

## **Minutes of the Governing Body Meeting for Alfreton Park School held on Tuesday 16<sup>th</sup> July 2024 at Alfreton Park School**

**Present:** Mrs J O'Donnell – Headteacher (HT)  
Mr J Glasby (Chair)  
Mr W Jowett (WJ)  
Mr R Sowter (RS)  
Mrs F Franklin (FF)  
Mrs C Higgins (CH)  
Mrs B Wells (BW)  
Mrs E Durham – Deputy Headteacher (ED)  
Mrs S Norton (SN)  
Mrs L Squires (LS)  
Mrs C Davies (CD)

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

*Meeting opened at 10.04am*

*The Chair introduced Caroline Davies who has applied to be a governor. Governors unanimously voted to appoint Caroline as a co-opted governor. This will be officially recorded in item 23/106.*

### **23/87 Apologies**

The chair noted and accepted apologies from Mrs M McCuaig. The meeting was quorate.

### **23/88 Declarations of interest**

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

### **23/89 Agree any other urgent business**

The following urgent business items for this meeting were agreed:

- Appointment of a co-opted governor
- Supported internship update
- DCC funding approval

### **23/90 Minutes of the Full Governors Meeting held on Tuesday 14<sup>th</sup> May 2024**

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

### **23/91 Matters arising from the minutes**

**23/47 – Health & Safety inspection - date to be set (SBM)**

This has been completed (item 23/94)

*Mrs F Franklin arrived 10.06am*

**23/54 – Home-school agreement to be approved, including mobile phone policy to be added (HT)**

This is still a work in progress. It doesn't require governor approval, but a copy will be given to governors.

**23/80 - Cyber security training - please complete the training and send the certificate to SBM (All)**

There are a few outstanding certificate. If you are having problems with generating the certificate, please advise ED.

**23/92 Standing item - HT report & School Development Plan update**

The HT report was uploaded to GovernorHub prior to the meeting. The School Development Plan has not yet been uploaded to GovernorHub – it should be completed before September.

**GQ – Will the Impact Narrative training be used to evidence the impact of pupil premium funding?**

Yes it will, it was very useful training.

Governors all agreed the Deer Shack is looking great.

**GQ – The Deer Shack is making over £100 most days, but what is the profitability?**

Profitability is about 60-80%. Profits are going into the charity fund.

We are extremely busy with tribunals for admissions. A large number are bypassing the consultation process and going straight to a tribunal. Faced with a large number of tribunals requiring lengthy responses, the HT asked the DCC SEND team to itemise the information required. This resulted in 7 cases being immediately removed – if these hadn't been removed it would have meant days wasted completing the responses. We can meet the needs of many of the tribunals, but we just don't have the space.

**GQ – How many leavers are there this year?**

There are 6 leavers this year, there will be 14-15 next year.

**GQ – How is the re-profiling going?**

Pupil funding is based on base place funding, plus a top-up based on a pupil's diagnosis. We are provided with a suggested profile when the pupil starts, but needs can change and new needs discovered. Historically it has been hard to change top-up funding, but we have been advised that all requests should now be granted. We have submitted about 40 requests to re-profile pupils to gain extra funding. We have not heard back yet.

Everyone is very excited about Mr Tumble visiting school. The BBC casting crew were very impressed with the school and garden environment and requested to film an episode in school.

### **23/93 Standing item - Safeguarding**

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

**GQ – How is the Family Support Worker managing with their workload, and how will they be affected by an increase in pupil numbers?**

They are very busy, but the current pupil numbers do not warrant another support worker. The proposal for increased pupil numbers does include additional resources for Family Support.

### **23/94 Standing item – Health & Safety**

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

The Health & Safety inspection has been completed and uploaded to GovernorHub.

**GQ – How can we address the increased amount of equipment being stored outside classes and general outside untidiness?**

We have a tidy up every half-term. The main area of untidiness is next to the MUGA with bikes. We have purchased equipment to maintain the grounds ourselves.

**GQ - Is all site maintenance in-house?**

Yes. We have purchased equipment to maintain the grounds ourselves and have a very proactive Site Manager. More resource for grounds maintenance was included in the proposal for increased pupil numbers as the site grows.

