

MINUTES OF MEETING

School: Sparken Hill Academy
Meeting title: Second Summer term meeting of the governing body
Date and time: Thursday 30 June 2022 at 9.30am
Location: At the Academy

Membership A Mrs M Cutts
'A' denotes absence Mrs V Brooks
Ms D Carter
Mrs C Middleton (vice-chair)
Mrs S Sparks
Mrs M Norton Allen
Mrs S Wichmann
Mrs U Flower
Mr R Lilley (Principal)
Mr P Gawthorpe (chair)
Mrs K Phoenix

Partnership vacancy

In attendance Mr CA Richardson (clerk to the governors)
Mrs V Dashper (Chief Finance Officer)

GB/55/22 Apologies for absence Action

Apologies for absence were received from Mrs M Cutts (illness).

It was

resolved

that the governing body consent to this absence.

GB/56/22 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/57/22 Review of membership

The clerk highlighted the following vacancies on the governing body:

There is a vacancy for a Partnership Governor.

Councillor Turner is still interested in this vacancy and has informed Mr Lilley that once personal issues are resolved, hopefully with a positive outcome, he will be in contact to move this forward.

Mr Gawthorpe proposed, and Mrs Sparks seconded that Mrs V Brooks be appointed as a co-opted governor with effect from 30/06/2022 for a period of 4 years until 30/06 2026.

Clerk

Mr Gawthorpe welcomed Mrs Brooks to the governing body.

The clerk brought to the attention of governors the following end of term of office:

Mrs U Flower's term as a staff governor ends 17/12/2022. Mr Lilley had asked for expressions of interest (closing date for these 1st July 2022 at 12.00pm).

Clerk

Mrs Cutts' term as a Community Governor ends on 31/10/2022. Mr Lilley will contact Mrs Cutts to discuss the situation and update the board in due course.

Mr Gawthorpe's term as a Partnership Governor ends on 31/10/2022

Mr Lilley/
1st autumn
term
agenda

GB/41/22 Approval of minutes of Summer term meeting (1) and any additional special governing body meetings

The minutes of the first spring term meeting held on Thursday 19 May 2022 having been previously circulated were confirmed.

They were proposed by Ms Carter and seconded by Mrs Sparks that they were a true record.

Review of Actions

The clerking from September 2022 had been sorted and Ms J Littlewood had been appointed.

Councillor Turner is very interested in the position of partnership governor, but until a personal matter is resolved he cannot confirm.

There will be an update on PE kit later in the meeting as it is an agenda item.

Mr Lilley reported that following on from the Information form the corporate director an artist had visited school and would be looking at doing murals on a wall in the staff room and in the meeting room.

GB/42/22 Financial Reporting

Approved budget of the F & P Meeting 9 June – To be ratified

Mrs Middleton proposed, and Mrs Wichmann seconded that the budget approved by F&P on 9th June 2022, be formally ratified.

All trustees in attendance unanimously ratified the budget for academic year 2022/23.

Summary of projected carry forward v actuals (2017 -2021)

Mrs Dashper had undertaken this piece of work following a request from the trustees at an earlier meeting in the academic year.

The spreadsheet showed that at initial budget setting the proposed carry forward was less than the actual at the end of the financial year.

A trustee commented that they hoped that eventually the academy would not be relying on the carry forward to set a balanced budget.

Update re Water Savings – Confirmed successful application re water charging re band, annual savings of £9958.48. Mrs Dashper explained that this will be

credited to the account and that a credit note for savings made from April 2022 up to the present will be issued. The company offered to do an energy review on the same lines as water and the academy has asked them to do this. It is a desktop exercise.

Benchmarking card from the DFE, this is the same as usual, with Admin and Premises high because of keeping the building as smart as it was when first opened and having 2 Admin teams dealing with admin and attendance to ensure children are attending school regularly.

Lease back - Lettings increase in line with RPI. Mr Lilley and Mrs Dashper explained about the lease with Cherubs which would increase from £9,621 to £10,375 based on the RPI. It would from now be reviewed annually. Cherubs are ceasing wrap around care for Sparken Hill children from September 2022. Cherubs have not informed the academy; they have found out via parents. As a result, a parent has submitted a right to request regarding wrap around care. The consultation is ready to go out to parents asking how many would use wrap around care, it could be fraught with difficulties as there is a possible need. The academy has tried to engage with Cherubs. Governor **challenged** stating that they thought the academy were getting legal involved. The response was that legal are already involved. A governor **challenged** asking if it was an issue with space was there any at Portland or Holy Family. The meeting was informed that a space had been identified at the academy, but it is very much dependent on numbers. It is a big piece of work and there will need to be an interim solution until a permanent one is found.

