

**Part I Minutes of the Governing Body Meeting for Alfreton Park School held on
Thursday 16th October 2025 at Alfreton Park School**

Governors present: Mrs C Davies (CD)
Mrs F Franklin (FF)
Mr J Glasby (Chair)
Mrs C Higgins (CH)
Mr W Jowett (WJ)
Mrs D Kennady (DK)
Mrs L Squires (LS)
Mrs B Wells (BW)

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

Meeting opened at 1.30pm

25/01 Apologies and quorum

The chair noted and accepted apologies from Mr R Sowter (RS), Mrs B Wells (BW) and Mrs J O'Donnell (HT).

With ten governors in total, the quorum for a meeting is five governors. Eight governors were present so the meeting was quorate.

25/02 Declarations of interest

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

25/03 Annual Governor training and compliance reminder

Governors were reminded about the statutory annual training and compliance requirements.

Outstanding items will be chased up (Clerk)

25/04 Agree any other urgent business

- (i) Schools White Paper on SEND
- (ii) SEN Transport cost
- (iii) Confidential Item

25/05 Minutes of the Full Governors Meeting held on 17th July 2025

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

25/06 Matters arising from the previous meeting:

24/85 Discuss with Specialised Transport and confirm procedure for dropping pupils off in the morning at the Post-16 site (HT).

A slightly different drop-off and pick up time has been agreed for pupils in EYFS. We will need to ascertain which pupils are on separate transport to coordinate this.

GQ – What will the EYFS start and finish times be?

9.15am start and 3.15pm finish with a shorter lunch break than the rest of school. This still meets the school day time requirements (although this is not compulsory for EYFS). Pupils will then be able to be dropped off and picked up near the entrance.

GQ – Will there be changes for the Post-16 site?

Pupils could be dropped off at the main school site and walk to the Post-16 site. It is difficult with mixed ages on transport. It was noted that transport for Brackenfield SEND School drops pupils at two different sites.

24/92 BW and CD to review and give feedback on the School Self-Evaluation form. HT to provide summary for rest of governors.

The main targets are to embed the curriculum, upskill leaders to deliver the curriculum and to gather evidence over a period of time.

GQ - Does the monitoring cycle cover this?

Yes. This week's learning walk was very successful.

GQ - How is the monitoring cycle going to be reported back to governors?

A summary will be included in the HT report.

24/96 Governors are interested in the reasons for staff absence and whether anything can be done to improve absence levels. Non-confidential information about absence reasons and patterns will be shared (DH)

This has been completed.

24/99 PE and Sport Premium Expenditure Reporting - the report will be shared with governors after the meeting and uploaded to the school's website (KH)

This has been completed.

24/105 Invite to learning walks to be sent to Governors (LS)

This has been completed.

25/07 Standing item - HT report, School Development Plan and School Self-Evaluation

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

There were no questions on the reports. Governors noted that it is great to see improved pupil attendance.

25/08 Standing item – Safeguarding

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

There have been three incidents, two have been reported to the Local Authority Designated Officer (LADO) and the third is being dealt with by the school.

25/09 Standing item – Health & Safety

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

The Health & Safety governor still needs to complete Institute of Occupational Safety and Health training and the lockdown drill is still outstanding.

GQ – The school corridors are getting more crowded with equipment, which can be dangerous for accidents and in case of evacuation.

We do have more equipment now (standers, buggies, wheelchairs, Acheeva beds) due to more pupils. There should be an improvement when the Post-16 block opens and we will have more storage space. It will be reiterated to staff that items need to be stored in the correct place and that the philosophy shouldn't be just to report it, but to sort it out.

We used to have a health and safety committee but this didn't work out.

GQ - Do we have fire wardens? Should they not be responsible?

Yes, in theory, but it should be the responsibility of the staff using the equipment to store it safely. Health and Safety should form part of safeguarding.

GQ - Is all the equipment being used?

We did have an issue of unused equipment, but we arranged for it all to be picked up. Some pupils have numerous pieces of equipment.

GQ – Has the loose fencing been fixed?

A quote has been requested, we will chase this up (SBM).

GQ – Has the issue with the main gate been fixed?

Yes.

The fall arrest kit used to prevent a fall when working at heights has been checked and deemed safe. However in order to get the safety certificate we need the release certificate from the company that installed it, which will cost £2k.

GQ - Does the Risk Protection Arrangement require the fall arrest kit to be fully certified?

Yes – however it is only used once a year for cleaning the windows in the hall. This is done by an external company, who will have their own insurance and complete our working at height risk assessment.

Governors agreed that the risk was minimal and we will not be paying the £2k for the release certificate.

25/10 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:

Microsoft 365 Copilot

Microsoft 365

Cool Milk

Careers & Enterprise Co – Compass

WONDE Asset for Schools

25/11 Standing item – Personnel report

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

GQ - When will we advertise for the additional Site & Premises Manager?

As soon as we have Governor approval. We are currently understaffed in that area. It is included in the budget.

The absence rate due to sickness is in line with the national average. We have a predominantly female workforce - studies have shown that men take less time off work for caring responsibilities, which then puts the burden onto women. Staff in classrooms have no option to work from home like some professions.

Governors noted absence for work related stress is low, which indicates wellbeing initiatives are working.

GQ - Have we considered unpaid leave for staff?

Yes, we do offer that when it is appropriate.

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

25/12 Standing item – Finance

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

Governors noted that finances are looking really good.

25/13 ILP Data (Summer)

This will be prepared for the Autumn 2 meeting.

25/14 Wellbeing

The wellbeing governor will attend the next Staff Wellbeing Committee meeting and will feedback to the governors.

GQ – Have we always had a Staff Wellbeing Committee?

Yes, but we have recently recruited some more members from across all sections of the school.

25/15 Healthcare provision update

Unfortunately there has been very little progress since our last meeting.

We have repeatedly requested information and guidance from the Local Authority (LA), with no response.

An email was sent to Rachel Moore and Joe Wilson, Childrens Services at DCC, on 8th October 2025 which has not been answered.

The lack of support from the LA for an LA appointed Governor and for an LA maintained school is unacceptable. If the LA continues to refuse to engage or provide support, the LA Governor and Chair will be forced to reconsider their position on the board.

Governors approved the school funding the costs of Josh's Care until the next Governing Board meeting.

25/16 Post-16 Block, Deer Shed and EYFS classroom update

The handover for the EYFS building is scheduled for 31 October 2025.

Groundworks have started at the Post-16 block. Nine modular parts will be delivered on 30/31st October straight onto the site.

The funding for the developments will go directly from the LA and will not be held in our bank account.

25/17 Standing Item – Policies for approval:

Governors gave unanimous approval for the following policies:

Pupil Privacy Notice (Version 1.7)

Workforce Privacy Notice (Version 1.7)

25/18 Any other urgent business

- (i) Schools White Paper on SEND: Details of the government's intended approach to SEND reform is due to be set out in a Schools white paper in the autumn.

GQ – Has anyone been consulted about this? No.

- (ii) SEN Transport: It has been in the news that the boss of taxi firm 24x7 makes nearly £10M a year from government contracts by taking special needs pupils to and from school.
Parent governors confirmed that specialised transport is extremely expensive.

- (iii) Confidential Item – See Part II minutes

The meeting ended at 3.15pm

Next meeting 9.30am on 11 December 2025