

**MINUTES OF FULL GOVERNING BODY MEETING**

**23rd MARCH 2015**

**4.30 P.M. AT MAIN BASE**

**Present**

Claire Marshall (Chair), John Bradshaw (Acting Principal), Mark Harvey, James Brown, Ben Bury, Kristina Murphy, Kacper Saar, Jenny Smith, Mark Yorke

**Non Governors in attendance**

Hardip Bissell, Sharon Blair-Burke, Mark Gaynor, Vicky Miller, Caroline Mace, Ali Mackie, Kiri O'Flynn (Leadership Team)

Jeff Rooker, Hardeep Dhinju, Mike Burton (School Business Manager), Alyson Ralphs (Clerk)

	<b>Item</b>	<b><u>ACTION</u></b>
1.	<p><b><u>Introduction</u></b></p> <ul style="list-style-type: none"> <li>Everyone around the table introduced themselves.</li> </ul>	
2.	<p><b><u>Finance Training</u></b></p> <ul style="list-style-type: none"> <li>Mike handed out a PowerPoint presentation (refer to handout) and a copy of the Academies Financial Handbook.</li> <li>We are a company limited by guarantee and have charity status.</li> <li>Copy of the funding agreement and Memorandum &amp; Articles available.</li> <li>Value for Money Statement available on the website.</li> <li>Governors are Trustees of the school.</li> <li>Accounting Officer is the Principal.</li> <li>Finance Committee meet regularly.</li> <li>James highlighted the expenditure levels.</li> <li>Accounting Officer ensures money is being spent on educational outcomes.</li> <li>Mike explained the difference between cash balance and accounting balance.</li> <li>Internal controls - responsibility to check money is spent how it was intended.</li> <li>Novel or contentious payments always require EFA approval. They normally give approval in around 5 working days but depends how contentious.</li> <li>Annual audit and regularity audits carried out.</li> <li>People broke off into groups to discuss scenarios.</li> <li>Groups came back to the table and discussed their thoughts.</li> <li>Need to be transparent and show best value for money.</li> <li>Compromise agreements not always the best option. Try to deal with capability first.</li> <li>At cost – supplier demonstrating they had made no profit.</li> <li>Write-off invoice – satisfy the payment is not recoverable.</li> <li>Responsible Officer Report – check that we are working to the right principles of the Financial Handbook.</li> <li>Independent review – regularity review with action plan.</li> </ul>	

*C. Mill 27/4/15*

	<ul style="list-style-type: none"> <li>• Key issues memorandum – years financial accounts.</li> <li>• EFA are currently happy with the documents that have been provided with.</li> </ul>	
3.	<p><u>Apologies/Declarations of Interest/Minutes of Previous Meetings and Matters Arising</u></p> <p><u>Apologies</u></p> <ul style="list-style-type: none"> <li>• Apologies had been received from Clive Reeves. All governors present accepted these apologies.</li> <li>• Ben pointed out his comment had been missed out.</li> <li>• Page 4, bullet point 15: Ben’s comment added “to ensure parity in pay with TA’s”.</li> <li>• Ofsted Monitoring Committee has been formed and the Restructure Committee has been re-formed. Actions to be discussed later on the agenda.</li> <li>• <b>Mike is looking at how much money we get come in for each sector of the school. Some costs are shared. Take to finance committee.</b></li> <li>• Hardeep questioned if we knew where the finances were distributed. John explained how much we are spending at each sector on teaching and other spending. <b>Hardeep asked John what tools are we putting in place? John said analysis is taking place. Currently looked at as one school. Mike to report on this.</b></li> </ul> <p>Jeff asked if we have a gut feeling if one sector is subsidising another sector. Vicky pointed out the sector budgets are allocated. Mark Gaynor said this budget is more about resources not staffing.</p> <p>Mark Harvey said funding for Parkway and Northfield are similar, Dovedale is higher. We need to look at if we are spending our money wisely so we know we are investing the money in the right places. It is about funding the sectors correctly. Money should be spent as close to the child as possible, e.g. English and Maths. We need to look at funding areas differently.</p> <p>John – the school has been funded generously in the past. We need to show how the governing body are risk assessing the budget. Need to look at what money we need in reserve for possible fluctuations. More for hospital and specialist provision. EFA set at £10k per year for hospital and we can apply for top up.</p> <p>Hardeep – SEN governor at another school. Are the governors aware of the funding around each pupil? Are we looking separately how the pupil premium is spent and every 6 campaign?</p> <p>Hardip – how are governors going to judge how many staff are needed in each sector. John will work with sector leaders on how many staff are required. Need to look at capacity to meet the needs of the sector.</p>	<p>MB</p> <p>MB</p>