PE Kit order placed - £15331.75 this is for 1000 units of the t shirt & hoodie. The number of units purchased has increased so that the articles would be cheaper for parents to purchase, as a result the actual spend has increase above the budget set. The cost of a t shirt will now be £3 and a hoodie £12.

Related Parties Register current related parties - one and transactions to date £16964.09 since the agenda was published is now revised at £18734.00. Mrs Dashper reported that it was for ND Services and up to £20K is reportable, but over £20K permission must be sort.

GB/43/22 **Summary of Principal's/Headteacher's report and governors' questions and challenge**

Mr Lilley had previously circulated his report. He highlighted and explained the following:

- Pupil numbers are stabilised
- Alterations to staffing have been strategic and reductions have been because of natural waste and not redundancy
- 79 Y6 children will leave and only 55 FS2 children will join in September this is because of low birth rate, but it will have impact on the budget. However, the Principal has decided to run with 2x classes instead of 3x small classes as this will enable more capacity within the support staff (TA) team as well as enabling Mrs Phoenix (VP) to become non-teaching for a

period of time. Obviously this would need to be reviewed should the numbers rise during the year or in subsequent years.

A governor **challenged** asking did we take any second preferences and was told no as all children got their first preference.

- Migration – Arrivals 24, Leavers 11, so a nett gain of 11
- Pupil Premium/Ever 6/LAC report
- SEND
- School Improvement Plan is related to OFSTED areas for Improvement

A governor **challenged** asking has any training been given to subject leaders on how to speak to OFSTED.

They were informed that every subject leader is allocated a member of the SLT, and questions (OFSTED style) asked, and more and more tangible questions being asked. All staff receive CPD through staff meetings and visits from staff who have recently gone through OFSTED, recently it was the headteacher of a school who had recently gone through OFSTED. However, it was also noted that the school did not merely follow rhetoric for OFSTED but because our coordinators were leaders in their own right and were taking decisions based on sound monitoring.

A governor **challenged** stating that the SLT needed to empower co-ordinators verbally, so they can confidently talk to the OFSTED Inspectors. This was noted.

- Synopsis of data
- School Evaluation Form (SEF)
- Catch up Funding is a 4way approach
- Attendance
- Persistent Absenteeism by year group
- Community Team/Early Intervention – Mental Health through Safeguarding

A governor **challenged** how are the new children with EAL?

As a school, we have always attracted EAL pupils (relative to other schools in the area). Over time, the majority of these have settled well and developed both conversational and written English. However, some recent arrivals appear to also have SEND which provides an additional challenge to both assessment and meeting needs.

A governor **challenged** asking if there was planning in the further to have help the new EAL children with language acquisition. The meeting was informed that there was no immediate need for this piece of work but that it would be kept under review. Whatever the case, there needed to be a sound financial as well as educational argument.

- Foodbanks – fill a bag for £3. It was explained how it would work and that the community team will (initially) organise and run it. It will start in September and an explanation was given how it works.
- There has been one suspension since the last report. This was a Y6 boy for verbal abuse and persistent disruptive behaviours.
- There have been two racial incidents since the last report. These were separate incidents and both sets of pupils have been spoken to.
- A member of staff had an accident on the premises which it has been thoroughly investigated and concluded to be accidental though the staff member has been spoken to regarding the antecedent.

- Premises, Mrs Phoenix explained about the plans for the Foundation Stage outside area. 3D drawings were shown, and costings were shared. This follows a large amount of disjointed works that have occurred in the area in the past ten years. The plan effectively allows smaller projects / areas to be developed toward a larger scale plan in the future.
- Staffing – 2 new members of staff will commence in September one in Y6 and the other in Y4

Mr Gawthorpe thanked Mr Lilley for his report.

GB/44/22 Update on appraisal process and well-being for Headteacher/Principal and staff

Mr Lilley reported that all appraisals were going well. He wanted to look next at more specific individual targets for staff rather than whole school generic ones but that the development of humanities and possibly a continuation of phonics targets may also be introduced for some / all staff.

His final review and target setting was booked for 22nd July.

GB/45/22 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

- Update on breaches since last report – there have been no breaches since the last report which is borne out by the new systems.
- Sapphire Consulting is the current DPO, but quotes for alternatives have been requested, which look as if they could represent better value for money.
- Appoint link Governor – Ms Carter was appointed as GDPR governor.

Ms Carter

GB/46/22 Receive report from the Designated LAC teacher (presented at least once per year)

This had been covered in the headteacher report.

GB/47/22 Schools White Paper

Mr Lilley had previously circulated his report.

Mr Lilley reported that at the LA briefings they had really sold the academy agenda. Stand-alone Academies (like Sparken Hill) are not forced to join a MAT but are being strongly encouraged to consider this.

A governor commented that soon a full and frank discussion was needed around the table, it would be a single item agenda for the Strategic Committee.

Mr Gawthorpe agreed to put some information together for governors.

