

Barley Lane School Full Governing Board Meeting 1 (Part 1 Minutes)

Date / Time:	20 th September 2022 at 17.30	Location:	Barley lane School
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Attendees:	Initials:	Governor Type:	Arrival time
Raz Miah	RM	Staff	
Liz Shinn	LS	Local Authority	
James Martin	JMa	Co-Opted	

Attendees:	Initials:	Governor Type:	Arrival time
Dave Jones	DJ	Staff - Headteacher	
Phillipa Ansell	PA	Parent	
Helen Crossfield	HC	Co-opted	

Sanctioned Apologies:	Initials:	Governor Type:

Unsanctioned Apologies:	Initials:	Governor Type:

In Attendance:	Initials:	
Helen Rimmer	HR	Clerk to Governors
Vicki Sessions	VS	Invited-BL Deputy Headteacher
Jason McCarthy	JMcC	Invited – BL Site Manager

Minutes To:
Full Governing Board

BL= Barley Lane

FGB = Full Governing Board

DCC=Devon County Council

KCSiE=Keeping Children Safe in Education

All reports had been distributed to the Governing Board via the GovernorHub (secure online portal) prior to the meeting.

Meeting started: 17:31

1/1.1	Apologies & Business Interests HC observed there was 100% attendance and thanked everyone for coming into school. (Governors were reminded on the agenda to check and sign their declaration of business interests. ACTION - Governors are required to check and update, where necessary, and electronically sign their declaration of business interests on GovernorHub)	All	ASAP
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<p>1/2.1</p>	<p>Quotes For Cleaning Contact</p> <ul style="list-style-type: none"> * Cleaning quotes email to GB from JMcc 9 Sept 22 * Cleaning quotes email to GB to accompany quotes JMcc 9 Sept 22 * Barley Lane School - Proposal for Cleaning Provision - Betterclean Services Exeter - 2022 * Phillip Voss Elite Cleaning * Quotation (002) Ashton Cleaning Services * Barley Lane School - Proposal V2 Churchill * Barley Lane Service Level Agreement Churchill * CG-F-307-Churchill-Contract-Services-Standard-Client-Terms-and-Conditions-v6 - Barley Lane School <p>(JMcc had asked the Governing Board to urgently consider approving changing the cleaning contract to a new provider, due to ongoing chronic problems with the current service being provided, which had become a safeguarding and health & safety concern. JMcc and Judith Ford (BL, School Business Manager) had approached numerous other local schools to find out who carried out their cleaning and whether they would recommend them)</p> <p>HC informed the Board that JMcc and JMa (Finance Lead Governor) have been speaking about the quotes for the cleaning contract.</p> <p>JMa said he had been asked to look at the school entering into a new cleaning contract due to the underperforming of the current providers and long-standing issues with the standard of cleaning. JMcc sought 3 quotes and recommended Churchill as they are cheaper than the current providers, Elite (who have recently put up their prices).</p> <p>RM asked if BL has any experience of using Churchill. JMcc said he had spoken to another school who uses them [for cleaning] and Churchill carried out the school's water temperature checks.</p> <p>HC said she felt the Governing Board could rule out using Ashton, as their quote was not presented properly.</p> <p>HC was impressed by Betterclean. Although slightly more expensive, they laid out exactly what they would provide. HC also liked that they stated they paid staff more than the living wage</p> <p>HC expressed concern that Churchill's is a 3-year contract requiring 6 months' notice, whereas Betterclean have a 1-year contract and 3 months' notice.</p> <p>HC asked JMcc what was view of how [the representatives of the companies] presented when they came into school to meet him. JMcc said that his view of Betterclean was that they were 'absolutely wonderful', it came across that they knew exactly what they were talking about and knew the job. Churchill came across like 'salesmen'. However, Betterclean went through their 'spec' and JMcc didn't like how it was set out. For example, for the reception area it says "hoover, wipe mop floors" but there are no floors to mop. When he pointed this out, they refused to remove the reference to mopping the floor. The 'spec' also included wiping surfaces within the school that BL doesn't have. They put in cleaning out fridges weekly. JMcc felt this was more than BL requires. JMcc was concerned that they had provided a standard wording in the contract and they were not prepared to compromise and remove the elements not required. Leaving JMcc concerned that the school was being charged for elements that were not relevant at BL.</p> <p>HC asked JMcc whether he had concerns about entering into a 3-year contract with Churchill, requiring 6 months' notice. JMcc said he just has concerns about cleaning, he is finding it too much to come in every day to find problems. Also, another staff member, who has worked at the school for many, many years, is upset daily by what he finds when he comes in.</p> <p>HC asked JMcc if Churchill may be open to negotiate reduced contract and notice period. JMcc said that he had asked Churchill about this, they will only offer the 3 year contract.</p> <p>JMcc added that Betterclean felt comfortable, they spoke with him for 2 hours.</p>		
