



The Governing Body of Archers Brook SEBD School

Minutes of the Full Governing Body Meeting Held on Thursday 8th December 2016 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
Mrs Sam Myers Whittaker	Headteacher		
Mrs Katharine Baumanis	Co-opted	23.06.2020	
Mrs Tracy Birch	Staff	01.12.2020	
Mrs Diana Formby	LA	09.11.2019	
Miss Sue Kettle	Co-opted	26.02.2017	Vice Chair from Item 4
Mr Geraint Lang	Co-opted	19.03.2017	
Mrs Karen Horsley	Parent	22.10.2018	
Mrs Linda Watts	Parent	22.05.2020	
Mrs Jacqui Critchley			Clerk of Governors
Mrs June Sedgewick			SBM - Observer
Mr Jim Hilditch			Associate member
Mr Liam Lewis		24.02.2017	Associate member

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

The Clerk took the Chair for the meeting

1. Apologies

Mr Lang, Mrs Horsley, Mrs Birch and Mr Crompton were absent.
Apologies were accepted.

2. Declarations of Interest

There were none declared. All governors present completed the annual declaration forms, which were retained by the school.

3. Governing Body Membership/Constitution

- a) Changes: Mrs Birch had been elected as a staff governor on 2nd December and starts a new 4-year term of office.
- b) Vacancies: The current vacancy is for 1 co-opted governor.

4. Election of Vice Chair

Governors agreed that the term of the Vice Chair would be 1 year.

The following nomination was received in advance of the meeting: **Miss Kettle.**



RESOLVED: There being no further nominations, Miss Kettle was duly elected as Vice Chair for a 1-year term of office.

5. Code of Conduct

Governors received the Code of Conduct which was **accepted**.

6. Minutes of 23rd June 2016

The minutes were **agreed** and signed by the Vice Chair (Miss Kettle)

7. Matters Arising

Governors received an update on the following actions:

Action: A meeting will be arranged on academies for September.

Update: A decision was made not to pursue Academies info at this time and to concentrate on TSA, especially in light of the government views at that time.

Action: JS to send the SSDP and academy information to KB and LW
Action completed.

Action: Chair to contact the Freedom & Autonomy for Schools National Association (FASNA)

Update: No approach was made by the Chair.

8. Committees and Nominated Governors

Governors reviewed and approved the following committee structure:

Pupil Inclusion/Welfare/Community	Teaching & Learning /Standards & Curriculum
Mrs T Birch – Chair Mr R Crompton Mrs K Baumanis Mr G Lang Miss S Kettle Mrs S J Myers-Whittaker (HT) Mr J Hilditch (Associate)	Mrs T Birch – Chair Mr R Crompton Mrs K Baumanis Mr G Lang Mrs S J Myers-Whittaker (HT) Mr J Hilditch (Associate)
Personnel / Staffing / HR	Finance / Premises
Miss S Kettle – Chair Mr R Crompton Mrs D Formby Mrs S Myers-Whittaker (HT) Mr J Hilditch (Associate) Mr L Lewis (Associate)	Mr R Crompton – Chair Miss S Kettle Mrs D Formby Mrs S J Myers-Whittaker (HT) Mr J Hilditch (Associate) Mr L Lewis (Associate)

The Headteacher's Performance Management Panel was confirmed as:
 Mr R Crompton, Miss S Kettle and Mrs D Formby



The committees had reviewed their Terms of Reference (TOR) and these were **agreed**.

Governors with special responsibilities were agreed as follows:

Child Protection and Safeguarding	Mr R Crompton
Children in Care (CIC)	Mrs T Birch
SEN	Mr R Crompton
Pupil Premium	Mrs D Formby
Care Visits	Miss S Kettle, Mr R Crompton and Mrs E Crompton (Associate)
Complaints Co-ordinator	Mr R Crompton
Training Liaison	Mrs J Sedgwick (SBM)
Curriculum Development	Mrs D Formby, Mrs L Watts & Mrs K Baumanis

9. Committee reports and/or reports from Governors with special responsibilities

The following minutes were distributed with the agenda:

- Pupil Inclusion & Welfare 11th October
- Teaching & Learning 11th October
- Personnel & Staffing
- Finance & Premises

The following matters were highlighted:

Pupil Inclusion

- a) The Christmas fair was held on 12th November and was a success. The next fundraising activity will be a Christmas Jumper Day for staff at a £1 each.
- b) Attendance is just under 90%. All pupils are engaged and it is hoped this will be over 90% by the end of the year.

Teaching & Learning

- a) The committee had received a report on CASPA and noted that more pupils are achieving teacher target grades.
- b) The exam results had been drilled down into to identify pupils to target for support.
- c) Target setting has been undertaken.
- d) There are 4 schools in the Teaching Schools Alliance (TSA).
- e) Mrs Formby has been into school to do a lesson observation in Maths. Mrs Formby reported that she had thoroughly enjoyed the visit and will be doing more of them.

