

School: Sparken Hill Academy
Meeting title: First Summer term meeting of the governing body
Date and time: Thursday 19 May 2022 at 9.30am
Location: Hybrid

Membership A Mrs M Cutts
 'A' denotes absence A Mrs K Phoenix

The following attended virtually
 Mrs S Sparks

The following were at the academy
 Mrs U Flower
 Mr R Lilley (Principal)
 Mr P Gawthorpe (chair)
 Ms D Carter
 Mrs M Norton-Allen
 Mrs S Wichmann

Co-opted vacancy
 Partnership vacancy

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

Mr Gawthorpe welcomed everyone to the meeting and formally welcomed the two new parent governors. A round of introductions was then undertaken.

GB/38/22 Apologies for absence Action

Apologies for absence were received from Mrs M Cutts (illness) and Mrs K Phoenix (work).

It was

resolved

that the governing body consent to these absences.

GB/39/22 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda, except for Mrs Dashper regarding agenda item GB/45/22.

GB/40/22 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

There are vacancies for a Community and Partnership Governor, this will be reviewed in matters arising from the minutes of the March meeting.

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 agreed to hold a staff election prior to the next meeting in June, which will ratify the staff governor appointment.

Mr Lilley

Mrs Cutts' term as a Community Governor ends on 31/10/2022 and Mr Gawthorpe's term as a Partnership Governor ends on 31/10/2022

Agenda
second
summer
term
meeting

GB/41/22 **Review of Clerking Service**

Mr Lilley and Mrs Dashper explained the clerking service they purchased prior to the present clerk being appointed.

Mr Gawthorpe explained that he had made an initial approach to Ms J Littlewood. He explained what her job roles had been. It was agreed that Mr Gawthorpe would follow up his initial conversation with her to see if she had the capacity to undertake the clerking role.

Mr
Gawthorp
e

GB/42/22 **Approval of minutes of spring term meeting and any additional special governing body meetings**

The minutes of the second spring term meeting held on Thursday, 10 March 2022 having been previously circulated **(and subject to the following corrections being made)** were confirmed and signed by the chair.

GB/20/22

"Mr lilley" should read "Mr Lilley" and "abut" should read "about"

Review of actions

Mr Lilley explained about the car parking situation on Sparken Hill and the accident to a child that had occurred. Visits had been made by Local Councillors and Officers of Notts CC. It had been agreed that the request by school to consider extending the yellow lines outside school would go to consultation. In addition, Mrs Dashper had made progress in requesting that the land between the Academy and Holy Family be transferred from Outwood Portland to Sparken Hill use. This could then be considered for an extension to the temporary car parking currently used by Holy Family and Sparken parents at drop off.

Mr Lilley explained that the Councillor Turner has visited, and he had approached him regarding one of the vacancies on the governing body. This was because our skills audit indicated that knowledge of the Community and Business interests would be advantageous. Councillor Turner expressed an interest but asked for more information regarding the role of a governor. A full and frank discussion regarding this vacancy took place. Mr Lilley will provide more details to Cllr Turner.

Mr Lilley

Mr Lilley further explained that there was a vacancy for a co-opted governor and that Ms Victoria Brooks (Community Champion at Morrisons) had been suggested. Governors reported how she had supported the school in the past. A governor explained that they had a way of contacting Ms Brooks and would supply contact details to Mrs Dashper.

Mrs
Dashper

It was agreed that potential new governors would be invited in for an informal visit / chat regarding the role before being recommended to the board for appointment.

Outstanding Declarations - Mrs Dashper confirmed to the governors on outstanding declarations of interest, namely: Reverend Dave Gough

Safeguarding – Mrs Middleton has undertaken a comprehensive pupil file audit in the spring term, and this is a strong element of the school. No advisories were recommended.

Ms Carter has conducted the Spring term Health and Safety Audit and produced a comprehensive report.

The planned governor training (SEND and Science) did not take place and will be re-arranged

Ms Carter proposed, and Mr Gawthorpe seconded that they were a true record, all governors in attendance agreed.

