

**Minutes of the Meeting of Delius Special School
Full Governing Body meeting
held on Monday 19 January 2015**

Meeting commenced at 6.45pm

Present: Sally Birkbeck (SB) Chair, Heidi Bradshaw (HB), Sally Joy (SJ) Headteacher, Jean Kellett (JK), Charlotte Millea (CM), Amjid Shah (AS), Peter Sumpter (PS), Barbara White (BW)

In Attendance: Robert Cameron (RC), Deputy Headteacher; Julia Bateson, Clerk

Leaving before the end of the meeting: Gillian Jennison (GJ), Clerk

Attending part of the meeting: Anne-Marie Cullen (AMC), School Business Manager

SB welcomed everyone to the meeting especially new Clerk GJ.

47/14 Apologies for absence & their acceptance

The meeting were advised that **Fern Nixon (FN)** was leaving the school and had stood down as a Governor of the school. An election had been arranged for a new Staff Governor. Following the meeting it was found that **Natasha Elsworth (NE)** had come to the school but had not been able to gain access; at the next meeting the Business Manager's/Headteacher's school mobile number will be circulated so that it might be used in future to gain access in case of need.

48/14 Declarations of interest for items on this agenda

None.

The meeting expressed their sadness about the death of a child just before Christmas, and sent their thanks to Staff members who had been able to attend the funeral

49/14 Governor Vacancies

There were now vacancies for 3 Co-opted Governors and a Staff Governor (see above). An advertisement has been written and is to be placed on SGOSS and on the web-site.

The skills audit highlighted areas for enhancement being links to the local community and also that the Governors' ethnic mix does not reflect the pupil basis, particularly Muslim and new communities representation.

Governors discussed the advertisement that had been circulated, and agreed that it might be amended to include skills that were desirable to enhance the Governing Body. Governors agreed that the advert should to be circulated locally including local Mosques, supermarket notice boards and doctors' waiting rooms.

AS agreed to take adverts to the Mosques and new communities; and RC is to contact the local Church and Paul Johnson from the traveller service. SJ is to speak to LAP schools.

50/14 Any other business and requests for agenda order variations

Health and Safety Governor

As Health & Safety (H&S) reports are presented at Finance and General Purposes Committee it was questioned whether it might be more appropriate to have the H&S Governor as member of the Committee. HB is valued as H&S Governor and so it was

Actions

AC

Chair

AS / SJ / RC

Signed by the Chair as a true record: _____ Date: _____

agreed that HB should be seconded to the Committee with dispensation to arrive late and make her report towards the end of the meeting. Clerk note.

Clerk

51/14 Minutes of the last meeting, 8 December 2014

The minutes of the meeting on 8 December had been circulated before the end of last term, and had subsequently been edited by the Head teacher. Revised copies were circulated the meeting for consideration later – See 65/14 below.

52/14 Matters Arising not covered elsewhere by the agenda

Governor Induction Pack Contents

A draft copy of the induction pack was circulated to the meeting, and it was noted that it would form a 'training pack' for new Governors.

Amendments suggested:

- Skills Audit to be completed
- Introduction to IT and use of the web-site
- Review of first meeting to be amended to say first Full Governing Body meeting
- Documentation to include:
 - glossary of terms
 - Roles of each committee - see terms of reference
 - Governor's Objectives
- Mentor meeting to be arranged see how things are going
- CPD (training) from Governors Services

PS is to meet with the school business manager to take this forward

PS &
AMC

It was agreed that copies of all documentation presented to Governors meeting should be made available in the secure area of the web-site.

Governors thanked PS and the Teaching and Learning Committee for taking this forward.

Governors Open Day

Dates are to be brought to the next meeting for consideration by RC

RC
Agenda

Committee membership

AS is to join the Finance and General Purposes Committee

Clerk

AS advised that his employers have a scheme for 50:50 matched funding contribution to the outcome of fund raising and this is to be taken forwards with PS with the monies raised to go through Friends of Delius, a registered Charity.

AS
PS

53/14 Governing Body Self Review and Action Plan

The Plan had been circulated prior to the meeting. (Document A), and comments were invited.

The Plan is to be referred to within the School Improvement Plan (SIP), and an edited version is to be put within the SIP as appropriate.

SB advised that the DAP (District Achievement Partnership) validator is to be used to undertake the Chair of Governor's performance management.

Governors were invited to take up action points; the progress is to be reviewed termly at the last meeting of each term, and SB will 'RAG' it in advance.

Govs
Agenda
SB

54/14 Child Protection Termly Monitoring Report

A confidential report was circulated, and SJ spoke to the meeting. SJ advised that now the report had been prepared, in future the update will be shorter.

Signed by the Chair as a true record: _____ Date: _____

SJ took Governors through the report.

