

Minutes of the Governing Body Meeting for Alfreton Park School held on Thursday 24th October 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 E Durham – Deputy Headteacher (ED)
Mrs L Squires (LS) (arrived 1.45pm)
Mrs C Davies (CD)
Mrs M McCuaig (arrived 2.45pm)

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

Meeting opened at 1.30pm

24/01 Apologies

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

24/02 Declarations of interest

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

24/03 Agree any other urgent business

The following urgent business items for this meeting were agreed:

- Teacher Pay Progression Committee 22.10.2024 - approval required.

24/04 Minutes of the Full Governors Meeting held on Tuesday 16th May 2024

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

24/05 Matters arising from the minutes

23/101 – Pupil Premium Strategy Statement 2023-2024 – updated Impacts
- to be updated (ED)

This has been completed and will be uploaded to the school website.

GQ – Where are we at with the Home School Agreement?
This will be circulated shortly (HT).

GQ – Have we had a response to the reprofiling requests?

No, we are still waiting.

GQ – Do we need permission to put traffic signs (such as 'Slow') in the park? We have made enquiries but have had no responses. We are unsure whether the Highways department or Amber Valley Borough Council would give permission. **The governors agreed we should proceed with signage regardless due to safety reasons (RD).**

GQ – How did Mr Tumble's visit and recording go? It was really enjoyable. We will let everyone know when it airs.

24/06 Standing item - HT report, School Development Plan and School Self-Evaluation

HT report & School Development Plan and School Self-Evaluation were uploaded to GovernorHub prior to the meeting.

HT report

The Sixth Form and Deer Shed

The proposal was accepted in July, and DCC have now confirmed we can fully self-manage the project. The procurement document is being checked and we have enquired about requiring pre-planning advice (this should be no cost advice). We may need to include a tree report, but one was completed recently. We are aiming to invite tenders for the building work by the end of this term.

GQ – Will the building need hoists? Yes, in the changing areas and classrooms.

Quality of Education

Thanks to LS's efforts to complete the requirements we have now been approved as a Pearson examination centre and will be able to offer pupils qualifications including Functional Skills in English and Maths.

LS arrived at 1.45pm

The first qualifications will start in March, but it is a rolling process so pupils can start when they are ready. It is aimed at Years 11 to 14, and we will be offering Entry Level 1,2 and 3. CD offered to assess and provide support.

Wider opportunities

We are taking a group of pupils to the the proms at the Royal Albert Hall, and a group of pupils will be visiting the Houses of Parliament.

School Development Plan and School Self-Evaluation

HT talked through these documents. Green signifies we are doing well and amber indicates areas of development. The documents are still being worked on to ensure they are reflective of our school and where we are at. It is intended to make our objectives and strategies more accessible, and they will be shared with staff shortly.

GQ – Do they need OFSTED approval? No, but OFSTED will read them, and when they visit will confirm the content is correct. Sonia Jordon, our DCC school advisor, has reviewed these already.

GQ – Can we expand the strategic key outcomes to include ‘with development of formal qualifications as an exam centre’? **Yes, this will be updated (HT).**

GQ – What does ‘To share the way we develop pupils’ character with others settings’ mean? This relates to sharing our practice and learning with others.

Self evaluation calendar - Governor visits will replace the longer ‘learning walks’ in future.

Named governors are as follows:

- Maths – Caroline Davies
- Safeguarding – Francine Franklin

A governor noted that our ultimate aim is to improve outcomes for all pupils and improve the transition into adulthood. The Sixth Form and Deer Shed plans will contribute to this. However it still remains that there is too little support for our pupils once they leave school. There has been improved opportunities for the more able (such as supported internships), however it is lacking for the most vulnerable.

24/07 Standing item – Safeguarding

The HT and Safeguarding governor are meeting after this FGB meeting and governors will be updated if necessary.

There is one child on a child protection plan.

24/08 Standing item – Health & Safety

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

The updated Health & Safety policy is listed in the policies for approval below.

GQ – How was the Health & Safety audit? It was very thorough and more detailed than previous audits. It has highlighted some areas for improvement, some of which have already been addressed and resolved. We are awaiting the written report, which will be brought to the next governors meeting. It is expected we will be an amber rating. It recommends the Health & Safety governor, the HT and SBM all undertake IOSH training – this will be planned into the training budget.

GQ – It was noticed that the school lights were on at 12.30am. We will check this - the lighting should be off by 9pm (SBM)

24/09 Standing item – GDPR

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

All incidents have been reported and investigated.

GQ – Have all governors completed and confirmed their cyber security training? We will confirm (SBM).

All staff will need to complete cyber security training, plus GDPR training every two years. Due to the amount of other training required as a special school, there isn't time to complete this on the INSET days.