GB/43/22 Receipt of minutes and approval of policies from committees and working parties

All documents had been received.

GB/44/22 Financial reporting

Budget Review 2021/2022.

Reported to FGB at the meeting of 27 January & F& P 24 February - projected carry forward £344,252. Small in year deficit of £2015. It was expected that staffing changes re leavers in April and replacements from 01 September would bring positive financial changes at the budget review in April.

The revised projected carry forward is £343,696 with an in-year deficit of £2571 although comparable to the previous projection, the April budget review does include a £39,408 saving in teaching staff. However, this review also includes additional planned works for door access and hall lighting totalling £15,500 and £8,000 investment in PE kit (separate agenda item)

The budget movement report details all movement within the nominal codes please see further notes below.

Income:

- Funds delegated by the LA/EFA - this has been updated to reflect actuals re Autumn/Spring numbers and funds received increased by £186
- SEN funding - reduced by £6782 to reflect estimate 22 funding
- Pupil Premium – Increased by £8675 to reflect LAC monies received and revised rate of £1385 for FSM eligible £2410 for LAC and £320 for service children
- Other EFA Grants - Increased by £30,793 to reflect actuals for Recovery Premium, School Led Tutoring and School Supplementary Grant (NI Increase)
- Other Grants & Payments – Increased by £11,818 to reflect actuals re FSM voucher funding allocations, however this is an in and out for the purpose of providing the FSM vouchers to eligible parents
- Income from Lettings – Reduced by £500 due to Table Tennis letting ending on 11 May
- Income from Facilities and Services – Reduced by £5000 due to unconfirmed student teachers attending
- Staff Absence Insurance – Increased by £5000 due to additional claims re Covid etc

Expenditure:

- Teaching Staff – Reduced by £39,408 due to leavers not being replaced until Sept 22, previously assumed April 22
- Education Support Staff – Increased by £9902 due to increase in TA hours, existing staff

- Administrative & Clerical – Reduced by £5621 due to change in role from member of admin staff to TA role
- Other Staff – Reduced by £1648 in Middays x2 leavers, assumed replaced from June 22
- Staff Development & Training – Increased by £3500 to reflect actual costs for Teachers and TA training undertaken
- Building maintenance and Improvement – Increased by £30,500. Of this £15,000 relates to the boiler repairs required and with some plumbing works and & kerb lowering in staff car park. In addition the £15,500 as detailed above is included for the necessary door access works and the hall lighting
- Cleaning & Caretaking – Increased by £2000 to reflect expenditure o
- Energy – Increased by £8000 for Electricity and Wood pellet costs as previously advised re projected costs from suppliers
- Learning Resources – Increased by £20,162 all areas reviewed see report for code specifics. However, note additional commitment to PE kit, to be discussed in further detail during this meeting
- ICT Learning Resources – Reduced by £1685 Assets moved to Fixed asset code
- Catering Supplies – Increased by £12720, FSM voucher expenditure, Feb & Easter
- Bought in Professional Services Other – Increased by £1800 due to DPO service increase and IT equipment non educational purchases
- Fixed Asset Acquisitions – Increased by £2285 to reflect movement of fixed assets, balances to reductions from other areas

Catering 2021/2022:

It is expected that the catering budget be 72% spent at this point in the year – this is however 77% spent. The income generation from the catering provision is also reflective of the 77% as received and therefore confirms that should school meal uptake continue as it is for the remainder of the year the catering provision will break even as projected when consideration was given to returning to a self-managed service.

First DRAFT 2022/2023 budget

The 2022-23 initial draft budget projects a carry-forward of £295,093 with an in year deficit of £48,603. However this includes £50,000 investment to the external foundation area. An updated budget proposal will be delivered to F & P committee on 9 June for consideration & approval to then be ratified at FGB on 30 June.

