



The Governing Board of Archers Brook School

Minutes of the Full Governing Board Meeting Held on Thursday 22nd June 2017 at 3.40pm

Composition of Governing Board:

Name	Category of Governor	date of end of tenure	Designated Role
Mr Bob Crompton	Co-opted	19.03.2021	Chair of Governors
Miss Sue Kettle	Co-opted	08.03.2021	Vice Chair
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		Headteacher
Mrs June Sedgwick			SBM - Observer
Mr Jim Hilditch			Associate member
Mr Liam Lewis		08.03.2019	Associate member
Mrs Jacqui Critchley			Clerk to Governors

The Clerk took the Chair for the meeting

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

Prior to the meeting, a School Council presentation was given by Harry, a Y9 pupil, as follows:

- 1) There are School Council representatives from Y7, Y8, Y9, Y10 and Y11.
- 2) The representatives ask pupils for ideas for school and some ideas have changed school for the better ie the breakfast club
- 3) The School Council organised a gardening project. There was an overgrown allotment which the pupils dug over. A garden centre voucher was received and this has been spent on flowers for the school garden.
- 4) Charity fundraising has taken place and £120 has been raised.
- 5) The School Council election was held on the same day as the General Election. A ballot box was installed and children were given times when they could go to register and then cast their vote.
- 6) There is a Top 10 system where pupils can score points and there are Top 10 trips that pupils can go on if they behave well.
- 7) The After-School Club will be happening in September.
- 8) The outside classroom for horticulture has been built now which has seating and a white board and provides shelter. There are also more outdoor activities now.
- 9) The pupil suggestion box is moved from form to form and all suggestions are discussed at the School Council meetings.
- 10) Two School Council representatives visited Chester Rugby Club to talk about School Champions.



The Head noted that the School Council meetings are minuted and the minutes are reviewed. Current requests are for clubs, residentials and tuckshop and there may be some different clubs in September. A tuckshop would be tricky as the food would have to be healthy. However, school could write to parents to say that pupils can bring a healthy snack to school instead.

The School Council will be invited to write a bid with the SBM for funding for a residential trip, maybe to PGL.

Q: How are the School Council representatives elected?

A: All pupils who were interested did a video and then other pupils voted.

Representatives are allowed to run for election again when their term is up.

Governors thanked Harry for his presentation and staff Chris and Chelsea for their work with the School Council and they all left the meeting.

1. Apologies

- Apologies were received and **accepted** from Mrs Horsley.
- Mr Crompton was absent.

2. Declarations of Interest

None declared.

3. Governing Board Membership/Constitution

a) Changes:

Mrs K Beaumanis has resigned as a co-opted governor due to pressure of work.

b) Vacancies: The current vacancies are as follows:

3 x co-opted governors; 1 x parent governor;

The Head will make the usual approaches to parents in September to try and fill the parent governor vacancy.

Two potential governors have been identified via SGOSS and they have been contacted. The SBM noted that another potential co-opted governor has been identified and she will approach him to ascertain his interest.

Action: Mrs Sedgwick to approach Mr McHale re becoming a co-opted governor.

4. Election of Chair

The following nomination was received at the meeting: Mr Crompton



The Head noted that Mr Crompton was willing to serve a further term and proposed his appointment. The proposal was seconded by Mrs Formby and unanimously approved.

RESOLVED: That Mr Crompton be appointed as the Chair of Governors for a further 1-year term of office until the autumn term meeting 2018.

5. Minutes of 9th March 2017

The minutes were **agreed** to be an accurate record of the meeting and were signed by the Vice Chair.

6. Matters Arising

There were no matters arising.

Governors received an update on the following actions:

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

Action completed.

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

Update: The SBM reported that it is very difficult to benchmark Archers Brook against other schools.

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

Action Completed.

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

Update: Training will take place on 4th July.

Action completed.

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

Part One committee minutes were distributed in advance of the meeting and the following matters were highlighted:

Pupil Inclusion & Welfare 25th May 2017

- a) The committee had received the Head's report for this committee.
- b) Governors' attention was brought to the new timetable that had been produced. Due to pupil numbers, there is no more capacity in classrooms.
- c) Attendance is good at 88.7% compared to 88% this time last year.
- d) Governors reviewed the Behaviour Policy and recommended it for approval.



Teaching & Learning 25th May 2017

- a) The Committee received the Head's report applicable to this committee.
- b) Training to schools for Outreach will be offered by Edsential.
- c) Governors received the School Improvement Consultant's report which was very positive.

Personnel & Staffing 8th June 2017

- a) Governors discussed School Evaluation Form (SEF) and noted this is still outstanding.
- b) Governors reviewed the Lone Working Policy and recommended it for approval.

Finance & Premises 8th June 2017

- a) The committee had received the Head's report and it was noted that the current Ofsted Report is available on the School Website.
- b) Miss Kettle reported on her Care Inspection which was carried out on Wednesday 24 May 2017.
- c) The committee had discussed the Budget v the Actual spend and noted that the carry forward at the end of the year was £242698
- d) The SBM provided a list of works that will be carried out during the summer holiday subject to governors' agreement.
- e) The bid for Lottery Funding for the Music Room to become a Music Studio has been submitted and the Lottery have agreed to part fund it. The remaining costs will be funded from the Charity and some from Devolved Formula Capital.

8. School Reports

The following reports were received with thanks

- Headteacher's Report: The Head had given an individual report to each committee and the reports were distributed to all governors for information.
- Assessment & Achievement Report
- Pupil Premium & SEN Report
- Curriculum Report
- MAPA Report

Q: What is MAPA?

A: Management of Actual and Potential Aggression.

9. School Development Plan (SSDP) and Self Evaluation Form (SEF)

These had been reviewed at committee level and emailed out to all governors.

DF noted that she was pleased to see the amount of work to ensure pupils leave school and go on to further education or apprenticeships. The Head reported that the Deputy Head of The Bridge is doing a very good job of



helping the students get places. However, the change of personnel at the Ellesmere Port/Handbridge campus had caused a few issues in school.

The following matters were highlighted:

- Mental Health is a massive nationwide issue and school are undertaking the Mindful.org project as a mental health friendly school.
- The school are re-visiting the Dylan W information as a platform for the Visual Learning/Visible thinking SDP target to be led on via TLC groups.
- Governors received an update report on Attendance
- The Y10/11 are really focused on life after school.

10. Policies

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

- Lone Working Policy
- Behaviour Policy

The following policies were reviewed:

- Absent Management Policy
- Flexible Working Policy
- Social Media Policy

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

11. Schools Bulletin

Governors received the May and June Schools Bulletins with thanks.

12. Advisor Reports

The spring term School Improvement Consultant and the spring term ASIA reports were received.

13. Finance

School Fund: Governors noted that the accounts are still with the auditor and the audited accounts will be presented to the autumn term full GB meeting.

Draft Budget 2017/18: The budget was reviewed and **agreed**.

Summer Work Schedule: The schedule of work was reviewed and the expenditures **agreed**.

14. Governor training and visits

Mr Crompton has completed Safeguarding L3 – Working together to keep children safe in education.

The SIP will be carrying out bespoke training for governors on 4th July.



15. Correspondence to the Chair and any Urgent Actions undertaken

There had been no correspondence since the last meeting.

16. Calendar of dates for the next academic year 2017/18

Governors agreed the meeting dates for the next academic year as follows:

- Thursday 7th December 2017
- Thursday 8th March 2018
- Thursday 7th June 2018

All meetings will begin at 3.40pm

There being no further Part 1 business the meeting closed at 4.30pm.

Chair of Governors _____
Archers Brook SEBD School

Date _____