



**Minutes of the Business meeting held at Portesbery School on  
Thursday 14<sup>th</sup> September at 18.30**

**Present:** Mr Nathan Aspinall                      Headteacher  
 Mrs Susan Carpenter  
 Mr Patrick Dawson  
 Mrs Margaret Dean  
 Mrs Tracey Haigh  
 Mr Christopher Hamilton    Chair  
 Mr Hudson Holt  
 Brig Stephen Shirley  
 Mr Jonathan Spink  
 Mrs Jane Vaughan

**In attendance:** Mrs Janet Pain    Clerk

<b>Item</b>	<b>Topic/purpose</b>	<b>Action by</b>
1.	<b>INTRODUCTIONS</b> Chris Hamilton welcomed everyone to the meeting and introduced Janet Pain, the new Clerk.	
2.	<b>APOLOGIES FOR ABSENCE</b> These had been received and were accepted from Ruth Buchan who is currently on holiday.	
3.	<b>DECLARATION OF INTEREST</b> a) Governors completed updates to the register of business interests. These have been returned to the clerk by most governors but any governor yet to complete this should do so as soon as possible and return it to the clerk or chairman. b) No governor declared any interest in the agenda for this meeting.	
4.	<b>CONTACT INFORMATION FOR GOVERNORS</b> a) Governors confirmed that their contact details were correct; there were no amendments. b) Governors confirmed that their email addresses may be circulated amongst all governors, the school and Babcock 4S. c) Governors confirmed that full contact details may be circulated amongst all governors, the school and Babcock 4S.	

5.	<p><b>CONSTITUTION OF THE GOVERNING BODY</b></p> <p>a) Clerk to bring to governors' attention:  Name and category of governors whose term of office is due to expire:</p> <ul style="list-style-type: none"> <li>• before the next meeting Mr Jonathan Spink (Nov)</li> <li>• before the end of the academic year Mr Patrick Dawson (Dec)</li> </ul> <p>Both governors agreed to stand for a further term of office as Parent Governors. Jonathan Spink no longer has a child at the school but the Parent Governor vacancy has been advertised with no applicants and on that basis governors agreed to his re-appointment.  Nathan Aspinall will inform parents in the Newsletter of their re-appointment as well as advertising the outstanding Parent Governor vacancy.  Name and category of those governors appointed/elected since the last meeting: none.  Category of any vacancies to be filled: 1 parent governor</p> <p>b) Current constitution: 12 governors</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">3 Parent governors</td> <td>Mr P Dawson</td> </tr> <tr> <td></td> <td>Mr J Spink</td> </tr> <tr> <td></td> <td>One vacancy</td> </tr> <tr> <td>1 LA governor</td> <td>Mrs R Buchan</td> </tr> <tr> <td>Headteacher</td> <td>Mr N Aspinall</td> </tr> <tr> <td>1 staff governors</td> <td>Mrs T Haigh</td> </tr> <tr> <td>6 co-opted governors</td> <td>Mrs S Carpenter</td> </tr> <tr> <td></td> <td>Mrs M Dean</td> </tr> <tr> <td></td> <td>Mr C Hamilton</td> </tr> <tr> <td></td> <td>Mr H Holt</td> </tr> <tr> <td></td> <td>Brig S Shirley</td> </tr> <tr> <td></td> <td>Mrs J Vaughan</td> </tr> </table> <p>c) Resignations since the last meeting: None</p>	3 Parent governors	Mr P Dawson		Mr J Spink		One vacancy	1 LA governor	Mrs R Buchan	Headteacher	Mr N Aspinall	1 staff governors	Mrs T Haigh	6 co-opted governors	Mrs S Carpenter		Mrs M Dean		Mr C Hamilton		Mr H Holt		Brig S Shirley		Mrs J Vaughan	<p>Janet Pain</p> <p>Nathan Aspinall</p>
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6.	<p><b>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2017-2018</b></p> <p>The Clerk chaired the meeting for items a) and b)</p> <p>a) Chair: One nomination had been received from Chris Hamilton. Governors agreed his appointment as chair unanimously.</p> <p>b) Vice-Chairs: No nominations had been received but Jonathan Spink and Jane Vaughan agreed to continue as Vice Chairs and their appointment was agreed unanimously.</p> <p>c) Governor responsible for liaison with LA in the event of allegation (Child Protection) against Headteacher – Susan Carpenter.</p> <p>d) Child Protection/Safeguarding - Mrs Susan Carpenter/ Mrs Maggie Dean.</p> <p>e) Link for training and development - Mrs Tracey Haigh. Governors discussed this role since most course information is now sent directly from Babcock to all governors. It was agreed that more link could be made to the school e.g. looking at CPD budget and training needs within the school.</p> <p>f) Looked after Children - Mr Jonathan Spink. The school currently have 3 looked after children + two students who joined the school this September. Jonathan will give an update at the main Board meeting and is noted that he is attending a training course this term.</p>	<p>Jonathan Spink</p>																								