Finance & Premises

- a) The Maintenance Team have been working hard during the summer break. The ICT room has been painted and has a new floor. The corridor by the Link has been painted. A high fence has been installed surrounding the playground for safety.



- b) Mrs Crompton has been into school and completed a Care Inspection.
- c) Three new Interactive White Boards (IWB) have been installed.
- d) Quotes are being sought for kitchen equipment for the canteen and an update will be given at the spring term meeting.
- e) Mr Crompton and the SBM had discussed the heating system and written to the LA. It appears the school are on the LA list for a new boiler.
- f) The numbers of pupils being admitted are a concern due to the physical numbers of pupils in class which cannot be sustained. Mr Crompton and Mrs Formby will draft a letter to the LA pointing out the issues. It was noted that the site could be adapted to facilitate younger people and there are practical issues that can be resolved.
- g) The SBM had asked the committee to approve expenditure for new windows for the canteen and residential area. A quote of £6775 has been received and was **approved**.
- h) It was noted that Miss Kettle had not attended the Fund Raising course.

Q: What was the outcome of the wasp nest on the chimney?

A: Environmental Health have been out and they cannot access it so it will have to stay. It will be monitored to ensure pupil safety.

10. 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.

It was noted that a bid has been put in to secure funding for trips and out of school clubs.

11. School Development Plan

The SDP has been updated and is now RAG rated. Areas where progress has not been made was highlighted:

Teaching Schools Alliance (TSA): This has been set back due to 2 schools having Ofsted visits. There will be a meeting next week and governors from each school will be required for the TSA.

Leadership & Management:

- 1) There are some red areas mainly linked to TSA.
- 2) Mr Hilditch will move the coaching qualifications forward.
- 3) School want to use blogging and the infrastructure is in place but this is being held up by IT issues.
- 4) The TLC groups will start again in January and will be headed up by Kelly Taylor.

Q: Will the blogging be done in house?

A: This is attached to the VLE and governors can take part to see what staff are up to ie research and development. Staff will put links on the blogs and governors can comment on them.

Q: Is this additional work for the staff?

A: This is done during the twilight sessions as part of their CPD. Staff come



together and share ideas. Peer critique and peer working is enjoyable for staff.

12. Policies

The following policies were reviewed by committees and were recommended for approval:

Sex and Relationship Policy; Numeracy Policy; Complaints Policy – **approved**

The following LA policies have been adopted:

Safeguarding Policy and Complaints Procedure – **approved**.

The Governing Body Terms of Reference were reviewed and **approved**.

Q: Why are the policies continually reviewed?

A: Policies are reviewed on a cycle. However when changes are released those policies are reviewed to ensure the school are completely up to date.

13. Schools Bulletin

Governors received the September and November bulletins with thanks. It was noted that the website has been updated to comply with new regulations.

14. School Improvement Consultant Report

The SIC had visited on 8th November and her report was distributed. Governors discussed the report and noted that it was very positive. Any suggestions for improvement have already been completed.

15. Review of Performance Data

The exam results had been discussed at the Teaching & Learning Committee and it was noted that Archers Brook is one of the few SEN schools who do GCSE exams. Governors were informed that one test had been remarked and was upgraded.

Archers Brook belongs to a consortium of SEN schools who moderate each other and Mr Boram (Archers Brook) and Mr Reading (Hinderton School) have written a report against the data for CWAC SEN school. The Head will send the report to governors.

ACTION: Head to send the report from Mr Boram and Mr Reading to all governors.

16. Finance

The Budget had been discussed by the Finance & Premises committee and there is a healthy carry forward which will be used to sustain staffing for the coming year.



There is money in the charity account which could be used for a new outdoor classroom and a quote of £6k has been received. It was noted that the school may get a Y4 class and they will need more equipment outside to engage the youngsters.

The School Fund has been audited by an external auditor and the LA. The SBM is monitoring the fund monthly now to ensure the entries are correct until the new member of admin staff is established.

17. Governor Training and Visits

The following training has been undertaken since the last meeting:

- K Baumanis Induction Training for Governors
- K Formby Inspection Readiness
- T Birch Children in Care
- J Hilditch Safer Recruitment

K Baumanis also has Safeguarding training through her day job.

18. Correspondence to the Chair and any Urgent Actions undertaken

There was none reported.

19. Date and Time of Future Meetings

Spring Term 2017	Thursday 9th March at 3.40pm
Summer Term 2017	Thursday 22nd June

Chair of Governors _____
Archers Brook SEBD School

Date _____