Budget Assumptions 2022/2023

- Teachers proposed pay award (Main scale to increase, ECT's start at £30k Sept 23, all other grades at 3% increase)
- Support staff assumes 2% from April 2022 and each year after that
- Increased employers NI 1.25% from April 2022 has been included
- Schools supplementary grant included at £71,295 each year
- School Led Tutoring funding not included until funding confirmed (this is a ring-fenced budget)
- School trips based on pre – Covid costs

- ICT, Grounds Maintenance and Staff absence insurance costs have been increased but are un-confirmed pending tender outcomes and quotes for staff absence therefore it is possible these may change.

Current 3 Year Budget Forecast inc This Year

- 2021 -22 £343,696 (Current 2021 -22 projected carry forward)
- 2022 -23 £295,093 (Confirmed GAG, low early years numbers, £50k investment to Foundation Project)
- 2023-24 £95,926 (Assumes no growth in GAG, low early years numbers, £50k investment to Foundation Project)

Catering 2022/2023

A draft in house catering budget has been set within the 2022-23 budget plan and a report detailing considerations regarding this has been provided.

The price per meal for provisions increased by RP1 (2021 rate) 4.1%

The Price per meal sold increased in line with LA rates £2.40 per child & £285 per adult.

Assuming 316 meals per day are served the catering provision would make £130 profit (all profits from catering provisions go back into the catering department to support with any repair, equipment costs etc)

Current daily average of meals served is 316.

It is identified that KS1 children are not taking up the Universal Infant Free School Meal. The academy is using/trying incentives to increase the number of children taking these meals. School vouchers are to be issued for the Summer term half term break.

Mr Lilley explained why that the "Videx" remote visitor access system needs replacing. This represents the first line of safeguarding as it is the system that allows visitors to request access at the perimeter fence line. This has become unreliable so the decision has been made to replace this with an integrated Net2 solution which should resolve the issue.

Governor's question: Are there still guards on the gates?

Mr Lilley replied the security team are on the gates at the start and end of each day at the Sparken Hill entrance to ensure compliance with our on-site parking.

Governor's question: What are we committing as the reserved carry forward figure?

Mrs Dashper replied that it had previously been set by governors at £200K. Mrs Dashper further confirmed that the budget historically was prudently set. For instance, no increase in GAG allocation and low pupil numbers. Governors had rightly attempted to minimise the 'in-year' deficit and attempt to balance the budget. However, Mr Lilley also pointed out that our sole purpose was for the education of pupils and this meant that investment would often need prioritising to this end.

Mr Lilley explained that the Foundation Stage Outdoor Provision requires developing. There had been some investment in this area over the past ten years but these individual projects had been small scale and crucially, not connected to a grand master plan. Mrs Phoenix has coordinated the commissioning of a landscape architect who will provide one large scale redevelopment plan and it is hoped that this can then be prioritised for development over the next 3-4 years.

Governor's question: Who is responsible for finding the funding?

Governors were informed that funding for projects such as this was limited but that we were actively researching viable external funding streams. Until then, the scheme would be attempted by prioritising capital from our existing budget. It is unlikely that we would pursue the scheme using the recommended QS quotes from the landscape architect as this would prove prohibitive.

GB/45/22 Approval of Services to Schools

Approval of services to school where external providers are considered.

Full details & proposals of all tenders were shared.

• ICT

Six companies were selected and invited to tender and all six showed interest and are IT providers across Nottinghamshire. However only two tenders were received. Appointments for two companies to visit were made, one cancelled in advance and the other didn't attend, upon following up they advised they didn't have their diary available and therefore missed the appointment.

Jasmine IT and Frogbox IT submitted tenders, and both met the tender specification. Both committed to 16hrs on site although Frogbox reference in the tender submission they would where possible avoid travel and proposed remote resolution to issues.

Jasmine IT - Annually £15,717

Frogbox IT - Annually £18,564

Jasmine IT would review their pricing structure annually as a result of the current situation (may increase annually by RPI).

Frogbox IT would be fixed for 3 years unless further IT kit was purchased and then they would review.

