

Minutes of the Governing Body Meeting for Alfreton Park School held on Tuesday 14th May 2024 at Alfreton Park School

Present: Mrs J O'Donnell – Headteacher (HT)
Mr J Glasby (Chair)
Mr W Jowett (WJ)
Mr R Sowter (RS) (joined via Teams)
Mrs F Franklin (FF)
Mrs Carla Higgins (CH)
Mrs Marie McCuaig (MM)
Mrs Emma Durham – Deputy Headteacher (ED)

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

Meeting opened at 1.40pm

23/72 Apologies

The chair noted and accepted apologies from Mrs L Squires, Mrs B Wells, Mrs S Norton. The meeting was quorate.

23/73 Declarations of interest

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

23/74 Agree any other urgent business

There was no urgent business to add to the agenda.

23/75 Minutes of the Full Governors Meeting held on Tuesday 19th March 2024

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

23/76 Matters arising from the minutes

23/47 – Health & Safety inspection - date to be set.
This date is still to be arranged (SBM).

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

This is an ongoing issue. A few pupils are climbing over the fence to gain access to Forest School. Whilst staff are vigilant, there may be tools or a fire within Forest School. There is a programme of property work scheduled for half-term which should help. However it is thought that if pupils can climb a lower fence they can climb a higher fence, which could create a higher risk.

GQ – Are all pupils still able to use Forest School?

Yes, it is not affecting pupils use of Forest School.

All agreed to take this item off the agenda and add it to the routine Health & Safety checks (SBM).

23/54 – Home-school agreement to be reviewed (HT)

A draft has been produced which includes the school values, what is expected of school what is expected of pupils and parents. From September 2024 all parents will be given a copy and asked to sign it. Even if they do not sign it will be recorded that they have received it.

GQ – Are we including that we are a secular school?

Yes, we do want to state we are a secular school, open to all faiths.

This will be added to the home-school agreement (HT)

23/77 Standing item - HT report & School Development Plan update

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

There is one amendment – there are no pupils on child protection plans.

GQ - Why do Pupil Premium pupils have better attendance than non Pupil Premium pupils?

This has always been the case and is the same for looked after pupils. We are not sure why but will look into it.

GQ - Is there a connection between location of pupil and attendance? Yes, pupils who live nearby do not meet the criteria for transport assistance and can struggle to get here.

GQ - What is the proximity criteria for assistance?

It's about 1 mile, on the outskirts of Alfreton.

We have appealed on behalf of one pupil but it wasn't successful. We have even used school transport and staff to pick a pupil up when lack of transport has been a barrier to attendance.

Derbyshire County Council (DCC) are cutting back on transport services. There is a possibility that in future the school is provided with a fleet of minibuses to provide transport ourselves.

GQ – What are lap straps?

Belts that go across the lap on wheelchairs and class chairs.

GQ - Have we heard any more about the Deer Shed?

No. We were told that extra places were urgently needed and worked hard to find solutions but we have not heard anything more.

23/78 Standing item - Safeguarding

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

Two investigations are ongoing in school at the moment.

GQ - Is there any update on the referral to Prevent?

This was all completed and Prevent were satisfied with the school's actions. The parents have been directed to a suitable course for training and the pupil's online activities are always supervised.

GQ – Is the filtering and monitoring system working well?

It works very well, too well at times, but sites can be unblocked on an individual basis if needed. A lot of searches and sites have been blocked which shows how necessary it is.

GQ – What is our position on pupils using mobile phones?

No mobile phones are to be used by pupils during the school day. One pupil leaves their phone switched off and in their bag and one pupil's phone is handed into the office for the school day.

GQ – Do we have a policy that includes pupils use of phones?

It will be added to the Home-school agreement (HT).

23/79 Standing item – Health & Safety

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

GQ – We are now not automatically evacuating on a fire alarm, just preparing to evacuate. How long does it take to verify whether it is a false alarm?

