
School: Sparken Hill Academy
Meeting title: Second Spring term meeting of the governing body
Date and time: Thursday 10 March 2022 at 4.00pm
Location: Hybrid

Membership

'A' denotes absence

A Mrs M Cutts

The following attended virtually
Ms D Carter
Mrs C Middleton (vice-chair)
Mrs S Sparks
Mrs L Hazelhurst

The following were at the academy
Mrs U Flower
Mrs E Rodgers
Mr R Lilley (Principal)
Mr P Gawthorpe (chair)

Co-opted vacancy
Partnership vacancy

In attendance

Mr CA Richardson (clerk to the governors)
Mrs K Phoenix (observer)
Mrs V Dashper (Chief Finance Officer)
Mrs K Gardiner (Senior Mental health Practitioner)

GB/18/22	Apologies for absence	Action
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Apologies for absence were received from Mrs M Cutts (illness).

It was

resolved

that the governing body consent to this absence.

GB/19/22	Declaration of interest
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There were no declarations of interest, either direct or indirect, for items of business on the agenda, except for Mrs Dashper who declared an interest GB/25/22 budget regarding contracts for grounds maintenance.

Review and sign Register of Business Interest/Declaration of Eligibility

Mrs Flower reported that there were still some outstanding forms.

GB/20/22	Review of membership
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The clerk highlighted the following vacancies on the governing body:

There are vacancies for co-opted, parent and partnership governors and staff governor with effect from 18th April 2022.

The election for a staff governor had taken place and Mrs K Phoenix was the successful candidate and is appointed from 19th April 2022.

There have been three parent nominations, so an election is taking place.

Since the meeting Mrs Hazelhurst has given notice of her intention to resign as a parent governor due to accepting a new job.

Councillor Turner visited the academy to see the parking problem when school starts and finishes. Mr Lilley approached him about being a trustee and he confirmed he would be interested but required further information. Mr Lilley would supply him with this.

Mr Lilley**GB/21/22**

Approval of minutes of autumn term meeting and any additional special governing body meetings

The minutes of the first spring term meeting held on Thursday 27 January 2022 having been previously circulated were confirmed.

They were proposed by Mr Lilley and seconded by Mrs Rodgers that they were a true record.

Review of Actions

There are still some rights to work declarations outstanding, Mrs Flower will chase these.

Mrs Flower**GB/22/22**

Senior Mental Health Practitioner Report

Mrs K Gardiner presented a verbal report to the meeting. She has completed the Senior Mental Health Lead training. She shared the mental health well-being pathway and the outcomes of a staff questionnaire. This highlighted potential training requirements and areas of relative strength. The pathway enables staff to signpost where to go if they notice a change in children. A document for parents has been re-visited and the new version sent to parents.

The Vulnerability Tracker was discussed. This is a meeting where pupils who may present as being vulnerable are rag rated and all children on it are discussed at a termly SLT meeting. There are 73 children on "green" (light touch / monitoring), 38 on amber and 39 on red (intensive support).

She discussed the actions and strengths of the monitoring summary report.

She wants to start a group for Bassetlaw schools. Whilst this was considered a positive move, Mr Lilley is currently discussing the potential implications and the wider health and well-being and workload issues of Mrs Gardiner.

It's clear to parents what is on offer but not necessarily to staff, so staff need to access more training. In reality, the consensus is that staff do not see the range of "what we do" as part of a continuum of support, so the pathway aims to raise this in order that they are more aware.

Mrs Gardiner agreed to email the monitoring summary report to all trustees.

Mrs Gardiner

A governor commented that it was a superb presentation and thanked Mrs Gardiner.

Another commented that all this work has changed the culture of the school.

Governor question: Within well-being and mindfulness, do we have a glossary of words of what we use with parents and children?

Mrs Gardiner spoke about how she speaks to staff and how she approaches it from the beginning of training and the support for staff on their journey.

With children the words used are very different words like happy and sad and not use mindfulness/well-being.

Governors commented that the provision was extremely valuable but raised concern that some pupils may 'latch onto' buzz words when they are not mature enough to understand this. Governors were reassured that the plethora of support was given on a continuum and the 'wellbeing' agenda was carefully delivered to avoid such misconceptions.

GB/23/22 Safeguarding

Mrs Middleton needs to complete a governor self-audit on pupil files. She will liaise with the academy to arrange a mutually convenient day.

GB/24/22 Tutoring

K Godfrey apologised for not being able to attend the meeting, so this presentation will be done at a meeting in the summer term.

GB/25/22 Budget

a) External Services for School

The ICT& Grounds maintenance contracts are in their final year of fixed costs (3 years).

Following advice from Streets re the period contracts should be retendered Governors agreed on 6 June 2019 F & P contracts would last for a maximum of 5 years but could be retendered earlier if required.

As the costs were fixed for three years trustees should consider if a retender exercise should be undertaken this year for contracts commencing in September 2022.

Governors commented that they were happy to tender for contracts before 5 years.

Mr Gawthorpe proposed, and Mrs Middleton seconded that tenders for contracts be found at the end of the three years. It was unanimously approved.

b) Support staff Incremental Pay Award - April 2022

Mrs Dashper reported that two members of staff are due to move up the pay spine as follows:

Grade 5 point 16 – point 17

Grade 4 point 10 – point 11

This is built into the budget so there are no extra costs to be incurred.

Mrs Middleton proposed, and Mrs Sparks seconded that these recommendations are approved. The trustees unanimously approved the recommendations.

c) Support Staff Pay Award - April 2021 Approval

Mrs Dashper reported that the unions had agreed to 1.75% for all support staff with the exception of those on point 1 which would be 2.75%. She informed the meeting that it was built into the budget.