	<p>g) Partnerships - Mr Hudson Holt. Governors discussed this role which involves community involvement with stakeholders e.g. the company involved with lettings and the PTA. Nathan Aspinall and Chris Hamilton agreed to do some work on descriptors for these roles. Nathan is also looking into possible sponsorships from large companies, as well as increased involvement from charities such as Children With Special Needs Foundation (CWSNF) and Wooden Spoon Foundation. Governors were invited to come in on Wed 27<sup>th</sup> Sept at 2.30 when Gordon and Anne Parris from CWSNF are coming in to present a wheelchair; the press are attending. Brig Stephen Shirley agreed to do this.</p> <p>h) Attainment/Data - Mrs Jane Vaughan. Jane will arrange to meet with Nathan Aspinall in the near future and will also attend on November 13<sup>th</sup> when Helen Johns is in school at 12.30</p> <p>i) Finance - Mr Patrick Dawson</p> <p>j) Classroom support &amp; interventions - Mrs Ruth Buchan/ Mr Chris Hamilton. Governors agreed that this was another role that requires clearer definition.</p> <p><i>Role of Nominated Governors:</i></p> <ul style="list-style-type: none"> <li>• To liaise with key personnel within the school (at least termly), this can be face to face, by email, telephone</li> <li>• To focus on key aspects of the area of responsibility as a critical friend</li> <li>• To report back to FGB on achievements and next steps that the Governing Body should be made aware of</li> </ul> <p><i>Protocol for discussions/visits/contact</i></p> <ul style="list-style-type: none"> <li>• Make contact with key personnel to agree appropriate time and establish focus of monitoring</li> <li>• After visit, share findings with key personnel for agreement prior to sharing with FGB</li> </ul>	<p>Nathan Aspinall and Chris Hamilton</p> <p>Brig Stephen Shirley</p> <p>Jane Vaughan</p>																								
7.	<p><b>COMMITTEES</b> To agree and approve chairmanship and membership of committees. Current Committee membership is:</p> <table border="0"> <tr> <td><b>Children and Learning</b></td> <td><b>Resources</b></td> </tr> <tr> <td>Mrs Vaughan, Chair</td> <td>Mr Spink, Chair</td> </tr> <tr> <td>Mrs Buchan Vice Chair</td> <td>Mr Dawson, Vice Chair</td> </tr> <tr> <td>Mrs Carpenter</td> <td>Mrs Carpenter</td> </tr> <tr> <td>Mrs Haigh</td> <td>Mr Hamilton</td> </tr> <tr> <td>Mr Holt</td> <td>Mrs Dean</td> </tr> <tr> <td>Brig Shirley</td> <td></td> </tr> <tr> <td><b>Pay Committee</b></td> <td><b>HT's Perf. Review Panel</b></td> </tr> <tr> <td>Mrs Buchan</td> <td>Mrs Carpenter</td> </tr> <tr> <td>Mr Dawson</td> <td>Mr Dawson</td> </tr> <tr> <td>Mr Hamilton</td> <td>Mr Spink</td> </tr> <tr> <td>Mr Spink</td> <td></td> </tr> </table> <p>The membership on committees is unchanged for this academic year. Governors agreed that there would be no change to the Terms of Reference for the committees.</p>	<b>Children and Learning</b>	<b>Resources</b>	Mrs Vaughan, Chair	Mr Spink, Chair	Mrs Buchan Vice Chair	Mr Dawson, Vice Chair	Mrs Carpenter	Mrs Carpenter	Mrs Haigh	Mr Hamilton	Mr Holt	Mrs Dean	Brig Shirley		<b>Pay Committee</b>	<b>HT's Perf. Review Panel</b>	Mrs Buchan	Mrs Carpenter	Mr Dawson	Mr Dawson	Mr Hamilton	Mr Spink	Mr Spink		
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8.	<p><b>CODE OF CONDUCT FOR FULL GOVERNING BODY</b></p> <p>a) Open or closed meetings Governors agreed their meetings will be closed but that if anyone expressed an interest to attend as an observer this would be accommodated if possible</p> <p>b) Alternative voting arrangements (Governors to agree their approach, in line with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013) Governors agreed they would accept voting by email if this was appropriate; they will not use proxy voting.</p> <p>c) Professional negligence statement. Governors recorded the following professional negligence statement: <i>“Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity”</i>.</p> <p>d) Confidentiality statement. Governors recorded the following confidentiality statement: <i>“Governors must agree to respect the confidence of those items of business which the Governing Body decides are confidential and not disclose what individual governors have said or how they have voted within a meeting”</i></p>	
9.	<p><b>PUBLICATION OF GOVERNORS’ DETAILS &amp; THE REGISTER OF INTERESTS</b></p> <p>Governors noted that <i>DfE Statutory guidance, published in August 2015, requires that the governing bodies of maintained schools should, in the interests of transparency publish on its website</i></p> <p>a) The structure and remit of the governing body and any committees</p> <p>b) Relevant business and pecuniary interests (as recorded in the Register of Interests)</p> <p>c) Information for each governor who has held office over the past twelve months, to include</p> <ul style="list-style-type: none"> <li>• Full names, date of appointment, term of office, date s/he stepped down (where applicable),</li> <li>• Who appointed her/him (in accordance with the governing body’s instrument of government),</li> <li>• Relevant business and pecuniary interests (as recorded in the register of interests) including: <ul style="list-style-type: none"> <li>• governance roles in other educational institutions;</li> <li>• any material interests arising from relationships between governors, or relationships between governors and school staff (including spouses, partners and close relatives);</li> </ul> </li> <li>• Her/his attendance record at governing body and committee meetings over the last academic year</li> </ul> <p>The Clerk will liaise with the school to ensure the website is updated.</p>	Janet Pain
10.	<p><b>MINUTES OF PREVIOUS MEETING</b></p> <p>To confirm the minutes of the previous meeting held on 6 July 2017 as an accurate record, to be signed by the Chairman. This will be deferred until the next full FGB meeting in December.</p>	

