

## **Minutes of the Governing Body Meeting for Alfreton Park School held on Thursday 20<sup>th</sup> March 2025 at Alfreton Park School**

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

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

*Meeting opened at 1.30pm*

### **24/53 Apologies**

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

### **24/54 Declarations of interest**

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

### **24/55 Agree any other urgent business**

- Parent Governor resignation
- New minibus
- School Council
- DPP Maintenance Plan

### **24/56 Minutes of the Full Governors Meeting held on 6<sup>th</sup> February 2025**

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

### **24/57 Matters arising from the minutes**

24/42 - Lockdown procedures at other schools to be looked at (CD) – completed.

The lockdown procedure for a school that has experienced knife incidents on site has been shared with the HT. The lockdown procedure is similar to

ours, and includes identified pupils having their bags checked regularly. The procedure also includes no scissors to be kept in classrooms and knives for food technology to be counted back in after use.

24/47 – Articles of Association for Deer Shed charity to be provided (SBM)

The Deer Shed is not a company so does not have Articles of Association. It does have a Trust document.

**GQ – Can the Trust document include the requested restrictions discussed in minute number 24/47 (iii) including how many / which members of staff should or should not be trustees?**

This is still in the planning stages and will be brought to a future FGB meeting for agreement.

**24/58 Standing item - HT report, School Development Plan and School Self-Evaluation**

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

**GQ – The school has done fantastic work improving the formal pathway recently. Are the other pathways getting sufficient attention?**

The pre and informal pathways were identified as real strengths, and we are happy that these pathways are still as good, if not better. The formal pathway was identified as an area for improvement. The same structure we implemented for this will be rolled out to the semi-formal pathway next.

**GQ – The racist behaviour has reduced drastically. Is it the same pupils or different ones?**

It is the same pupils as previously reported.

**24/59 Standing item – Safeguarding**

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

There is nothing of significance to report. All pupils are back in school following the changes to the healthcare provision.

**24/60 Standing item – Health & Safety**

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

**GQ – There are lots of training courses yet to be arranged.**  
Yes, these will be booked in next financial year's budget.

**GQ - How will it be reported to governors that training has been completed?**  
It will be included in the Health and Safety audit.

**GQ – How many car parking spaces will be created by converting the landscaped areas?**

The number is yet to be decided, but additional parking is required for safety.

**GQ - Will pupils be dropped off here or at the Post-16 site?**

This needs to be discussed with transport providers and Specialised Transport, and if they are happy to have different drop off points.

We would also need to consider staff capacity for collecting pupils, especially if any arrive late.

#### **24/61 Standing item – GDPR**

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

All incidents have been reported and investigated.

There is now a register of DPIA's, so it is clear which ones we have and when they were last reviewed and approved.

**GQ - Do we have to do this for every new supplier?**

Yes, for every company that we share our data with.

**GQ - Who is our Data Protection Officer?**

Derbyshire County Council.

#### **24/62 Standing item – Personnel report**

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

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

There are four internal candidates for the two Assistant Head roles. Approval is requested to recruit replacement teachers if they are successful at interview. The candidates in the recent teacher recruitment round were very strong and we may be able to appoint a candidate from this if necessary. Governors gave unanimous approval for replacement recruitment.

Absence figures do appear to look better, but we are not yet at the end of the reporting period.

It was noted that during our first week of having no school nurse, staff absences were minimal. This may be because with lots of children off school there was less pressure on staff and they were less exhausted. It may also be that staff pulled together to help manage the difficult situation.

## 24/63 Standing item – Finance

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

GQ – The difference between the budget and forecast for the supplies and services is incorrect.

**Corrected figures will be circulated after the meeting (SBM).**

GQ - What is an Ever 6 pupil?

If a pupil is entitled to free school meals at any point, they continue to be entitled until they either finish primary or secondary education, regardless of their financial situation.

This seems to be changing – pupils need to be registered by 31<sup>st</sup> March 2025 otherwise entitlement will not continue regardless.

**SBM to confirm.**

GQ - What element of the employee costs/overspend is the support staff pay award?

**This information will be added to the report after the meeting (SBM).**

GQ – It states that there is an assumption that the Integrated Care Board (ICB) will be paying for the school's healthcare provision going forward.

What does this mean?

Prior to notice being given we were paying for the provision of a nurse, going forward ICB will be paying for this out of their budget. We haven't discounted the same amount from our budget going forward in case we wish to pursue a claim for back payment or incur legal fees.

GQ - How strong is our case if we challenge ICB?

We think we have a strong case. Other schools are also in the same position as us.

GQ – If we have a strong case why do we need legal help, and how much are we prepared to pay?