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	<p>DJ expressed concerns over not only the quality of service from the current providers but also site security concerns. In response to a question from DJ. HC said that the provider would be in breach of contract if these issues happened [with a new provider] for which there is a separate clause.</p> <p>LS in her experience as a school head, she had a problem with cleaning contractors if the school used more than the allocation of consumables, such as paper towels etc.. JMcC said BL is currently providing items such as, soap, paper towels and toilet paper. The only items provided by the current provider are bin bags. For which BL pays Elite £18 per month. The governors felt this was a lot of money. JMcC said the cleaners replace them all every day, whether it is needed or not.</p> <p>HC noted that Betterclean can provide consumables as an extra. JMcC said this may be worth considering, if they can provide items cheaper than he currently pays. HC asked which schools Betterclean and Churchill currently work in. JMcC stated that JF rang around and has this information.</p> <p>LS asked if there would be completely new staff. JMcC said the new company would have to offer to TUPE over the staff. LS asked if the problem with the quality of the cleaning is due to the management or the individual staff. RM replied that one cleaner has been at BL a long time and has always completed her job to the highest standard possible with supplies provided by the company. JMcC said he has never had any issues with this longstanding cleaner (who is the only cleaner likely to take up the offer of TUPE). JMcC said the concerns in substandard cleaning come from the mobile cleaners and inexperienced staff who are used by the company and often change and don't know the school.</p> <p>JMa said that his main concern is also the 3-year contract but he still recommends Churchill.</p> <p>The Governing Board voted unanimously for BL to accept the quote and enter into a cleaning contract with Churchill</p> <p>HC asked JMcC how much notice the school has to give to Elite. JMcC replied 30 days is required for contract turnover, this allows for TUPE and Churchill also stated they need 30 days' notice to start. JMcC and the governors felt this would work out well as it will be half term.</p> <p>The governors thanked JMcC for his work looking into suitable replacement cleaning companies.</p> <p>HC stated that in order not to be in this situation again the Governing Board must monitor the performance of the new cleaning service providers.</p> <p>ACTION – The new Premises Lead Governor to liaise with JMcC and report back at the Governing Board at the start of the Spring Term 2023.</p> <p>LS asked whether a deep clean is due at half term? JMcC was meant to be deep cleaned in the summer</p> <p>Before he left, JMcC wished to alert the governors to rat problem within school. He informed them that Rentakill had been into school earlier that day and the week before last. They have been laying traps and baiting but it has not so far solved the problem. At their latest visit Rentakill laid a coloured powder to allow them to track the entry point. JMcC stated the problem centred in the Primary unit.</p> <p>JMcC left 17:47</p> <p>17:47 The governors moved rooms to join Diana Denman (Special Schools Advisor) for her presentation</p>	<p>Premises LG</p>	<p>Jan 2023</p>
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1/3.0	Presentation by Diana Denman Role of School Governance in Special Schools		
	<p>Diana Denman made a presentation about governing in a special school. Governors asked questions about her presentation and discussed how to improve our challenge to the school leadership.</p> <p>ACTION - Diana agreed to send her presentation to DJ to circulate to all governors.</p>	DJ	When available
	<p>18:55 DD left and RM, LS, HC, JMa and PA returned from the presentation</p> <p>Before resuming the agenda, HC asked all governors, who had not already, to respond to Judith Ford (BL, school Business Manager) regarding the annual safeguarding training, reading KCSiE, data protection policies etc (all governors had been sent emails from JF setting out what was required.)</p> <p><i>HC stated that it was assumed that everyone present at any FGB meeting had already read the relevant documentation (all of which had been shared on GovernorHub at least 1 week prior to the meeting).</i></p>		
1/4.1	<p>Housekeeping Clerk's Housekeeping</p> <p>HC said that as per an email that had been distributed to governors, HR has a backlog of minutes so will only be looking at emails on a Monday. Anything urgent in between, which cannot wait until the following Monday should be sent to either HC or LS, for them to contact HR if appropriate.</p> <p>HC stated that this year we will adhere to the timeline to get items onto the agenda.</p> <p>HR informed the Governing Board that the Department of Education (DfE)'s statutory governor register, called GIAS (Get Information About Schools) can only show 1 person as Chair of Governors, with no provision to detail Co-chair arrangements. It is therefore necessary for governors to decide which of the co-chairs should be listed as Chair.</p> <p>The Governing Board agreed to LS's name being listed as Chair of Governors on the GIAS register.</p> <p>ACTION – HR to updated the GIAS register to show LS as Chair of Governors</p>	HR	ASAP
1/4.2	<p>Governing Board Code of Conduct <u>Governing Board Code of Conduct 2022-23</u> The Governing Board agreed to adopt the proposed Governing Board Code of conduct</p> <p>ACTION – All governors to sign the electronic declaration on GovernorHub to confirm the agree to adhere to the Governing Board Code of Conduct for the duration of the academic year.</p> <p>18:57 DJ and VS returned to the meeting after letting DD out of the school gates</p>	All	ASAP
1/4.3	<p>Confidentiality</p> <p>HC reminded all members of the Governing Board that any conversations designated confidential should be kept in the strictest confidence and not discussed outside of the meeting.</p>		