The service received from Jasmine IT has been superb and over the year there has been an increase in IT kit as a result of government schemes.

Mr Gawthorpe proposed, and Mrs Norton-Allen seconded that Jasmine IT be appointed as the ICT technical support. All governors in attendance unanimously agreed.

Mrs Dashper left the meeting at this point as she had a conflict of interest.

Grounds Maintenance

Mrs Dashper declared a conflict of interest and withdrew from the meeting. Mr Lilley reassured the meeting that Mrs Dashper had taken no part in the tender process for grounds maintenance and that the Site Manager, Mr Playfoot, had compiled the presentation with support from himself.

Eight companies had been selected and invited for tender.

Three had undertaken site visits

Four declined to submit.

Spencer and Hall Ltd undertook a visit but subsequently did not tender due to the requirement of doing (limited) animal's area maintenance.

Two viable tenders were received.

1. Countrywide Grounds £19,420

2. ND Services (Existing contractor) £9828.20 annual price increase reflective of RPI during future period of contract.

Mr Lilley also commented that ND services was our current provider and that the Academy was very satisfied with the quality of work.

Ms Carter proposed, and Mrs Sparks seconded that ND Services be awarded the grounds maintenance contract. All in attendance agreed.

Mrs Middleton joined the meeting at 10.33 due to work issues.

Mrs Dashper returned the meeting.

Staff Absence Insurance

Mrs Dashper explained that it was too early to request quotes as the previous twelve months claims are used as a guide for other providers to quote, to consider pre-existing conditions etc but the information would be available for the F&P meeting in June 2022.

She went on to explain that there had been an issue with SAS, the current provider. Receipt of payments had been slow and some were outstanding from as far back as January/February. Upon following up with SAS it appears there may be some issues with their fund and what is available for paying out to their clients, they are undertaking a full review of their fund, We are awaiting further information on what will be paid out with regards to outstanding and any further claims within this year, up to 31 August 2022.

GB/46/22

PE Kit

Mr Lilley gave the new governors the background to why a new PE kit proposal was being brought to the meeting.

He explained that the present one was not really fit for purpose for tag rugby or wearing for a full day. The benefits of children wearing PE kit all day on their PE days has enabled more curriculum time both for PE and the wider curriculum as pupils were not occupied getting changed before and after PE.

The Uniform Policy would be emailed to governors and approved at the next meeting.

**Mr
Lilley/Mrs
Dashper**

Mr Lilley explained that it would be necessary to subsidise the cost of the PE kit in line with the School Uniform policy. Initially all children would be provided with one kit, at no cost to the parents but further items could be purchased at a reasonable cost from the academy.

Governor's question: What is the cost of the embroidery?

The meeting was informed that the manufacturers advise against embroidery on the sports t-shirts as the material is not suitable. However the hoodie could be embroidered and the T shirt printed.

The meeting was asked if they wanted a logo on the t-shirt. A governor replied that in their opinion it was not necessary on the t-shirt so long as the logo was on an item of the PE kit. It was after discussion agreed that printed and embroidered samples could be obtained and brought to the next meeting.

This was agreed.

Governor's question: What would the current kit be used for?

The existing PE kit would be repurposed as a 'dress kit' for school teams, a representing the school whilst the majority would be donated to a school abroad.

A table of costs for the range of garments had been circulated and reviewed during the meeting.

Two companies were considered (in addition to our current PE kit provider): School Uniform Specialist (SUS), providers of the current non-PE uniform. They had previously been considered and discounted in the previous round with regards to costs, however due to options available and ensuring fit for purpose along with best value they were being reconsidered.

Based on the costs of the kit wear from SUS and the fabric being of a similar type to the existing overtop which had incurred concerns re durability this option was rejected.

The other company, Runner Print Wear, had come recommended by an external sports club.

Three tiers of garments were being considered with regards to quality and price.

The hoodie was of a different fabric and considered to be harder wearing than the current overtop.