The Steps to Work programme at Strawberry Fields seeks to help young adults with learning difficulties to get into paid employment. There is an

opportunity for us to provide similar - training, experience and formal qualifications for pupils in grounds maintenance.

Our new insurer is supporting the school to deliver a safe environment, providing training sessions, such as car park safety and risk assessments.

**GQ – The Risk Assessment mentions speeding vehicles.**

Yes - there are lots of issues with the car park, including speeding – cars are not parking safely and people using phones while driving. The home-school agreement will include adhering to our parking rules. The new Visitor Vehicle Access Agreement will be shared soon. It will include issuing permits to restrict the number of vehicles onsite and parking bollards.

**GQ - Do we have any signs in the car park advising that we are not liable for any damage etc?**

No, legally we would be responsible, but we do need to proactively manage the risk.

#### **23/95 Standing item – GDPR**

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

All incidents have been reported and investigated.

#### **23/96 Standing item – Personnel report**

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

The financial projections that have been uploaded include a potential pay award for support staff (about £50k). We haven't received any government funding for this before, but it is not known what the plan for this is under the new government. Of the projected overspend the majority is the proposed support staff pay award, not new recruits.

It has been a difficult time for recruitment, we have not received the required standard of teaching applicants. We have therefore been creative and looked at strengths and skills available internally.

Congratulations to LS who has been appointed Assistant Headteacher. Our new structure includes a Headteacher and a Deputy Headteacher, and three Assistant Headteachers with 50% teaching time.

**GQ – It is noticeable that there have been a lot of adjustments to reduce working hours.**

Yes, however this does give us more flexibility, for example to cover Midday shifts, which we struggle to recruit for and can't be covered by full-time staff. It also means we have more staff available to cover relief hours. It can help to retain staff who would otherwise have left and helps with staff wellbeing. Each case is looked at individually, and some requests have been denied. It was noted that this is an operational issue unless it starts to be detrimental to pupils.

**GQ – The sickness levels are different on the personnel and finance reports.**

The figure on the finance report is incorrect - it should be the same as personnel report.

Staff absence - see confidential minutes.

Due to timing constraints, the Chair approved the requests on the personnel report outside of the meeting.

Governors gave unanimous approval for the requests in the personnel report.

## **23/97 Standing item – Finance**

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

SBM sent an updated financial forecast by email on 26 June 2024. Governors gave unanimous approval for the updated forecast.

**GQ – It states that the the predicted in year deficit for the school is £109K - should this be £144K?**

Yes, it should be £144K.

**GQ – Previous year's utilities charges have been included in this year's finances - has approval been granted for this?**

Yes, approval has been granted. £18k has been included this year and £18k will be included next year.

## **23/98 Wellbeing**

The Wellbeing governor and Headteacher met to discuss Wellbeing and a governor visit report will be prepared.

**GQ – How do we measure wellbeing?**  
With questionnaires and feedback.

**GQ - Do we have a system to raise issues?**

Yes, a new system call Confide – it is the same company as MyConcern which we already use. It allows low level concerns to be logged, and any meetings, issues, or disciplinary action can be recorded confidentially, such as if a staff member has used a phone in class.

**GQ - Who will have access to see reported issues?**

The Headteacher and Deputy Headteacher will have full access and can allocate cases to case managers. The Assistant Headteachers and Family Support Worker can be case managers.

It is another method for staff to flag wellbeing issues.

**GQ – Can issues be reported anonymously?**

No, it can't be anonymous. This also helps prevent false allegations.

**23/99 Benchmarking**

The Financial Benchmarking Report 2022-2023 was uploaded to GovernorHub prior to the meeting.

**GQ – Some schools seem to have huge revenue reserves.**

Schools can accumulate money but they do need to have a plan for spending it for the benefit of the pupils.

We seem to be mid-table for most of the criteria. We are high-risk for support staff, but overall highlighted as low risk.

It is anticipated that the impact of teaching costs will be felt across all schools next year, resulting in in-year deficits.

We have made staffing changes based on this benchmarking exercise in previous years (such as introducing grade 5 support staff). On the whole it has been a positive exercise.

**23/100 Budget and recruitment changes for approval**

Governors gave unanimous approval for the budget and recruitment changes.