<p>1/4.4</p>	<p>Reconstitution Proposed Reconstituion of Barley Lane Governing Board HC said that all members of the Governing Board have had time to read the proposal, which sets out to get more governors on the Governing Board. The Board needs more governors to share the Lead Governor and other roles within the Board. (The need for more governors had been discussed previously, see Minute 9/6.2) There were no further questions.</p> <p>The Governing Board agreed to terms set out in the proposal to reconstitute. (i.e that the Governing Board of Barley Lane School Reconstitutes on 12 January 2023 with the following constitution:</p> <ul style="list-style-type: none"> • 2 parent governors • 1 local authority governor • 1 staff governor • 1 headteacher • 5 coopted governors • 2 foundation governors <p>Total - 12 governors)</p> <p>ACTION – HC to oversee the reconstitution process, which includes forwarding the minutes of this meeting and the proposal document to the Governance Consultancy and seeking the agreement of the SENTient Trust Board</p> <p>ACTION -HR to forward the reconstitution document to Governance Consultancy and Sentient Trust</p>	<p>HC</p> <p>HR</p>	<p>January 2023</p> <p>Asap</p>
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1/4.5	<p>Board Membership <u>Summary of governor information September 22</u> The governors were reminded that 3 governors had left, after resigning, since the last Full Governing Board meeting. Leaving 1 parent governor vacancy, for which an election will be held. And 2 Foundation governor Vacancies.</p> <p>HC proposed that Andrew Shinn, who is a former governor at Barley Lane, fills one of the Foundation governor vacancies. He has agreed to come back as the Careers Lead Governor.</p> <p>The Governing Board agreed to propose Andrew Shinn to the SENTient Trust Board to seek their approval for his appointment as a Foundation governor.</p> <p>HR had spoken to the new Clerk of the Trust Board and the Trust Board is not due to meet until 9th November. (New Foundation Governor appointments are usually approved at SENTient Trust Board meetings.) The SENTient Trust’s Clerk had offered to seek approval for the new Foundation Governor appointment via email.</p> <p>The Governing Board wished Andrew Shinn to be appointed as Foundation Governor before Barley Lane’s next Full Governing Board meeting on 18th October 2022.</p> <p>ACTION –HR to contact the Governance Consultancy see if it is possible to expedite the Foundation Governor approval process.</p> <p>ACTION – HR to liaise with the SENTient Trust Board’s Clerk and pass on the proposal for Andrew Shinn to be appointed as a Foundation Governor</p> <p>HC informed that Board that she and LS are investigating options to fill the other Foundation vacancy as well as the new vacancies which will be created by reconstituting.</p> <p>LS has been approaching contacts and HC is using the Inspiring Governance service. She has approached 5 potential candidates and will be meeting with one of them shortly.</p> <p>ACTION – HC and LS will bring an update and names of potential new governors to the next meeting in October.</p>	<p>HR</p> <p>HR</p> <p>HC & LS</p>	<p>ASAP</p> <p>ASAP</p> <p>18 Oct 22</p>
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<p>1/4.6 & 1/4.7</p>	<p>Lead Governor (LG) Roles Proposed Lead Governors BL Committee members and Lead Governors Sept 2022</p> <p>Terms of Reference Committee Terms of Reference Lead Governor Terms of Reference (ToRs) for approval</p> <p>HC had distributed a proposal for reallocating the LG roles in light of the recent resignations. She had been unable to make contact with PA. PA had been unable to login to check her governor email account.</p> <p>ACTION – PA to attempt to access her email account and if still unable to login to contact JMCC.</p> <p>HC said the proposal does not have anyone allocated to the Premises and Health & Safety LG or the Community and Parental links LG. Whilst they remain vacant she asked the other governors to cover their remits between them.</p> <p>The Governing Board agreed to cover the remits of the Premises, Health & Safety and Community and Parental links between them whilst these roles remain vacant.</p> <p>ACTION – All governors to cover the remits of the Premises, Health & Safety and Community and Parental links between them</p> <p>ACTION - PA to speak to LS and HC after the meeting about which of the unallocated roles she may be interested in</p> <p>LS asked a question about her Terms of Reference which highlighted an error.</p> <p>ACTION - HC to correct the error in LS's Lead Governor Terms of Reference</p> <p>JMa asked about the structure of the Full Governing Board meetings changing to alternating school improvement/ finance focus. HC confirmed that LS will be chairing FGB School improvement meetings which also cover inclusion wellbeing [curriculum] and safeguarding. With all other areas coming under the FGB Resources meeting, which HC will chair.</p> <p>The Governing Board agreed the updated structure for Lead Governor roles.</p> <p>The Governing Board agreed the updated Lead Governor Terms of Reference and Committee Terms of Reference</p>	<p>PA</p> <p>All</p> <p>PA</p> <p>HC</p>	<p>ASAP</p> <p>Until further notice</p> <p>Immediately</p> <p>30 Sept 22</p>
<p>1/4.8</p>	<p>Minutes of the last meeting HC informed the Governing Board that the minutes are not available yet (see minute 1/4.1), hopefully HR will soon catch-up with the outstanding minutes.</p> <p>ACTION – HR to catch up on all outstanding minutes.</p>	<p>HR</p>	<p>Dec 2022</p>