11.	<p><b>ACTION POINTS AND MATTERS ARISING FROM THE MINUTES</b>  This will be deferred until the next full FGB meeting in December.  Jane Vaughan will amend the wording of 8f prior to this meeting</p>	Jane Vaughan
12.	<p><b>CHAIRMAN'S ACTION AND RELATED GOVERNORS' BUSINESS</b>  Chairman to inform governing body of any action he has taken on its behalf, and invite items for inclusion on future agendas.  Chris Hamilton confirmed that he had taken no urgent action.  Future agenda items were discussed.</p> <ul style="list-style-type: none"> <li>• 'Communication' will be added to Children and Learning agenda.</li> <li>• If the Partnership role is developed this could be further discussed at the FGB.</li> </ul>	
13.	<p><b>DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS</b>  Clerk to confirm date of next meeting/s, and to agree meeting dates for the forthcoming year:  H &amp; S walk round inspection dates – Tuesday October 3<sup>rd</sup> @8.30am – Jonathan Spink &amp; Tracey Haigh to complete this.  Children and Learning – Thursday 2<sup>nd</sup> November @ 17.30  Resources – Wednesday 15<sup>th</sup> November @ 13.00  FGB - Wednesday 29<sup>th</sup> November @ 18.30</p> <p>FGB Training – Chris Hamilton will circulate suggested dates for governor training with Steve Barker in the Spring term.</p> <p>Learning walks/ Governor visits were discussed. Nathan Aspinall suggested that since Maths, English and Outdoor learning are in the SDP they could be a focus for a governor visit. Governors were invited to contact Nathan Aspinall and suggest times they are able to visit.  Nathan Aspinall agreed to send governors the new class structure/ staffing structure.</p>	<p>Jonathan Spink &amp; Tracey Haigh</p> <p>All governors</p> <p>Nathan Aspinall</p>
14.	<p><b>ANY OTHER URGENT BUSINESS</b>  <b>Preparation for Ofsted</b>  Nathan Aspinall circulated some information in preparation for Ofsted which we are expecting this term since we are now 4 ½ years since the last inspection. Governors would be involved in providing feedback and so should be conversant with the identified strengths of the school and be able to provide evidence of how they know. Now that inspections are short notice inspectors know they can only see a reduced number of governors and they will do phone conversations if necessary. Current key issues for Ofsted include: Child protection and safeguarding, data, looked after children, what the school does for its most able children.</p> <p>Governors discussed evidence for what they know about the school:-</p> <p><b>Progress</b>  Staff are undergoing training next Monday on assessment. Portesbery uses the 'Lifeskills ladder' as this can reflect the progress of our population. Pupil progress data is captured 3 times a year + progress against 'my outcomes' is recorded for each student. The Assistant head and child's teacher make the judgement on progress as exceeding/ satisfactory or not met against each of the child's personal targets.</p>	