It would be a lot of work interpreting all the relevant health sections of pupil's EHCPs. ICB have simply ignored letters from school. We would be prepared to spend hundreds in the first instance.

With the financial year coming to an end, the figures have changed rapidly as money that has not been spent has been released back into budget. However the budget for the rest of financial year shouldn't change to much.

GQ – Our budget includes base place funding for 170 pupils, but we don't have 170 pupils yet. Could DCC reclaim this money?

No, but there is an expectation that the places will gradually be filled. We have previously been underfunded on places so it evens out. We will be continually monitoring places and funding.

The Spring Budget meeting will be held at 9.30am on 25<sup>th</sup> April. RS will attend by Teams.

**24/64 Wellbeing**

Staff wellbeing meetings are in progress and will continue through the Summer term. The wellbeing team is currently being renewed.

**24/65 School Financial Value Standard (SFVS)**

The governors gave unanimous approval for the SFVS. This was signed by the Chair and will be submitted.

**24/66 Healthcare provision update**

The Chair would like to thank the Headteacher for guiding the school through a very difficult situation and always striving for the best for our pupils.

Most pupils are now back in school. Risk assessments have been completed and we have had approval from our Risk Protection Arrangement.

There are a range of accommodations to allow pupils into school – times of medicines have been changed, parents are coming in daily to administer medication, and staff are delivering interventions under HT's delegation.

The school met with our previous nurse, Caroline, to explore whether she could return and be employed by the school. Whilst we could overcome many of the barriers, unfortunately this hasn't worked out and Caroline will continue with the NHS for now.

We also met with a company called Josh's Care. They already support one of our pupils at home and are used by Stanton Vale Special School. We had a very positive meeting and we would like to proceed with them. They recommend 1 nurse and 2 healthcare assistants – this is inline with the additional support that we identified Caroline needed, plus there will be more pupils. It is more expensive than Nurture Care, but we believe the cost is justified and that ICB have a responsibility to pay for this provision.

The ICB are not providing any other options than Nurture Care, despite our reasons for not using them. Josh's Care are an ICB provider, however they said they weren't aware of the bid to provide for our school.

We have contacted Emma Smith Consultancy for information on legal responsibilities and they will provide a template to help parents submit a complaint.

We have received no support from DCC throughout this situation.

This information will be shared with staff and parents as soon as we have enough details.

#### **24/67 Post-16 Block, Deer Shed and EYFS classroom update**

We have requested additional funding from DCC – this will go to the next Cabinet Meeting for approval. This will take the funding from £1.6M to £2.1M. This will include the work needed in the car park and IT requirements.

**GQ – Has this been delayed slightly?**

Yes, we are about 6 weeks behind the initial schedule. We are currently discussing costs with a quantity surveyor. McAvoy's costs are being questioned. We haven't awarded the contract yet.

**GQ – Have we applied for planning yet? When is the latest we can apply to keep the build on schedule?**

We aren't at the stage to apply for planning yet. The buildings have a 12 week turnaround, so to be completed by January 2026 planning permission needs to be submitted by June 2025. We may have to proceed at risk if we miss this deadline, however we have done a pre-application with DCC and there is precedent.

#### **24/68 Standing Item – Policies for approval:**

Administration of Medicines Policy 2025

**GQ - Is this our own school policy?**

It is a DCC policy that has been amended in light of current practice and delegation. Includes parental responsibility being paramount for providing the correct and information and medication for pupils.

**GQ - Will this need to change if we proceed with Josh's Care?**

There shouldn't be many changes required.

Governors gave unanimous approval for the policy.

#### **24/69 Any other urgent business**

- Parent Governor resignation

Mrs Sue Norton has resigned as a Parent Governor. The governors would like to thank Sue for her support and contributions as a governor.

There is now a vacancy for a Parent Governor and an election will be arranged.

- New minibus  
We have had a grant application approved and will be able to collect our new minibus from the charity Variety in July. There may also be enough funding to cover the CCTV that we would like to install.
- School Council  
**GQ – we haven't heard much from the School Council recently.**  
They have been very busy and will be involved in the Assistant Heads recruitment next week.
- Derbyshire Property Package Maintenance Plan  
It is proposed that we use DCC to maintain and service school buildings and equipment. We are currently using several different contractors which is proving costly and time-consuming to manage. The proposal would save the school time and money and responsibility for compliance would lie with DCC. It also means we are able to call one number to request all maintenance. It is proposed that we join the plan at the start of the financial year. Further details and request for approval will be emailed after the meeting. Governors agreed to confirm their approval by email.

*The meeting ended at 2.50pm*

**Next meeting 1.30pm on 15 May 2025**