Literally seconds. The Fire Warden checks the panel to see where the alarm was triggered and verification of whether it has been set off by a pupil is requested /communicated by radio. The new radios should be arriving soon which should make communication easier.

Classes are still able to evacuate to their outside area or the MUGA if that is their preference.

SLT now have a key to reset fire panel.

GQ – Is there an update on the fire panel?

Henry Brothers have confirmed the panel will be replaced under warranty. SBM is relentlessly chasing them to action this.

GQ – Is the fire panel currently legal?

Yes, it does work, it is just always in fault. The sensors are working and the alarm will go off if there is a fire. The system and the sprinklers can be and have been tested to ensure they are working. There is no link between the pool and the school so this is being overcome with operational means.

GQ – Are DCC helping with getting this resolved?

They are being copied in on correspondence, but haven't been involved.

Infection Control has been removed from this meeting's Health & Safety report. The requirement is to report this once a year – it will be reported once a term instead of every meeting.

23/80 Standing item – GDPR

An updated GDPR Report was uploaded to GovernorHub prior to the meeting.

Governors gave unanimous approval for the DIPA Police Cyber Alarm.

We have changed our risk protection insurance provider. As part of the cover all staff, including governors, need to complete cyber security training. All governors have been sent a link to the training.

Please complete the training and send the certificate to SBM (All).

GQ – What other training are governors required to do and how often should it be updated?

Clerk to send a list of statutory training.

The reporting of every minor data breach builds a history of evidence of how seriously we take data protection.

23/81 Standing item – Personnel report

The personnel report was uploaded to GovernorHub prior to the meeting.

The SBM asked for approval to recruit a Level 9 Team Leader and an Unqualified Teacher. Governors gave unanimous approval for these requests.

The Governors confirmed receipt of the sickness and absence information.

23/82 Standing item – Finance

The Finance Report was uploaded to GovernorHub prior to the meeting.

Budget – Annex I and V

Governors gave unanimous approval for Annex I and V which will be signed by the Chair and submitted to DCC.

GQ – Thank you to SBM and SLT for the turnaround in the school budget – it is much better than what was anticipated. The school has provided everything required for the pupils within budget which is excellent.

This has only been possible because we utilise alternative sources of income. We are confident we can also have a better result next year than predicted.

We have secured a donation from the Variety Club towards a minibus, so now only half of the cost will need to come from the Devolved Formula Capital, not the full cost as budgeted.

We have been notified by DCC of incorrect utility bills in 2023, resulting in an unexpected bill for £35K. We are negotiating a payment plan and this will be included in the next Finance report.

23/83 Wellbeing

CH has completed training as a wellbeing governor, this included an anti-bullying course, and covers wellbeing for staff, governors and pupils. CH will be meeting with wellbeing leads within the school three times a year, starting in June and will report back to the next FGB meeting.

GQ – The school website regarding pupil wellbeing is incorrect. MM is in the process of updating the website.

23/84 Governor business

We have found a potential Co-opted Governor for the Teaching and Learning role. The potential governor cannot make meetings on Tuesday so it is suggested that FGB meetings are moved to Thursdays 1.30pm from October. All governors agreed on the change of day.

23/85 Standing Item – Policies for approval

Governors gave unanimous approval for the following policies:

Critical Incident & Business Continuity – insurer details updated

AI Policy

Bring Your Own Device Policy

CCTV Policy

Digital Continuity Statement

Data Protection Framework

Data Protection Policy
IT Security & AU Policy
Offsite Working Policy
Privacy Notice Governors
Privacy Notice Pupil
Privacy Notice Workforce
Record Retention Policy
Social Media Policy
Special Category Data Policy
Financial Regulations, Procedures and Roles and Responsibilities
Document

These policies all require only school level approval, but have been noted as updated by governors.

23/86 Any other urgent business

No other urgent business for this meeting.

The meeting ended at 2.34pm

Next meeting 10am on 16 July 2024