	<p><b>How are the most able challenged?</b></p> <p>With regard to how the most able at the school are challenged, governors noted that every child has a personalised curriculum and that every child should be challenged and stretched to ensure they achieve. Governors know this happens because they have asked challenging questions and received evidence from Nathan Aspinall as to what the school is doing. Examples include:- students going to other schools for a particular subject; work experience for Post 16 students; more able year 10 and 11 students accessing Post 16.</p> <p>Progress can be harder to evidence in a special school as 'more able' in mainstream can obviously be evidenced by data. Students are grouped within the school on ability/ appropriate social groupings and Nathan explained the arrangements of the classroom groups – PMLD group, more verbal group, sensory groups etc, although different groups may also come together for different activities. For example: More physically able students go to the gym, some go to Normandy Therapy garden, there is some liaison with colleges and some students go to pottery classes etc. Most students from Portesbery leave at 19 and go on to further education, social care or supported living. Governors were encouraged to undertake learning walks to aid their knowledge of how this works in practice.</p> <p>Governors asked about the possibility of developing Post 19 in the future? This might be a possibility but the funding is very different so is not likely at present.</p> <p>The school currently have about 100 students on role but the nursery will rise from 7 to 14 in the next few months which will take us up to 105.</p> <p>Governors also have evidence from Helen Johns who comes in from Babcock and monitors our data once a term. We always get high marks and her reports are looked at in Children and Learning. She also does Nathan Aspinall's appraisal.</p> <p>Governors felt that this was a very useful conversation in preparation for Ofsted. They noted that there is also a lot of information they can access on the website. Once we have the call a meeting could be arranged for governors in the evening before inspection.</p> <p>Nathan Aspinall informed governors that bollards were now in place at the top of the steps to prevent wheelchair accidents.</p>	
15.	<p><b>PART TWO BUSINESS (IF ANY)</b></p> <p>No confidential matters were discussed at this meeting.</p>	

The meeting finished at 8.20pm

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chair

## Action Points from Business meeting

Agenda Item	Action to be undertaken
<b>3a</b>	<b>Governors</b> who have not already done so to return Register of Business Interests form to the Clerk
<b>5</b>	<p><b>Janet Pain</b> to return re-appointment forms to Babcock for Jonathan Spink and Patrick Dawson.</p> <p><b>Nathan Aspinall</b> to inform parents of Jonathan and Patrick's re-appointment via the school newsletter and to re-advertise the parent governor vacancy.</p>
<b>6</b>	<p><b>Jonathan Spink</b> to update governors on Looked after Children at board meeting on 29<sup>th</sup> November</p> <p><b>Nathan Aspinall and Chris Hamilton</b> to undertake some work on defining governor roles.</p> <p><b>Brig Stephen Shirley</b> to attend CWSNF presentation on 27<sup>th</sup> September</p> <p><b>Jane Vaughan</b> to meet with Nathan Aspinall to look at data</p>
<b>9</b>	<b>Janet Pain</b> to ensure website governor information is up to date
<b>11</b>	<b>Jane Vaughan</b> to amend wording of section 8f of minutes from 6 <sup>th</sup> July
<b>13</b>	<p><b>Jonathan Spink &amp; Tracey Haigh</b> to complete walk round inspection on Tuesday 3<sup>rd</sup> October @ 8.30am</p> <p><b>All governors</b> to suggest dates to Nathan Aspinall when they could undertake a governor visit.</p> <p><b>Nathan Aspinall</b> to circulate current class structure/ staffing.</p>