A reminder to be vigilante to accounts being hacked and phishing emails – several have been received recently. For safeguarding, any emails containing someone's name should be saved appropriately and deleted. This would also make Subject Access Requests a lot quicker and simpler. SLT and office staff now have 2 Factor Authentication which requires two forms of identification to log into our system.

Also a reminder to avoid discussing anything confidential on WhatsApp. Chats should be set up to have disappearing messages. No policy states that WhatsApp is an appropriate form of communication.

24/10 Standing item – Personnel report

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

GQ – Is the approval of part-time staffing requests working? Yes, it is usually requested to help reduce absence, plus we are not paying them for the hours they are not here, cover can be planned in advance, and it can benefit staff welfare. We have struggled to recruit midday supervisors (required for only 1.5 hours a day and the school is not on a bus route), but having part-time staff means there are more options for covering lunch.

GQ – What does the formal/informal refer to? It is absence monitoring meetings. We have three members of staff at the formal review stage (highlighted pink). This is near the end of the absence procedure with the next stage being a capability hearing.

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

24/11 Standing item – Finance

A budget meeting with DCC was held this morning. All the staffing requests in the Personnel report were included in the budget.

The figures are slightly better than expected and all agreed we are in a good position. The recent pay awards were included in the previous budget, but it has now been confirmed they will be government-funded.

A governor would like it noting that the support staff pay award is less than the teacher pay award. The majority of our staff are support staff. Every member of staff is deserving of a pay rise and the same percentage increase.

24/12 Wellbeing

The Wellbeing governor and Headteacher met to discuss wellbeing in July and a governor visit report has been completed. This will be uploaded to GovernorHub after the meeting.

GQ – Are staff using the new Confide (staff safeguarding) system? The system doesn't allow staff to upload to it – issues are being brought directly to SLT and they are uploading it. It is hoped this should be fixed soon.

GQ – Bullying among teachers has been on the news recently – how is this dealt with here? The staff harassment policy will be followed and the allegation will be investigated. Teachers are asked in their performance review how they feel about SLT and colleagues. Support staff are also asked how they find relationships with peers.

GQ - Class Dojo - how are teachers finding the level of communication? It can sometimes be onerous. Teachers are advised to ignore messages that are unreasonable or are sent at unreasonable times. SLT are always happy to step in and respond the next day. Teachers are encouraged to set Quiet Hours on Class Dojo, which switches notifications off at certain times.

24/13 Deer Shed and EYFS classroom update

The costs have changed significantly since it was budgeted a year ago. The priority is the Sixth Form and Deer Shed, as this will free up a classroom in the main school. It might be that the extra EYFS classroom isn't possible.

The original plan of starting building by January is not possible due to the delay in hearing back from DCC.

24/14 EYFS Governor

The named Governor for EYFS is still to be determined.

24/15 Governors Annual Impact Statement 2023-2024

The Impact Statement was read and approved.

24/16 Standing Item – Policies for approval

The following policies were reviewed:

Positive Behaviour Support Policy

Behaviour principles written statement Bursary (16-19)

Children with health needs who cannot attend school

Disciplinary Policy and Procedure for School Staff

Early Career Teachers (ECT) Induction Policy

Early Years Foundation Stage (EYFS) policies

First Aid Policy

Grievance procedures

Health & Safety Policy

Relationships Health and Sex Education (RSHE)

Complaints Procedure Policy

Special Educational Needs and Disabilities Policy (SEND)

SEN information report

Uniform

Complaints Procedure Policy

CCTV Policy

A few amendments will be sent by email. Following these amendments, governors gave unanimous approval for the above policies.

MM arrived at 2.45pm

24/17 ILP data

The Pupil Progress Data Analysis Summer 2024 and comparison of data for Autumn 2023, Spring 2024 and Summer 2024 was uploaded to GovernorHub prior to the meeting.

The data is much better this time around. Ideally, pupils should be in the expected category, where their targets are challenging.

The emerging category is getting smaller which suggests the measures that were put in place last time have worked.

Governors noted that Pupil Premium pupils continue to make more progress than non Pupil Premium pupils.

GQ - Are we going to stay with 3 cycles? Yes, we need the data for each term. We do expect the next data to drop, as teachers have not had as much time to review pupils.

24/18 Any other urgent business

- (i) Teacher Pay Progressions were agreed at the Teacher Pay Progression Committee 22.10.2024. Governors gave unanimous approval for the pay progressions.
- (ii) Any incidents of bullying, racist behaviour and sexual harassment will be included in future safeguarding reports and reported to each FGB meeting.
- (iii) **GQ - Is an increasingly cashless society disadvantaging our pupils?** Our pupils are taken into the community and shown how to use bank cards. There is also a lot of experience with this on the Deer Shack. Could we ask any local businesses that are card-only to reconsider?

The meeting ended at 3pm.

Next meeting 1.30pm on 12 December 2024