- This is a termly report as requested by Governors
- There is a record of escalation 'from what' to 'what and why' has been included to meet OfSTED requirements.
- Now being monitored and recorded on an excel spreadsheet for the future

Do you think this will be useful in identifying patterns?

Yes we will be able to identify patterns. The position regarding one child was discussed confidentially.

- Links with interventions, progress and attendance and possibly achievement would be useful in the future.
- In cases where pupils do not attend, drop-ins take place.

Governors commended this excellent report. SJ noted that it had been developed as a result of Governors' comments on the report presented at the end of the last academic year.

GJ left the meeting

55/14 Response to BMDC Travel Consultation

A single response had been received, and a draft response from the school; which had been prepared by the Chair, was circulated to the meeting.

Governors considered that the wording of the consultation was very skilful to introduce an unpalatable proposition. It is very biased, as the implementation is out of the hands of those making the replies to the consultation.

- Governors noted that the survey was expecting children to be on transport for prolonged periods and to make their way to a pick up point in all weathers and Governors felt this to be unsupportable for such young children.
- All questions are leading in a direction which is not acceptable.
- All governors to make an individual response but to make it clear that their status is as a Governor as well as their status as parents/staff members.
- Comments boxes are only available in the on-line version of the consultation.
- It is believed that the Market Research Association would probably fail the consultation on the grounds of balance because of the leading nature of the questions.

The principles are admirable, but Governors queried who would be putting these into practice. Governors agreed that the independence of each child is important, but each child's needs are real and individual.

The outcome of the review should be to find out whether there should be more or less transport, but it is clearly biased towards less, and will it will result in nice higher non-attendance.

Governors realised that parents may not realise that the implication of this consultation is that the transport for their child is under threat. Parents are to be advised that if they need help understanding and completing the document with their own opinions/answers they can come into school for help. The parent involvement officer (PIO) should give parents unbiased support and meetings to be arranged .

It was agreed that the Governing Body should write to the Local Authority about the quality

SJ/PIO

Chair

Signed by the Chair as a true record: _____ Date: _____

of the consultation per se.

Governors also expressed concern that the proposed changes to the transport provision may force parents to ask for their child to attend the nearest rather than the most appropriate school' it may therefore lead to local, 'generalist' schools which are not able serve the needs of the children.

SB will draft the Governing Body response and this will be considered at the training meeting. All Governors to make individual representations, including a comment to be made about the link to the School Offer.

SB
All
governors

56/14 SIP/SEF Update

SIP/SEF are currently being re-written to be leaner and more focused with a deadline of early March to achieve this. There is a shift in focus for evidence over time for OfSTED. The completed document(s) will be available for consideration in school to school reviews. The final major review is school DAP 2-day review and a good outcome is hoped for.

SJ explained that progress over time is being balanced with 'teacher observations/lesson observations' and other evidence.

The revised SIP/SEF are to be presented to the next FGB meeting

agenda

57/14 Pupil Attendance

A report was circulated to the meeting, and RC spoke to the meeting.

Governors recognised that the virus' and associated sickness absence had an effect on attendance last term.

RC advised that the school had met with the Head of the Education Social Work (ESW) service, and were now clearer about the role and expected impact of the service and this will be monitored. There is also a need to monitor the effectiveness of school's own initiatives.

The persistent non-attendance percentage target is reducing in September from 15% to 10%

Do parents get instruction on how to deal with issues?

Yes and It can be part of a CAF procedure.

Can school accompany a child to school?

School is as pro-active as possible but staff do not want to create a dependency.

Removing excuses is important. ESW to take the 3 families situation (as above) forward.

Governors thanked RC for his report and commentary.

58/14 Report from Committees

• Finance & General Purposes

SB summarised the earlier meeting to Governors, minutes to be circulated in due course. In particular the 3rd Quarter monitoring has been carried forward a short while to ensure it is as accurate as possible and this approval has been delegated to SB.

The predictive budget is dependant on funding estimates.

• Teaching and Learning

Draft minutes of the meeting of 16 January were circulated to the meeting, and it was noted that the Governors had challenged the school at this meeting. Lesson observations show a trend of good lessons, but the results have to be triangulated. The curriculum update also looks positive.

Pupil Progress - an update had been given to the meeting, and it was noted that 35% of

Signed by the Chair as a true record: _____ Date: _____

pupils are making better than expected progress. All evidence shows progress is being made.

Link Governors scheme

Governors are to link to classes (most Governors to have 2 classes). Following discussion it was agreed that the first visit should be a 'get to know you' visit to meet the children. Governors asked that they should be provided with a 'pen portrait' of the class. It was agreed that if a Governor felt it appropriate they might seek a colleague Staff Governor to accompany them for their first meeting.

