not ideal – especially if there are advantages for the nurse themselves to be employed by the NHS.

23/69 Data Impact Statement for IntraHealth

Governors gave unanimous approval for the DPIS.

23/70 Schools Financial Value Standard (SFVS)

Governors gave unanimous approval for the SFVS. This will be signed by the Chair and submitted to the LA.

23/71 Any other urgent business

- **Charging and Remissions Policy**

Governors gave unanimous approval for the Charging and Remissions Policy.

- **MOVE**

We have been assessed and awarded the MOVE Centre of Excellence. They said we are one of the best examples of integrating MOVE into a school that they have seen.

- **Food awards**

We have been awarded the Gold award for Food for Life.

Nominations for the Jamie Oliver's The Good School Food Awards are open. We will be nominating two members of staff.

- **English as a second language**

GQ – How are our pupils with English as a second language getting on?

We have six pupils and have highlighted a few areas to improve on. We have a member of staff who speaks Polish who has been supporting a family with parents evening and translating story books.

GQ – Do we get any financial assistance for these pupils?

No.

GQ – Could we request funding in their EHCPs for one translated meeting a year?

Yes, we will try.

- **Parents Evening**

GQ – How are parents evenings going?

All parents attended the last parent's evening and reviews.

GQ - Can governors be invited to parents evening, and tie this in with the parent questionnaire?

Yes, this will be arranged for the next parent's evening.

The meeting ended at 2.33pm

Next meeting 1.30pm on 14th May 2024.