1/4.9	<p>Action Points Table of Actions FGB 9 14July22 Minute 9/3.1 - LS provided her report but too late to be added to the agenda. minute 9/6.6 - ACTION – HR to make sure Damian Furniss’ (previous Chair of Governors, who resigned his role as Foundation governor wef 26 July 22) email account was closed.</p> <p>The Board checked the rest of the actions from the previous meeting and most of these were complete. Minute 9/8.1 was in progress. Minute 9/12.4 was now under the remit of the Personnel LG.</p> <p>ACTION - HR to add outstanding minutes to Action Points.</p>	HR	ASAP
1/4.10	<p>Chair’s actions none</p>		
1/4.11 1/5.2	<p>Keeping Children Safe in Education (KCSiE) KCSiE Sept 2022 Governor Training DJ highlighted the importance of governors reading and confirm they have read KCSiE, as it is important that this is recorded ASAP on the Single Central Record (SCR). RM said the deadline for staff was to do so before this meeting.</p> <p>HC stressed to the Governing Board that undertaking their annual safeguarding training and reading KCSiE are important.</p> <p>ACTION – All governors to have complete their safeguarding training and read (and confirm read) KCSiE. ACTION – HR to ask Judith Ford (BL, School Business Manager) to chase any governors she has not heard from by 28th September 2022</p> <p>RM reminded the rest of the Governing board to click on their GovernorHub profile to also sign off their declarations record, when complete.</p>	All HR	28 Sept 22 30 Sept 22
1/5.1	<p>Governor visits ACTION – DJ, LS and HC to work together to draft a schedule for school monitoring visits, to be brought to next meeting</p>	DJ, LS & HC	18 Oct 22
	<p>Policies & Procedures</p>		
1/6.1	<p>Child protection CP Policy 2022-23 The Governing Board agreed to adopt the updated Child Protection Policy</p>		
1/6.2	<p>Behaviour Policy & Behaviour Principals The draft Behaviour Policy had not been supplied for governors to review. ACTION – DJ to share the draft Behaviour Policy with HC, HC to look at the behaviour policy and bring recommendations to the next meeting</p>	DJ & HC	18 Oct 22
1/6.3	<p>Anti Bullying policy Anti Bullying 2022-23 The Governing Board agreed, that as the policy had not changed, to adopt anti-bullying 2022-23</p>		