Class allocations:

Class	Governor		Class	Governor
1	JK		7	BW
2	PS		8	AS
3	HB		9	HB
4	SB		10	PS
5	AS		11	NE
6	BW		12	JK

Governors were asked to make their first visit to each class before the next FGB meeting.

All governors

60/14 Governors Training and Open Day

Training evening – 9 February starting at 5p.m. Refreshments (Pizza) to be bought in on the day. Training covering:

- OfSTED
- Child Protection
- Autistic Spectrum Condition
- Signing
- Transport consultation.

57/14 Report from Committees (Cont.)

Pay Committee

Has not met

58/14 Policy/Document Review

Hygiene and Close Personal Contact Policy

The amended policy had been circulated prior to the meeting. CM took the meeting through the changes; she explained that the hierarchy for First Aiders to attend a medical emergency had been included in the light of serious medical emergencies seen recently in school. A small grammatical error is to be corrected regarding 'key first aiders' being present, subject to this correction adoption of the amended policy was proposed by HB seconded by SB and agreed by the meeting. The protocol for emergencies does contain staff names when used in school.

AMC joined the meeting

Mobile Phones Policy

Signed by the Chair as a true record: _____ Date: _____

The draft policy had been circulated prior to the meeting.

A request was made regarding the removal of taking photographs of children at Delius from the policy, with the phones not to be used for children's photographs at all. (page 2) There was an animated discussion regarding this and taking of photographs in general, especially family photographs out of school.

Why are there mobile phones being used in school and for school business?

AMC explained the background and the meeting discussed the issues.

Governors' energetic discussion continued regarding the taking of pictures in school and the risks of social networking-applications, they also considered the relevance of social networking applications to school based uses and equipment.

The acceptable use policy is to be revisited, especially with regard to i-pads. The IT manager Richard Meredith is to be asked (by AMC) to provide a summary with regard to applications, policing of installations, and anti-virus implications. This is to be considered at the next meeting.

RM/AMC
Agenda

Do Staff have to sign for their equipment?

Yes

Adoption of the draft mobile phone policy as amended (on page 2 'Taking pictures of pupils who attend Delius Special School: To read as ' IT IS NOT PERMITTED TO USE SCHOOL MOBILE PHONES FOR TAKING PHOTOGRAPHS OF PUPILS WHO ATTEND DELIUS SPECIAL SCHOOL OR TO USE THEM FOR TAKING PHOTOGRAPHS OF ANY PUPILS WHEN ON SCHOOL BUSINESS was proposed by SB and seconded by CM, subject to re-review following the IT report.

DBS Policy

The revised policy had been circulated prior to the meeting. Changes are shown on page 4, and include an additional search for anyone with a teaching qualification. Adoption of the policy was proposed by SB, seconded by PS and agreed by the meeting.

AMC left the meeting

59/14 Headteacher's Report

The sad death of a pupil had already been noted and the Headteacher thanked the Governors for their sympathies.

Pupils on roll: 114, with FTE (full-time equivalents); 109.6. 2 places have been offered from 26 February (after half term break) which will bring the numbers to FTE111.6, against a school number of 110.

How many nursery children will enter year 1 in September?

The exact figure is not yet known, probably 8-10

Are other schools full too?

Yes.

60/14 Governors Training and Open Day

See above.

61/14 Feedback from training and visits made to the school (incl date for further

Signed by the Chair as a true record: _____ Date: _____

training)

Some training courses have been booked but have not yet taken place.

Governors reported that they had enjoyed having Christmas Dinner with the pupils, and the fantastic Christmas performance.

62/14 Chair's Actions and Correspondence

None

63/14 CPD Programme

The CPD (Continuing professional development) training programme was circulated to the meeting. Governors were invited to attend any sessions, but were asked to ring ahead to ensure the training is still happening.

64/14 Events Calendar

The calendar had been circulated prior to the meeting.

It was suggested that the Governors might have a 'stall' at the Spring Fair – for example numbers of sweets in a jar or guess the weight of a cake. The Spring Fair is on 21 March from 10am-2pm. Offers of help to SB.

There is a learning walk for the SLT (senior leadership team) on 25 February.

65/14 Any Other Business from 07/14

Headteacher's Performance Management/Appraisal

The meeting were advised that the Headteacher's appraisal had been completed. Governors wished to thank SJ for her continued enthusiasm and leadership of the school.

The external consultant/assessor commented that the Governance of the school is outstanding, but SB noted that the judgement was based on future plans as much as current practice and that is important the plans are carried through.

Minutes of the meeting of 8 December

Minutes of the meeting of 8 December were proposed as a true record by SB, seconded by BW and agreed by the meeting, the Chair signed the minutes.

The meeting offered thanks to the retiring Clerk.

66/14 Date and Time of next meeting

23 March 2015 at 6.30pm

There being no further business, the meeting concluded at 9.20pm

all

Signed by the Chair as a true record: _____ Date: _____