	<p><b>All governors present accepted the minutes of the meeting held on 3<sup>rd</sup> March 2015 as a true and accurate record.</b></p> <p><b>Ben Proposed James Seconded</b></p> <p>9<sup>th</sup> February 2015 minutes and confidential items from 3<sup>rd</sup> March 2015 to be approved at the April meeting.</p> <p><u>Absent</u></p> <ul style="list-style-type: none"> <li>-</li> </ul> <p><u>Declarations of Interest</u></p> <ul style="list-style-type: none"> <li>None</li> </ul>	
4.	<p><u>Ofsted Plan and Monitoring Improvement</u></p> <ul style="list-style-type: none"> <li>John said it had been a difficult term.</li> <li>Sector leaders have kept morale up with staff and tried to reassure staff that their jobs are safe.</li> <li>Health sector seem happy for JBS to continue with providing education.</li> <li>Parents were supportive at the parents meetings held at various sectors.</li> <li>Staff had been very professional. There is the normal staff turnover.</li> <li>DfE had visited – everything they saw was good. They looked at if the capacity is there for governors and leadership.</li> <li>External audits had taken place.</li> <li>Pupil parliament meetings and school councils had talked about what pupils can do to help with progress and attendance. Pupils are angry – they do not agree with the Ofsted result.</li> <li>Governors monitoring committee to meet monthly to look at progress required by the DfE. The committee had met to scope the work that is required.</li> <li>Mark Gaynor asked who sat on the group? It was confirmed as Claire Marshall, John Bradshaw, Kristina Murphy, Jenny Smith, Tracy Stone from Rookery and Steve Williams (School Improvement Partner - SIP). The Local Authority had declined an invitation to attend. Governors suggested linking with Sectors Heads from each sector.</li> <li>John handed a copy of the Ofsted Action Plan. There will be some additions and actions assigned shortly. This plan is addressing the Ofsted sub-points although there are other things we are doing not on the plan. Items are being RAG rated. Need to be reviewed on a half-termly basis. Have put attendance at Amber even though Ofsted had it as red as we have made some improvements. The Pastoral Support Workers will be getting out and closing down any safeguarding and attendance issues – long-term want to see them involved in increasing attendance. Those posts are moving ahead. Safeguarding policy is still in draft, although it has had work John still not happy it is the right type of document, needs more work before coming back to governors. Appendices have been developed by sectors. At BCH they have said that they will look at a draft the policy to verify this.</li> </ul>	

- Kristina: what has happened about the DSL?
- John: training has been postponed until May but we have arranged for another school to provide this service.
- Kristina: Has this been communicated?
- John: Staff know to speak to Sector leaders who are aware.
- Mark H asked if all staff had some safeguarding training. It was confirmed yes.
- Induction for pastoral workers. BCH had offered a service also.
- Hardeep asked if the safeguarding policy was not fit for purpose, are we still looking at this. John confirmed the policy was being looked at.
- Need to keep flowcharts for working with other agencies.
- Hardeep asked someone in the room what their definition of safeguarding was.
- Mark Gaynor said it was about keeping children safe. Hardeep asked if, as an academy, we can use another safeguarding policy. It was confirmed that each sector has written a sector specific section for safeguarding their particular sector. Sharon highlighted we are all different. Has this been extended to the home? Hardeep had contacted the Child Protection Team at BCH and highlighted the responsibilities of JBS and BCH. Policy will be updated and shared with hospital trusts. John pointed out we still need to work alongside the Birmingham policy as we work with other agencies. Hardeep said we need to ensure there are no grey areas. Mark Harvey pointed out it wasn't just about the policy, it was the actions of staff to ensure the procedures are followed. John said it was also how the curriculum affects safeguarding. Safeguarding around part time provision – HMI was critical of part time teaching. If timetable is reduced it needs to be reviewed regularly and certainly not for any length of time.
- John explained to governors the home teaching and pathways sector. Ofsted said it is not acceptable. Sharon has looked at proposals for increasing this. Some pupils could cope with more but are restricted by the Pathways provision.
- Sharon handed out options – option 2 is Sharon's preferred option. Highly anxious pupils who do not cope with groups and noise. Governors asked if it was better for the pupils? Sharon said absolutely.
- James queried teaching hours: 5 hours in the home and 13 ½ in Pathways. Full time 25 hours.
- Bid may need to go back to the EFA.
- James - What % would cope? Sharon confirmed possibly 7 out of 40 at present
- Jeff asked what is the implication to transport? Mark Y – who funds taxis, it was confirmed it was currently the local authority. Local authority may put this responsibility onto the school in future.
- Kristina questioned why we wouldn't provide the service at other sectors – Sharon – pupils could transition to a part time class in another sector. Part time model at other sectors could be looked at.
- Ali point out that part time timetables already happen at Northfield. Sharon said this was more about a structured provision to ensure access to the same opportunities for all pupils. John said the pupils at Pathways were very different than those at Parkway and Northfield.
- Ofsted had highlighted inconsistencies across the school. Pathways need the option to increase to full time.