**23/101 Pupil Premium Strategy Statement 2023-2024**

The updated strategy statement was uploaded to GovernorHub prior to the meeting.

Over 50% of pupils receive pupil premium funding. Only trips that are part of the set curriculum can be funded with pupil premium funding. We track

trips and residentials to ensure that pupil premium pupils don't miss out due to cost.

GQ – Is this made clear in the strategy statement?

No, we will make it clear (ED).

GQ – Statement of Intent – the sentence ending in EHCP needs completing.

This will be completed (ED).

GQ – The forms seems very vague and doesn't make the impact clear.

The form isn't great. Ofsted commented that we need to evidence how a strategy has had an impact.

The PE and sport premium grant spending digital form has not yet been received.

Governors gave unanimous approval for the Pupil Premium Strategy Statement 2023-2024 once updated.

### **23/102 Standing Item – Policies for approval**

Governors gave unanimous approval for the following policy:

- Administrations of Medicines Policy

GQ – Do staff administering drugs check if any there are any allergies?

Yes, this is checked.

### **23/103 ILP data**

The Pupil Progress Data Analysis Spring 2024 was uploaded to GovernorHub prior to the meeting.

There is a very good understanding of the data – such as why the figures are better or worse than expected, and there are strategies in place for all of the anomalies identified. For example, the class with the lowest expected or exceeded percentage – the teaching in this class is outstanding, but the teacher is not confident with assessing targets. This will be monitored and support has been put in place.

Interventions have worked well for previous anomalies - we need to remember to celebrate our successes.

Classes will be changing in September, however internal staff recruitment should ease the adjustment as they are already familiar with our systems.

#### **23/104 FGB meeting dates for 2024-2025**

The following meeting dates were agreed for 2024-2025, to be held on Thursdays at 1.30pm.

Autumn 1 - 24 October  
Autumn 2 - 12 December  
Spring 1 - 6 February  
Spring 2 - 20 March  
Summer 1 - 15 May  
Summer 2 - 17 July

#### **23/105 Budget meeting dates for Autumn Term**

Possible budget meeting dates with our Patch Officer were discussed. 11am on 24 October before the FGB meeting was suggested.

#### **23/106 Any other urgent business**

- (i) Governors unanimously voted to appoint Caroline Davies as a co-opted governor.  
  
CD will be our teaching and learning lead. BW will be staying on as a governor in a reduced capacity to assist.
- (ii) If anyone knows of someone who could audit our private school accounts for free please let SBM know. We will also put a request on our Facebook page. The accounts are online so it can be done remotely and should take about an hour.
- (iii) LS has been appointed Assistant Headteacher. Staff will be asked if they are happy for LS to continue as staff governor, or if a new vote is required.
- (iv) DCC have approved funding for the Deer Shed proposal and an EYFS classroom. Governors stipulated that we need to ensure that the project proceeds at our chosen pace. This time we will be managing the project. It would be logical to build the Deer Shed first as this would free up a classroom for EYFS. Griffith Food has committed £45K for equipment for the Deer Shed. Staff and workloads need to be accurately calculated.

#### **GQ – who will own the Deer Shed building?**

Currently DCC (unless we become a MAT). Finer details need to be agreed. We are aiming to maximise income and the amount



of people who can use it (including the community). Our overall ambition is for our leavers to be able to work there.

**GQ – can governors be kept involved at all stages?**

Yes, we will have more control than the last building project. Charity trustees will also be involved. We could produce a termly newsletter with updates.

There is a 5-day cooling off period with council decisions. We hope to officially hear from DCC about the funding soon.

- (v) Amy Naylor, Post-14 Careers and Accreditation Lead, joined the meeting to update governors on a former pupil. The pupil has completed a supported internship at Gullivers Kingdom, has been successful in interview and is now in paid employment. This is a huge achievement and we are extremely proud - we need to ensure we celebrate this. The pupil is very happy and their confidence has soared. They will have a job coach to support them to start with.

We should have a couple of pupils to recommend for a September 2025 supported internship.

Thank you to everyone for their help to negotiate our school through a challenging year. The difficulties we have encountered with staffing and recruitment will only increase as we continue to grow.

*The meeting ended at 11.41am*

**Next meeting 1.30pm on 24 October 2024.**