Mr
Lilley/Mrs
Dashper

Based on 700 units for initial purchase the costs are as listed:

Tier 1 £7490

Tier 2 £8540 - £10115 (depending on print/embroidery options)

Tier 3 £9590 - £11165 (depending on print/embroidery options)

These prices are significantly cheaper than the previous PE kit.

A further discussion took place regarding reordering and the minimum number and the cost.

Mr Lilley proposed that a subsidy was given per child.

Mr Gawthorpe proposed that the PE kit be the t shirt with a best quality hoodie (tier 3) that had an embroidered logo. He also proposed that future subsidy be given in line with the school uniform policy.

A governor commented that the kit needs to be serviceable that makes the children at Sparken Hill look great but comes within the means of our school budget.

Mr Lilley asked would this work from parents' perspective. It was suggested that it would.

Governor's question: What has been put in the budget? The meeting was informed that £8,000 had been allocated pre confirmed costs. However, this would need to increase with regards to the Tier 3 quality selected. There was a discussion with regards to costs to parents for future around what is reasonable, £7 for a t shirt and £15.00 for a hoodie were considered however this would be revisited as the cost per item is dependent on the quantity's ordered, smaller orders bring increased costs, if the order is increased this would bring costs down. Mrs Dashper highlighted that we need to ensure that the order is relevant to space available for secure storage with regards to remaining stock.

Mr Gawthorpe proposed an increase of the budget allocation of an additional £7000, bringing the total budget to £15,000 – this would bring some flexibility in ordering with regards to quantities' Ms Carter seconded that the cost to parents would be in line with the school uniform policy and the budget costs be approved. All governors in attendance agreed this.

A further conversation would be had with the supplier regarding zip up hoodie option and sample printed & embroidered items and a decision would be made following email consultation. The sample s would be brought to the meeting of 9 June 2022.

GB/47/22 Admissions and Pupil Numbers

Mr Lilley explained about pupil numbers and the Pupil Admission Number (PAN) for the academy. Currently the Academy has a PAN of 75 per year group. He also explained about infant class size numbers and that there is no limit on KS2 class size numbers.

There are currently 574 children on roll and this means that the school is 1 child off being full, but these pupils are not evenly distributed across the classes.

Importantly, there were only **55** first choice applications for FS2 for September 2022 (20 pupils lower than PAN). The LA is aware of the low birth rate numbers coming into FS2 over the next 2 to 3 years. As a result he has asked the FS lead to split the September 2022 intake into 2 classes (not 3), which will effectively free a teacher and (potentially) a TA. If the number goes over 60 then it will have to be a three way split. As always, should this trend continue, the plan would be to take advantage of “naturally” reducing staffing (e.g. not replacing when staff move on) rather than with compulsory redundancy as and when there is a need for it.

GB/48/22 Policies

The following policies having been previously circulated were presented for approval:

- Managing Menopause in the Workplace
- Emergency Plan - (Updated to reflect Personnel & Service Providers)
- Physical Intervention – (Revised)
- Teaching & Learning
- Phonic & Spelling
- Reading at Sparken Hill

Governor’s question: What is ZPD?

Mrs Middleton explained that it is Zone of Proximal Development and exactly what this meant regarding reading.

A Governor pointed out a typographic mistake in the Reading at Sparken Hill Policy. “The Hedgehog” should read “The Hodgeheg”. This would be corrected in the policy.

Mr Gawthorpe proposed, and Mrs Sparks seconded that all of the policies be approved. All in attendance agreed.

GB/48/22 Information from the Corporate Director for consideration and action

Promoting the Education of Children with a Social Worker

In September 2021, the DfE released non-statutory guidance to support Local Authorities and Virtual School Heads to take a strategic lead in promoting the education of children aged 0 up to 18 who have, or have previously had, a social worker. This guidance mirrors the role of the Designated Safeguarding Leads (DSL) as outlined in Keeping Children Safe in Education, 2021.