1/6.4	<p>Staff code of conduct Barley Lane Schools Code of Conduct September 2022 HC had noted that it would be better for staff to return the signed form at the end of the policy to the School Business Manager rather than the headteacher, so she can monitor whether everyone has read it.</p> <p>ACTION - DJ to ensure the wording at the end of the staff code of conduct is changed. It should say 'sign when read and return to School Business Manager' rather than 'return to Headteacher'</p> <p>HC said that the staff code of conduct is produced by DCC, who negotiate the wording with staff unions. She noted that in the training, the governors just attended, DD stressed that best practice was to use DCC model policies, where possible.</p> <p>The Governing Board agreed to approve the Staff code of conduct</p>	DJ	ASAP
1/7.1	<p>Vice-chair election The Governing Board discussed the Vice-Chair vacancy (created when Jenni Palmer resigned as parent governor at the beginning of September 2022). It was noted that with the 3 recent resignations the Board were left with only JMa and PA who were eligible to stand for Vice-Chair. The Governing Board felt that having 2 co-chairs effectively covered for a chair and vice-chair in the short-term. The Governing Board agreed to wait to hold the Vice-Chair election, until more governors were in post.</p> <p>ACTION – HR to ensure a Vice-Chair election is on the agenda for the FGB Resources meeting on 15 November 2022.</p>	HR	Nov 22
1/7.2	<p>Safeguarding Map & Staff Structure – Sept 22 SG Map September 2022 Staff Structure 2022-23 - Sept 22 HC thanked DJ for the safeguarding map, she liked the simple layout and found it easy to read.</p> <p>JMa queried whether the staffing structure shows line-managing responsibilities. DJ responded that the structure does indicate which staff members are part of the Senior Leadership Team (SLT) and Extended Leadership Team (ELT) as well as which members of the teaching team 'double up' as ELT.</p> <p>DJ informed the governors that the staff structure had been slightly updated again since the revision last shared with the Governing Board.</p> <p>ACTION - DJ to send the most up to date version of the Staff Structure to the Governing Board</p>	DJ	After the meeting
1/8.1	<p>Items brought forward by the Chair HC stated that following a request from DJ, she had added a part 2 item to the end of the agenda.</p>		

1/9.1	<p>Impact statement</p> <p>The Governing Board considered the question: “What Have We Done Today That Has Further Improved the Quality of Our Children's Education? “</p> <p>The governors felt that their training with DD (item 3 on the agenda), reaffirmed and reinvigorated their approach going forward, knowing how to ask questions and give feedback and how to look at indicators.</p> <p>LS that the Board has learned that they need headlines, to show BL is a good school. The structure of the School Improvement Plan (SIP) should focus on these points. Pupil experience can be used as a focus. Governors should quote what pupils have said to them in their visit reports.</p> <p>RM suggested that during the Autumn term when they visited, governors ask the pupils about [the new strap line] Be....safe, ready, respectful and what it means to them.</p> <p>HC stressed the importance of governors submitting a <u>visit report</u> each time they visit school. If possible, mentioning pupil voice and safeguarding in each report.</p> <p>The Governing Board had a discussion about visit report layout/templates.</p> <p>HC said another positive impact from the meeting was LS’s new Lead Governor role to support school improvement.</p> <p>ACTION - LS and HC to draft a list of ‘bullet points’ to be part of the governor visit report template, and bring to the October FGB School Improvement meeting.</p> <p>LS said she felt there were no questions she could not ask to anyone in school, when she visits.</p> <p>The governors agreed they would like to hear from DD again. They felt it was great that she understands SEN schools.</p> <p>HR suggested DD is invited back when the Board has the new governors in place.</p>	LS & HC	18 October 2022
1/10.1	<p>Dates of meetings for the Academic year</p> <p>HC asked the governors to make a note of the dates the Full Governing Board meetings are scheduled for the rest of the Academic year.</p>		
1/11.1	<p>19:23 VS and RM left</p> <p>The meeting moved into Part 2 for an item on Personnel 19:23</p>		
	<p>Meeting end 19:37</p>		

Next Meeting:			
Date / Time:	18 October 2022	Location:	Barley Lane School

Agreed as a true record	Date
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KEY

Challenges and queries from Governors

Decisions made

Recommendations

(name of documents referred to)