

## **Minutes of the Governing Body Meeting for Alfreton Park School held on Thursday 15<sup>th</sup> May 2025 at Alfreton Park School**

**Governors present:** Mrs C Davies (CD)  
Mrs F Franklin (FF) (by Teams)  
Mr J Glasby (Chair)  
Mrs C Higgins (CH)  
Mr W Jowett (WJ)  
Mrs J O'Donnell – Headteacher (HT)

**In attendance:** Ms R Dallman – School Business Manager (SBM)  
Mrs E Durham – Deputy Headteacher (DH)  
Mrs J Osment – Clerk

*Meeting opened at 1.30pm*

### **24/70 Apologies**

The chair noted and accepted apologies from Mr. R. Sowter, Mrs B Wells, Mrs L Squires. The meeting was quorate.

### **24/71 Declarations of interest**

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

### **24/72 Agree any other urgent business**

- (i) Approval is requested for expenditure from the Devolved Formula Capital expenditure for a minibus and CCTV
- (ii) Approval is requested to appoint a newly qualified teacher instead of an unqualified teacher as previously approved.

### **24/73 Minutes of the Full Governors Meeting held on 20<sup>th</sup> March 2025**

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

### **24/74 Matters arising from the minutes**

24/63 - The difference between the budget and forecast for the supplies and services is incorrect - Corrected figures will be circulated after the meeting (SBM). This was completed by email on 21.03.2025.

24/63 - The Ever 6 entitlement to free school meals is changing from 31 March 2025 - SBM to confirm. This was completed by Class Dojo 28.03.2025.

24/63 - 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). This was completed by email on 21.03.2025.

#### **24/75 Standing item - HT report, School Development Plan and School Self-Evaluation**

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

We now have 40 confirmed new starters for September. A pupil was allocated a place at a tribunal that we were not informed of. We are challenging this process as it is essential that we have the opportunity to represent ourselves at future tribunals.

**GQ - Attendance figures seem more positive this term.**

Yes – this is often the case with summer terms – less illness and bad weather.

Plans for the library nook (funded by Griffith Foods) have been shared. The structure will have an archway wide enough for wheelchair users, with book storage on the inside.

**GQ –If it is an enclosed space volunteers will not be able to go in there pupils.** HT will warn volunteers when it is built.

Excellent progress has been made with the Duke of Edinburgh award. There is a an expedition to Cromford planned for July.

**GQ - How are the mock exams going?** The pupils did brilliantly. To relieve any anxiety we are going to stagger the actual exams next week. All of our exams can be invigilated internally.

**GQ - Will there be a presentation of certificates?** Yes, this will be arranged. We would also like to see the qualifications included in pupil's EHCPs.

#### **24/76 Standing item – Safeguarding**

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

There is nothing of significance to report.

**GQ – Will we be getting CCTV inside school?** Yes, there have been a couple of incidents, where having evidence would have been a great benefit. It can be used to identify training needs or a bigger problem.

**GQ - Will it be monitored all day?** No, specific recordings will only be accessed after an incident. The DPIA for CCTV has been updated.

**GQ – Are there restrictions on who can see it?** Yes, it is specified in the policy who can access it. The person accessing it will have to sign a register to see the footage and state the reason.

**GQ - Where can footage be viewed?** The Headteacher, Deputy Head and the IT manager have access, which requires a log-in.

**GQ – Is there any impact on pupils being recorded?** There needs to be a legitimate reason to share any footage – if there is and pupils are on it, the recording can be redacted as necessary.

#### **24/77 Standing item – Health & Safety**

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

The HT and SBM are undertaking 2 days of IOSH training this month. Another date will be arranged for the Health & Safety governor to complete this.

We are aware that a lockdown drill still needs to take place.

**GQ – would like to comment that the grounds are looking fantastic.** They are. There is some weeding scheduled for half-term when pupils are not in school.

#### **24/78 Standing item – GDPR**

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

All incidents have been reported and investigated.

Governors gave unanimous approval for the following DPIA's:

- CCTV
- Open Orchestra
- TeachMateAI

#### **24/79 Standing item – Personnel report**

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

**GQ – Do we have sufficient staff to cover all the new pupils?** Not currently, but recruitment is ongoing.

If we get do get to 170 pupils we will need another teacher, but due to the timing it might have to be a January start date. We anticipate that we will need to continue with recruitment during the summer holiday.

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

## **24/80 Standing item – Finance**

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

The Annex I and Annex V discussed at the budget meeting on 23 April were approved.

**GQ – The figures and forecast are looking positive.** They are – however this doesn't include healthcare provision.

**GQ – Every year there seems to be a big swing from an in year deficit to an in year surplus. Why is this?** Due to changes within the year, such as more pupils and more income.

**GQ - Are we likely to see industrial action from teachers regarding a pay rise?** Not that we are aware of, and there has been no mention from the unions yet.

**GQ - Would any pay rise be funded?** We don't expect any support from DCC for payrises.

## **24/81 Wellbeing**

Staff wellbeing meetings are in progress and will continue through the Summer term. This term is the support staff check-ins - they can be really beneficial to staff and can raise issues that do not otherwise get mentioned. However due to the volume (over 100) it will take some time to complete them.