<ul style="list-style-type: none"> <li>• Refer to handout – virtual classroom – could offer opportunity for home taught pupils also. Mark Y highlighted there were free software options available for this. Responsibility point for lead teacher could be awarded to someone to oversee this.</li> <li>• School Improvement Partner is going to carry out an external review of Pathways. Governors need to then make a decision to continue with the provision or not.</li> <li>• Progress has been made with safeguarding.</li> <li>• Attendance figures are broadly the same as January. Need to improve attendance in teaching centres.</li> <li>• Mark H said we could do more with parents. Pupil parliament representatives said they wanted workshops to improve attendance. Need to up the pace.</li> <li>• Pick out one or two items from the action plan for full governors to discuss. Safeguarding will be one of them.</li> <li>• Link governors to work with sectors.</li> <li>• Leadership and Governance – John handed out a proposed structure.</li> <li>• Removes VP's with Leadership having a whole school role.</li> <li>• Jeff queried what SENCo is – John explained this was the Special Educational Needs Co-ordinator. Mark queried what EVC was – it was confirmed as Educational Visits Co-ordinator (currently only VP's trained).</li> <li>• Need to move away from being top heavy. Learn to work together in a different way.</li> <li>• What is the effect on the staff? No difference on a daily basis.</li> <li>• James queried if the Head of Sector would be responsible for staff across the whole school, pupil numbers at each sector and spaces and teacher numbers and vacancies. There is a sector places document set to Heads of Sector each week and there is a staffing spreadsheet.</li> <li>• <b>Alyson to send Ali a copy of the whole school staffing overview.</b></li> <li>• Need a better structure to suit pupils.</li> <li>• Kacper queried admin structure.</li> <li>• Hardeep pointed out we are in special measures and we need to move forward.</li> <li>• There will be a review of admin and TA's. Increase in number of Teaching Assistant (TA) support for Dovedale. <b>Mike Burton to look at admin structure.</b></li> <li>• Claire gave feedback on the DfE visit. They have been in twice, again today.</li> <li>• DfE could take us over. Governors have been working hard to prevent this. At this stage DfE are happy but if we haven't moved forward with the action plan they will come and take us over. DfE want to see rapid improvement and we seem to be going in the right direction. We need to have changed most actions to green by the summer half term.</li> <li>• Claire and Mark have put an immense amount of work in to move the school forward. We need the data to show what is happening now.</li> <li>• Jeff felt the DfE were positive and they want us to work. The inspection is likely to be the first week after Easter.</li> <li>• DfE asked how we judged ourselves now. How do we feel about moving us forward? Governors feel we have the tools to move forward. They had confidence in changes that had happened. Claire felt reassured after meeting all the leadership team.</li> </ul>	<p>AR</p> <p>MB</p>
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*OC Moll 27/4/15*