**Mr
Gawthorp
e**

Mr Lilley explained about the academy and what might happen to Sparken Hill and who might and who might not want them to join their MAT.

Mr Lilley is to contact the Regional Commissioner to talk about what might be, especially regarding the feasibility of Sparken Hill setting up of their own MAT

Mr Lilley

GB/48/22 Communication*From chair*

There were no communications for the chair to report.

From principal

Mr Lilley had received a letter addressed to him as the Accounting Officer regarding the Budget Reforecast (BRF) which was due back to the ESFA by 26/07/2022.

From clerk – 2nd Summer Term Newsletter

The clerk reported on articles in the 2nd summer term newsletter.

GB/49/22 Review of delegation and organisation of committees

- Policy checklist 2022/23 – statutory policies for schools

It was reported that the review of policies would be spread over the next few years to reduce governors' workload.

- Review of and appointment to link governor roles

Safeguarding
Reception to Y2

KS2

SEND/PP/LAC

Mental Health & Well-being/

Sports Premium

Health & Safety

Mathematics

Recovery Curriculum

Humanities

Phonics

Sustainability

Mrs Middleton

Mrs Middleton

Mrs Norton Allen/ Mrs Wichmann

Mrs Sparks

Mrs Norton Allen

Mrs Norton Allen/ Ms Carter

Mrs Flower

Mr Gawthorpe

Mrs Wichmann

Mrs Sparks

Mrs Brooks

GB/50/22 Review of governor monitoring visit reports – key actions for governing body**GB/51/22 Policies**

The following policies having been previously circulated were presented for approval, Mr Gawthorpe proposed, and Ms Carter seconded that they be approved en-bloc.

- Bereavement - New
- Expenses & Allowances – Previously revised due to LA Copyright and merge of Employee and Governor Expenses/Allowances
- School Dog - Minor amendments to original
- Food Allergies – Major amendments to original
- Governor Code of Conduct – No change
- Governor Visits – No change
- Investments – No change

- Reserves - Minor amendments (re agreed revised CF £200,000)
- EAL – No amendments
- Epilepsy – No amendments
- Parental, Carer, and Visitor Behaviour – No amendments
- Parental Engagement – No amendments

Governors in attendance supported the proposal and approved the above policies.

GB/52/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors continue to be supportive of the school, using a balance of support and challenge.

They challenge the financial state of the academy.

All strategic decisions are challenged ensuring the pupils are at the centre of any decision.

They support and challenge all decisions to ensure that all stakeholders are being included.

They challenge regarding workload and Mental Health and Well-Being of all staff including SLT members

They challenge staffing requests, questioning the impact granting such, would have on the children and rest of the staff. They then follow them up at subsequent meetings.

They question and challenge within the headteacher's report and ask supplementary questions as and when required.

GB/53/22 Confirmation of dates for 2022

The governing body

agreed



SPARKEN HILL
ACADEMY

SCHEDULE OF ORTHCOMING GOVERNOR MEETINGS / EVENTS

Academic Year 1 September 2022 to 31 August 2023

Date /Time	Committee / Other Purpose	Important Notes
Thursday 22 September 2022 4pm	Full Governors Meeting	
Thursday 13 October 2022 9.30am	F&P committee & Audit	Approval of Teacher Pay Review Budget Review
Thursday 24 November 2022 9.30am	F&P Full Governing Body & Members to Attend	Streets presentation of Year End Accounts (All governors & members to attend)
Thursday 8 December 2022 4pm	Full Governors Meeting	Ratify Teachers Pay GDPR Update H & S Report (Governor Monitoring)
Friday 8 or 9 December 2022 9.30am – Date TBC	AGM	Members only
Thursday 26 January 2023 9.30am	Full Governors Meeting	Budget Review Whistleblowing Disaster Recovery SRMAT Pay Policy (NCC Adopted) Reserves Policy
Thursday 23 February 2023 4pm	F&P+Audit Committee Meeting	Related Party Transactions Charging & Remittance Policy Lettings Policy National Minimum Wage
Thursday 30 March 2023 4pm	Full Governors Meeting	
Thursday 18 May 2023 9.30am	Full Governors Meeting	Budget Review Review Committee Structure Appoint Link Governors Scheme of Delegation
Thursday 8 June 2023 9.30am	F&P+Audit Meeting	Services for Academy Approve budget Related Party Transactions Approval of Support Staff Pay Review

GB/54/22 Determination of confidentiality of business

It was

resolved

that that under regulation 15 of the School Governance (roles, procedures, and allowances) (England) Regs 2013, the governing body is satisfied that all the details of Financial (excluding Pupil Premium and Sports' funding), personnel matters and the headteacher's report should remain confidential (by reason of their nature).

The meeting closed at 11.54 am

Signed:

(chair)

Date: **22nd September 2022**