



## The Governing Body of Archers Brook School

### Minutes of the Full Governing Body Meeting Held on Thursday 9<sup>th</sup> March 2017 at 3.40pm

#### Composition of Governing Body:

Name	Category of Governor	date of end of tenure	Designated Role
Mr Bob Crompton	Co-opted	19.03.2017	Chair of Governors
Miss Sue Kettle	Co-opted	08.03.2021	Vice Chair
Mrs Katharine Baumanis	Co-opted	23.06.2020	
Mrs Diana Formby	LA	09.11.2019	
Mrs Karen Horsley	Parent	22.10.2018	
Mrs Tracy Birch	Staff	01.12.2020	
Mrs Sam Myers Whittaker	Headteacher		Clerk of Governors
Mrs June Sedgewick			SBM - Observer
Mr Jim Hilditch			Associate member
Mr Liam Lewis		08.03.2019	Associate member

**Governors not present:** The Clerk checked the number of Governors present to ensure that the meeting was quorate.

#### 1. Apologies

There were no apologies to be received.

#### 2. Declarations of Interest

Mr Crompton declared he is also a governor at Whitby Heath High School.

#### 3. Governing Body Membership/Constitution

##### a) Changes:

- Miss Kettle was co-opted for a further 4-year term of office.
- Mr Crompton was co-opted for a further 4-year term of office from 20<sup>th</sup> March 2017.
- Mr Lang has resigned as a co-opted governor due to work commitments.
- Mrs Watts has resigned as a parent governor due to family commitments.
- Mr Lewis was reappointed as an Associate Member for a further 2-year term.

##### b) Vacancies: The current vacancies are as follows:

2 x co-opted governors; 1 x parent governor



#### 4. Minutes of 8<sup>th</sup> December 2016

The minutes were **agreed** and were signed by the Chair.

#### 5. Matters Arising

There were no matters arising.

Governors received an update on the following action:

**Action:** Head to send the report from Mr Boram and Mr Reading on whole school data to all governors. **Completed**

#### 6. Committee reports and/or reports from Governors with special responsibilities

Committee minutes were distributed in advance of the meeting and the following matters were highlighted:

##### Pupil Inclusion & Welfare

- a) ID had given a presentation on Keeping Children Safe in Education. A copy of the document has been sent to all governors for information.
- b) Governors received an overview of children in care and it was noted that once they have settled down in school they quickly move from CIN to a TAF.
- c) The training for parents and governors on e-safety was successful.
- d) JH had presented attendance figures and it was noted that attendance in Y7, Y8 and Y9 is good. Y10 and Y11 pupils have some issues.
- e) TB presented the MAPA report and it was noted that physical interventions are down as staff are effectively using de-escalation skills.
- f) Staff have received Mental Health training and this will be rolled out to pupils.
- g) The Associate School Improvement Advisor (ASIA) report is now with the LA but all the evidence underpins the school's opinion that it is outstanding. The report will be available to Ofsted.
- h) The SENCo report had been received and it was noted that a skills based reading scheme is being sought.
- i) The School Council minutes were received and these will be distributed to all governors.

**Action:** SBM to distribute the School Council minutes to all governors.

##### Teaching & Learning

- a) A report on CASPA had been received which shows that predicted progress has been met by most pupils and they are well on their way to progressing to School Expectations. The report has been sent to all governors for information and any queries can be raised with Mr Boram.
- b) Numeracy and Literacy reports were received. It was noted that there is a maths focus in all lessons and that has been successful.



- c) Learning Walks and Lesson Observations are ongoing and have continued to demonstrate the way in which staff determine pupils will achieve well.

#### Personnel & Staffing

- a) The school are currently providing School to School support for the Deputy Head at The Bridge for his National Professional Qualification of Headship. He is being mentored by the Head and taking part in a project - Transition for Year 11 Plan.
- b) Three new TAs have been employed on a 6-month temporary contract.
- c) Line management of TAs will be provided by Mr Gibbs and Mrs Smith
- d) Mrs Taylor is leading on the Teaching and Learning Community Group.
- e) The new Assistant Caretaker is carrying out the role very well.
- f) Two members of staff have started the process of obtaining D1 on their driving licence, which enables them to drive the mini bus.

*Q: Who owns the mini buses?*

*A: The blue one belongs to the school and the yellow one is an LA bus that the school can use.*

#### Finance & Premises

- a) The committee had reviewed the SFVS and the Manual of Internal Financial Procedures and discussed the Budget and the 3 Year Plan.
- b) The committee had discussed the new boilers and pipework that is required. **Update:** The SBM reported that the LA have agreed to pay for the boilers and pipework.
- c) Following a problem with tree roots, the LA have sent letters to neighbours on Kendal Drive regarding having them removed.

*Q: Is there any more sign of the knotweed?*

*A: The LA have emailed to say it is being treated and the information has been passed on to neighbours.*

### **7. Head teacher's Report**

The Head had given an individual report to each committee and the report was also distributed to all governors for information.

### **8. School Development Plan and Self Evaluation**

These had been reviewed at committee level. The Head noted that the recommendations from the ASIA inspection had been implemented. The SEF is now colour coded and relates to the colour coding of the SSDP.