	<ul style="list-style-type: none"> <li>• Jenny felt it was great to see Leadership in the room.</li> <li>• Jeff will look to visit all the sites.</li> <li>• Ali thanked governors for inviting leadership.</li> </ul>	
5.	<p><u>Safeguarding, including reportable incidents</u></p> <ul style="list-style-type: none"> <li>• Vicky handed out a record of incidents.</li> <li>• Include as part of the 175 safeguarding audit. Provide templates to report to governors. Sent to the local authority annually. Details of the audit can be found on the Local Safeguarding Board website.</li> <li>• LADO and times police called to be included in the incident report.</li> <li>• James felt he needed to understand more.</li> <li>• Kristina questioned why there were more in some sectors. Vicky confirmed Leadership working together to agree what is an incident, including the level of harm.</li> <li>• Mark H asked if it could state if it is the same pupils, how many involved, if it is the same person it could skew results.</li> <li>• 1.4 Key to be included for acronyms.</li> <li>• Mark Y asked if it was an automated system? It was confirmed it wasn't. Mark would like to explore a system to input information in.</li> <li>• Hardeep also asked if there was a system? <b>It was agreed we need a centralised system and this needs to be looked at. Mark Y to look into this.</b></li> <li>• Claire thanked heads of sector for attending.</li> <li>• Attendance – how have we been recording it and how will we be looking at it.</li> <li>• 100% aspired attendance. In teaching centres 95%. Informed parents of this.</li> <li>• Rewards, sanctions, involving parents, pupils have made suggestions like a pupil helpline. 4 new pastoral workers will help. Attendance data to be brought to the next meeting.</li> <li>• John – attendance action plans are below 85% currently – are they making a difference?</li> </ul>	MY
6.	<p><u>Principal's Operational Report</u></p> <ul style="list-style-type: none"> <li>• Investigation closed and details shared with finance.</li> <li>• Harninder Brench had threatened financial special measures if we did not send paperwork. Finance agreed to send final accounts.</li> <li>• Kazz - Page 16 – what are we putting in place so this cannot happen again.</li> <li>• Accountants identified policies not been followed, right paperwork was not being brought to governors and not being signed off correctly.</li> <li>• Finance has asked for a different way in what was being presented.</li> <li>• Governors need to be more alert.</li> <li>• Governors need to be more aware of what questions they are asking.</li> <li>• <b>Governors to take accounts away and come back with any comments.</b></li> <li>• Claire presented a document for the change of signatories and Claire read the document to governors. Current signatories are the VP's. It was suggested that new signatories should be John Bradshaw, Mike Burton, Sharon Blair-Burke and Victoria Miller. Jenny questioned if each cheque should have 2 signatories. It was confirmed that cheques would need to be signed by 2 signatories.</li> </ul>	ALL

	<p><b>All governors present agreed for the form to be signed. Claire Marshall (Chair of Governors), John Bradshaw (Acting Principal) and Alyson Ralphs (Company Secretary) signed the document in the presence of governors 8.01pm.</b></p> <ul style="list-style-type: none"> <li>Jenny queried if Chris Hindle had been employed by us or imposed. Claire confirmed both. The report will feed into the action plan. Chris had been selected by Governor Support.</li> <li><b>Jenny and Claire to meet about governor information.</b></li> </ul>	CM/JS
7.	<p><u>Governing Body Briefing Report</u></p> <ul style="list-style-type: none"> <li>No further comments.</li> </ul>	
8.	<p><u>Governing Body Development</u></p> <ul style="list-style-type: none"> <li>No report.</li> </ul>	
9.	<p><u>Policies Update</u></p> <ul style="list-style-type: none"> <li>No policies were presented.</li> </ul>	
10.	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> <li>No report.</li> </ul>	
11.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> <li><u>Summer Term Calendar</u> A draft calendar of meetings for the summer term was circulated.</li> <li><u>Appointment of New Governors</u> Claire Marshall asked Jeff Rooker if he wanted to join the governing body. Jeff confirmed yes. <b>Claire proposed, Mark Y seconded</b> <b>Governors voted unanimously to appoint Jeff Rooker to the governing body.</b></li> <li>Claire Marshall asked Hardeep Dhinju if he wanted to join the governing body. Hardeep confirmed yes. <b>Claire proposed, John seconded</b> <b>Governors voted unanimously to appoint Hardeep Dhinju to the governing body.</b></li> <li>Claire had met with Helena Mandleberg who was keen to join the governing body. She works at Unilever and has a finance background. <b>Claire proposed, Mark seconded</b> <b>Governors voted unanimously to appoint Helena to the governing body.</b></li> <li>Mark had met with Melissa Daly – works at The Rep. <b>Mark proposed, Claire seconded</b> <b>Governors voted unanimously to appoint Melissa to the governing body.</b></li> <li><b>Alyson to conduct Staff and Parent governor elections.</b></li> </ul>	AR
	<p><u>Date of Next Committee Meeting</u></p> <ul style="list-style-type: none"> <li>27<sup>th</sup> April 2015</li> </ul> <p>The meeting finished at 8.00 pm</p>	

*C. Marshall 27/4/15*