On average, children with a social worker perform worse at every stage of education when compared to their peers. Children with a social worker are 2 to 4 times more likely to be permanently excluded from school than their peers and they are 3 times more likely to be persistently absent.

Designated Safeguarding Leads should take lead responsibility for promoting the educational outcomes of children who are known to have experienced welfare, safeguarding and child protection issues, including children with a social worker

A fact sheet and a short 10-minute presentation for governors on their responsibilities in relation to Looked after Children, is available on GovernorHub

Action for governors

Questions governors will want to ask:

1. Do leaders know which children in school have or have previously had a social worker?
2. What is the attendance, exclusion rate, academic progress and attainment for this cohort?
3. How are the school maintaining a culture of high aspirations for this cohort?
4. What provision is in place to support teaching staff to enable additional academic support or make reasonable adjustments to help children who have or have had a social worker reach their potential?
5. How effective is the school's use of the Pupil Premium, Recovery Premium and School Led Tutoring funding in accelerating the progress of these cohorts of children?

Nottinghamshire Virtual School has an advice and guidance line for professionals and families for children with a social worker.

Telephone: 0115 804 3275. Email: virtualschool.cwasw@nottscc.gov.uk

Contact name/telephone number/email address

Steph Pritchard Assistant Head of Virtual School
Stephanie.pritchard@nottscc.gov.uk 0115 8042227

GB/49/22 Communication

From chair

The chair had received no correspondence. He suggested governors read the green and white papers regarding the plans for education.

From headteacher

Mr Lilley spoke about there being no clear lease agreement between the academy and Cherubs. There are no signatures on the 2011 document which was the original lease.

He had spoken to the LA and taken independent advice. He hoped the LA could help to iron it out and make it tight, but they had no solution really. This issue would need to be resolved if the Academy was considering a Multi Academy Trust.

Mr Lilley requested that the governors appoint a firm to resolve this issue, he recommended CEM. The meeting was informed of what it may cost.

Mr Gawthorpe proposed, and Mrs Middleton seconded that CEM be appointed to resolve the issue as soon as possible. All governors in attendance agreed.

Queen's Platinum Jubilee holiday will be taken on 28th July.

Mrs Dashper explained about Teachers Pensions, this would be an agenda item at the 9 June meeting.

Mr Lilley had received a letter for a Y4 pupil Mr Charles Neal regarding raising money for the foodbank and Mr Lilley had replied to the request.

Mr Lilley would email the letter to governors

Mr Lilley

From clerk - Governor Newsletter

Free school meals - Schools that purchase NCC's Free School Meals (FSM) eligibility checking assessment service should notify NCC of any transfers.

School admission arrangements - Reminder that all admission authorities must determine admission arrangements every year.

HR updates:

Keeping Children Safe in Education (KCSiE) consultation has ended and any changes will take effect in Sept.

Reminder, it is a statutory requirement for schools to keep a Single Central Record – see HR advice. Schools are still falling short in the requirements.

Support Staff Pay Award from April 2021 was agreed and applied in March 2022 and relevant back pay owed to them paid for this period.

Safeguarding - The NCC & NSCP Child Protection File Audit for 2021-2022 has been made available to all schools and should have been completed in the Spring Term. A link to a recording of one of the 4 webinars in Dec and January that governors can access

Reminder that boards have access to the termly heads and chairs webinars to guide you through the Full Governing Body meetings

School closures - an updated version of NCC's 'School Closure Procedures' was issued to headteachers in January. Governors are advised to familiarise themselves with this document well before difficult decisions have to be made and may wish to include this as an agenda item to review in FGB or committee as appropriate.

The Risk Protection Arrangement (RPA) scheme for local maintained schools - The Council will no longer be providing insurance services to schools and governors should check that their school has successfully enrolled into the RPA scheme.