### **9. Policies**

Governors noted the following policies reviewed by committees that were recommended for approval:

- Safer Recruitment Policy
- Music Policy
- Personal and Social Development



The following policies were reviewed:

- Best Value Statement
- Allegations of Financial Impropriety

All policies were **approved** and signed by the Chair of Governors.

## 10. Schools Bulletin

Governors received the January bulletin with thanks and the Clerk outlined the following:

**Exclusions:** All exclusion letters, both fixed term and permanent, have been updated to make sure they are in line with the current Department for Education Statutory Guidance for Exclusions.

**Update of School Forum Membership**

**Advice to schools on chartering vehicles with vetted drivers**

**Official Competency Framework for Governors**

**National Funding Formula**

**RAISEonline**

**Ofsted:** ‘Improving Governance: Governance arrangements in complex and challenging circumstances’

**Statutory Interim Frameworks – Teacher Assessment 2017**

**“Smile for a Mile”**

The following matters were noted:

- The school provides two opportunities per week for outdoor activity.
- The National Funding Formula will not impact on special schools yet as the high needs funding remains unchanged. However, funding for SEN pupils is facing another cut and that will be discussed at a later date.
- The Head noted that the school has capacity for up to 85 pupils and, if the current paper is agreed, the school could have funding for up to 75 pupils. The expectation of any new EHCP will not mean in-year admission as this is hard to plan for and movement will only happen at the beginning of an academic year. The papers are available on line for governors to read.

*Q: Has the Head received an answer to the letter on places?*

*A: The 75 funded places are due in part to the letter sent.*

## 11. School Improvement Consultant Report

There was no report this time as the Consultant will be visiting on 14<sup>th</sup> March.

Mr Hilditch gave an update on initiatives that have been trialled based on the recommendations from the last visit, which will be reviewed during the next visit.



## 12. Pupil Progress

The CASPA report had been received by the Teaching & Learning Committee.

## 13. Finance

The Budget had been discussed by the Finance & Premises committee. The SBM noted that the budget had been set on 65 pupils but funding may be based on 75. This will not be known until the final figures are released on 31<sup>st</sup> March.

There had been an in-year deficit but a balanced budget has been set which includes the extra teacher and the TAs.

£20k had been saved as the LA are picking up the bill for the boiler and pipework.

The School Fund year end is 31<sup>st</sup> March and the accounts will be received at the summer term meeting.

## 14. School Financial Value Standards (SFVS)

The SFVS had been thoroughly reviewed by the Chair and DF and agreed by the Finance & Premises Committee. A copy of the SFVS was distributed to all governors who **approved** it for submission.

## 15. Benchmarking

The SBM reported that the Business Managers of the Special Schools benchmark against each other. She also noted that many purchases are made via the cluster, which ensures discounts are available for bulk buys and services.

**Action:** SBM to provide a full Benchmarking report to the next Finance & Premises Committee meeting.

## 16. Governor training and visits

DF had attended the e-safety briefing that was very useful. She has also conducted a Learning Walk and accompanied the SLT in a Book Scrutiny.

SK has carried out a Care Inspection and governors were offered the opportunity to take part in an unannounced inspection at a time to suit themselves. Those governors interested will liaise with the SBM on a time and date.

**Action:** Governors who wish to take part in an unannounced Care Inspection should liaise with the SBM over time and date.



### **17. Correspondence to the Chair and any Urgent Actions undertaken**

There was no correspondence to the Chair. However, the Chair had written letters to the LA regarding future funding and the boiler repairs.

### **18. Date and Time of Next Meeting**

Governors agreed the next meeting would take place on Thursday 22nd June at 3.40pm

### **19. Governor Impact**

Governors noted that there had been a quantifying statement in the recent ASIA report on governor impact and that was discussed. The Head would like to explore how to measure governor impact and capture the data. The Chair reported that governor actions all have impact on school improvement with challenging questions raised at Finance and input to the SSDP. Care Inspections are carried out by governors and staff act on the reports given.

**Action:** A meeting to be set up to consider the impact of Equality objectives and Governor Competencies.

### **Any Other Part One Business**

#### ***OFSTED***

The Head reported that an Ofsted Residential Visit had been carried out on Tuesday. There were some supportive actions highlighted but the school have retained Outstanding across all four areas. The staff were amazing, the pupils were brilliant, and governors expressed their thanks and congratulations to all concerned.

#### ***ESSAR (previously Shell UK)***

The Head reported that a letter has been received from ESSAR to say the school has been awarded £3k of funding. This will be used to purchase new bikes and outdoor kit plus fund a camping trip. ESSAR have links to a museum in Runcorn/Widnes and the Head will see if someone will come and talk to the children. ESSAR are also interested in purchasing some artwork from the school. Governors will be kept informed.

Chair of Governors \_\_\_\_\_  
Archers Brook SEBD School

Date \_\_\_\_\_



**ACTION LIST:**

Item 6: SBM to distribute the School Council minutes to all governors.

Item 15: SBM to provide a full Benchmarking report to the next Finance & Premises Committee meeting.

Item 16: Governors who wish to take part in an unannounced inspection should liaise with the SBM over time and date.

Item 19: A meeting will be set up to consider the impact of Equality objectives and Governor Competencies.