## **24/82 Healthcare provision update**

A meeting was scheduled with ICB (Integrated Care Board) for next week, however this has since been postponed as DCC cannot attend.

A letter from our solicitors to ICB was shared with the governors. Thank you to SBM for researching the precedents included in the letter.

The aim of the meeting with ICB and DCC is to:

- Establish whether ICB are responsible for funding healthcare provisions detailed in Section G of an EHCP. (The Children and Family Act 2014 states that ICB need to provide healthcare).
- If ICB are responsible, are they legally able to only offer one option.
- Establish DCC's role – are they recommending that the school ignores the safeguarding concerns that have been raised?

New pupils with more complex health needs that we are not familiar with are starting in September, so it is imperative that we have nursing provision in place.

**GQ – What are other special schools in the area using?** Brackenfield and Ivy House are using NurtureCare, funded by ICB.

**GQ – Who will decide what model of nursing provision is required?** The model that NurtureCare proposed was for one healthcare assistant. They have already been in to assess our needs and concluded that one healthcare assistant is not sufficient. Section G of some EHCPs also stipulate that a nurse is required. This evidence is being collated to present to ICB.

The assessment by Josh's Care concluded that we need one nurse and two healthcare assistants.

**GQ – Could we get a copy of this assessment?** **We will ask for it (HT).**

**GQ – Do ICB fund healthcare when the pupil is at home?** Yes, they do.

**GQ - If we want to complain about DCC, who do we complain to?** If we are forced to use NurtureCare then we can refer DCC to Ofsted on the basis of safeguarding.

If we are forced to use our education budget to pay for healthcare provision then we can also submit a complaint to Ofsted.

Parents can complain now that the healthcare stated in their child's EHCP is not being provided.

We have made an official report of concern to the Care Quality Commission (CQC).

In the interim it is proposed that we proceed with Josh's Care at the school's expense on a rolling contract that can be cancelled with 28 days' notice. Governors gave unanimous approval to proceed with Josh's Care on this basis.

If ICB's responsibility for funding is established, we will be requesting reimbursement from ICB for the cost of this interim provision provided by Josh's Care.

We will also be requesting a reimbursement of historic costs that the school have previously covered.

#### **24/83 Post-16 Block, Deer Shed and EYFS classroom update**

The plans for the new builds were shared at the meeting. The EYFS floor layout has been adjusted slightly.

**GQ - How many pupils will be in the EYFS class?** We are planning for 8 pupils, but it might go up to 10 or 11. There will be one teacher and a number of support staff dependent on pupil's needs. The floor area is slightly smaller than the current Acorn class.

The EYFS building falls within permitted development so planning is not required.

Low level room dividers will be used to separate the kitchenette area.

**GQ - Will the building be made out of the same materials as the Deer Shed?** The EYFS and Post-16 Block will both be clad in green, and the café will have a wood-look cladding.

**GQ - What are the outside surfaces and pathways to the building?** They will all be wheelchair friendly.

**GQ - Has planning been submitted yet for the Post-16 block?** No, surveys are required first, which will be conducted in May half-term.

#### **24/84 Standing Item – Policies for approval:**

Privacy Notice – Pupil and Family

Privacy Notice – Workforce

Privacy Notice – Governor

Special Category Data Policy

CCTV Policy

Digital Continuity Statement

Record Retention Policy

CCTV Operator Agreement

Remote Learning Policy

Social Media Policy

AI Policy  
Off Site Working Policy  
IT Security and AU Policy  
Data Protection Policy  
Data Protection Framework  
BYOD Policy

Governors gave unanimous approval for the policies.

GQ – The BYOD policy states that staff can use their own mobile phones to contact pupil's contacts in an emergency. It should be noted that in this situation staff can change their settings on their phone to withhold their phone number.

GQ – There has been an incidence of a taxi driver uploading dash cam footage to social media, however this included travel to a special school and pupils were captured on the footage. **This is a matter for DCC Specialised Transport, but we will contact them and follow-up to ensure that this cannot happen (HT).**

Governors gave unanimous approval for the policies.

#### **24/85 Any other urgent business**

- (i) Approval is requested for expenditure from the Devolved Formula Capital for a minibus and CCTV

**Governors unanimously approved the expenditure.**

GQ – **Do we have enough drivers for the minibuses?** Yes, we have had a lot of staff volunteer which is great.

GQ – **How are the increased car parking plans going?** Reducing the grass bank and the grass between the minibus bays and visitor parking bays should create about 19 more parking bays, which is required for the extra staff and pupils. The work will be carried out in the summer holidays by GR Groundworks.

We are hoping to create 8 parking spaces at the pool for staff parking. We still need to consider how pupils will be dropped off in the morning. We are

hoping drivers won't mind doing two drop-offs. **We will start the conversation with Specialised Transport now (HT).**

- (i) Approval is requested to appoint a newly qualified teacher instead of an unqualified teacher as previously approved.

The difference is less than £300 per year.

Governors unanimously approved the expenditure.

*The meeting ended at 3.05pm*

**Next meeting 1.30pm on 17 July 2025**