Government White Paper sets out proposed reforms to the education system

SEND Green Paper - Additional support to keep children with Special Educational Needs and Disability (SEND) in mainstream settings is also set out

Managing Effective Meetings - A well-run governors' meeting has a well-prepared agenda agreed by the chair and headteacher which must be circulated 7 days before the meeting. This should mean that the use of Any Other Business is not necessary. Most governor meetings do not exceed 2 hours and conclude at a reasonable time as lengthy or late meetings can impact on effective decision making and the wellbeing of staff, governors and the clerk. It can also affect governor retention.

News from the DfE - State-funded schools should provide a school week of at least 32.5 hours by September 2023 Additional support for GCSE, AS and A level students is being provided this Summer for those taking exams A school workload reduction toolkit has been produced by the DfE Revised behaviour in schools'

guidance and suspension and permanent exclusions guidance has been made available.

SATs tests – governing board responsibilities guidance

News from the National Governance Association (NGA) - the NGA has produced updated guidance on “What governing bodies and school leaders should expect from each other”

Message from the Chair of the Nottinghamshire Association of Governors

Update re the NAGs Annual General Meeting – virtual Governor conference - Excellent feedback from all those that attended the day. Andy Cope Art of Brilliant was the keynote speaker. Sarah Brand, from Holly Hill Primary was awarded the Governor of the Year, Ravenshead C/E Primary School were awarded Governing Body of the Year award and Dave Hill who was awarded the outstanding contribution to governance award for 50 years’ service!

GIAS and keeping Governance up to date – Reminder that GovernorHub can produce a excel spreadsheet of the governing body’s membership which can be used to update GIAS. This can be accessed by going to the governing body downloads tab.

Ofsted - have provided lots of free webinars and videos on a YouTube channel that are packed with useful information to support school leaders and governors.

Updated - A multi-disciplinary team approach to supporting children in need of help, protection and care will be introduced in the Newark and Sherwood district in April 2022.

GB/50/22 Approval of in-service training days (5) 2022-2023

Mr Lilley proposed the following in-service training days for 2022-23;

- Tuesday 30 August 2022
- Friday 14 October 2022
- Monday 20 February 2023
- Monday 24 July 2023
- Tuesday 25 July 2023

GB/51/22 Review of delegation and organisation of committees:

Agree committee structure and membership of committees 2022/23

This will be the same as this academic year. Two full governing body meetings and F&GP and Audit committees

All governors to attend the full governing body meetings.

Ms Carter was appointed chair of the audit committee and Mrs Norton-Allen vice chair.

Approval of scheme of delegation 2022/23

This would be emailed out to governors for approval at the next meeting.

Agenda

Note annual planner 2022/23 to support agenda setting

Governors noted these documents

This would be done before September 2022.

GB/52/22 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

Mr Lilley reported that Mrs V Lievesley would be delivering Governor Finance training on 30/06/2022 after the governors meeting for all governors. He urged all governors to look at the governor training on governor hub and if possible, to prioritise the OFSTED training and “Supporting and Challenging” training in preparation for the next inspection.

Two new governors confirmed they had already attended some of the governor training and had booked to undertake further upcoming training events.

GB/53/22 Review of governor monitoring visit reports – key actions for governing body

Health and Safety undertaken by Ms Carter who had produced a very thorough written report.

Safeguarding – files undertaken by Mrs Middleton who reported that the system in place was very efficient.

GB/54/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account

Governors use a balance of support and challenge.

They challenged the Financial state of the academy, regarding in-year deficits.

They challenge and ask for clarification regarding financial decisions that affect families.

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 and that none are disadvantaged.

GB/55/22 Confirmation of dates for 2022/23 – to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Summer term 2022

F&P+Audit Thursday 9 June 2022, 4pm
Full Governors Thursday 30 June 2022, 9.30am



SPARKEN HILL
ACADEMY

SCHEDULE OF ORTHCOMING GOVERNOR MEETINGS / EVENTS

Academic Year 1 September 2022 to 31 August 2023

<u>Date /Time</u>	<u>Committee / Other Purpose</u>	<u>Important Notes</u>
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/56/22 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 12.23pm.

Signed (chair) Date