Mr Gawthorpe proposed, and Ms Carter seconded that the trustees approve this pay rise backdated to April 2021.

All trustees in attendance at the meeting unanimously supported the proposal.

Mrs Dashper reported that electricity costs would increase by 26% which will be an extra £7.8K out of the budget.

Biomass wood pellets would cost more and add £3.5K to energy costs. These costs are reduced as a result of the LA getting a good deal.

It looks like there will be an increase in the budget by £77K according to the budget statement but this may not be felt due to the increased expenditure.

GB/26/22 Broadband

Mrs Dashper presented a report on the present broadband provider and shared figures with the trustees. She recommended that the academy stay with the present provider.

Ms Carter proposed, and Mrs Sparks seconded that the recommendation be accepted. All trustees in attendance at the meeting unanimously supported the proposal.

GB/27/22 Principal's Report

Mr Lilley had previously circulated his report.

A governor commented that it is a low birth rate for admissions this year, following Mr Lilley reporting on their first admission numbers.

Mr Lilley highlighted the last 3-year external data sets in 2017 -2019. The three-year average is 63% and as the %FSM is double the national figures; this reflects relatively positively but that the implication for this year's results were huge.

Governor question: How has the catch up been form staff and children?

The staff and children have been superb. We have not narrowed the curriculum to get through the SATs we still have a broad and balanced curriculum. Class Teachers have been released to deliver same day intervention / catch up for their own children as they know their children the best. In addition, five after school catch up groups have been arranged and these have been well attended by pupils.

There has been one fixed term exclusion of 5 days since the last report.

Google forms have been introduced to record logs. All logs are meticulously kept and cross referenced.

There have been 4 violence to staff logs since December 2021.

4 Low level restraints have been recorded.

The CRB training is up to date but refresher training will take place shortly to ensure it does not lapse.

Attendance was highlighted and the FFT Attendance tracker reported on that gives a 360 report and the report was shared.

Mr Lilley in his report formally thanked all staff that are leaving the Academy at April. Mrs Leavesley has decided to reduce her formal working pattern permanently due to personal reasons, Mrs Rodgers is moving to Stubbin Wood

Special School as a Vice Principal and Mrs Shaw has been promoted to Assistant Head Teacher at Beckingham Primary.

Mr Lilley reported on the extensive work that Mrs Dashper and Mrs Flower have completed on introducing a school "app". Primarily this is to provide free push messages to parents thereby reducing significant costs. However, it also has significant benefits in ensuring that the Academy has the latest current information on file and it also reminds parents very clearly, what their child's attendance is. Parents have sent information to the academy that they have not always had. Over half of all parents have so far signed up and we will have a push to try to increase this number in the coming months.

Conversations with parents re attendance parents now know that 91% is not good enough.

Work is in process on a staff (Staff Absence Management SAM) app due to the present system being inefficient. Data will need updating before it is rolled out. A governor commented that they felt it was professional etiquette for staff to have a conversation with SLT if they are absent (and not just send a message).

Mr Gawthorpe thanked Mr Lilley for his informative report.

GB/28/22 Draft Schedule for Meetings 202/23

SCHEDULE OF FORTHCOMING GOVERNOR MEETINGS / EVENTS

DRAFT Academic Year 1 September 2022 to 31 August 2023

Thursday 22 September 2022 TBC Full Governors Meeting

Thursday 13 October 2022 TBC F&P + Audit Committee

Thursday 24 November 2022 TBC F&P Full Governing Body & Members to Attend Streets presentation of Year End Accounts (All governors & members to attend)

Thursday 8 December 2022 TBC Full Governors Meeting

Friday 8 or 9 December 2022 TBC AGM Members only

Thursday 26 January 2023 TBC Full Governors Meeting

Thursday 23 February 2023 TBC F&P + Audit Committee

Thursday 30 March 2023 TBC Full Governors Meeting

Thursday 18 May 2023 TBC Full Governors Meeting

Thursday 8 June 2023 TBC F&P + Audit Meeting

Thursday 29 June 2023 TBC Full Governors meeting

All times to be confirmed when work has been completed on alternate times.

GB/29/22 Health and Safety

Mrs Dashper reported on the annual review. Governors approved the document.

Ms Carter

Ms Carter had done a H&S review in November and the next one would be on Tuesday, 15 March 2022.

GB/30/22 Premises

Lettings

Mr Lilley reported that 2 main lettings were being stopped. The church one stopped during lockdown and they have now found other premises.

Mr Lilley reported that he had regretfully given notice to the Table Tennis Club as a result of the extensive equipment storage requirements and the academy finding itself unable to store its own equipment. They have been given until September to find new premises.

The only lettings now are the Brownies and Rainbows.

Building Management System (BMS)

Mrs Dashper reported that she is looking at quotes from the current provider to be able to compare with possible new providers. Siemens have been approached to recommend providers who can manage the system.

Historically, the BMS and aspects of the automation (such as Windows, Lighting and Heating) have been a major issue. A major service was undertaken by Window master (automated Windows) who highlighted £6K repairs. Experience shows that the BMS service should be carried out first to ensure that these two systems work seamlessly as they should. The Academy has invited quotes for the continued service contracts.

GB/31/22 Communication

From chair

There were no communications from the chair.

From headteacher

Mr Lilley reported that he had received a letter of resignation from an MDSA. This was not an issue in the short term but could prove so in the long term. A review of staffing at lunchtime is currently underway and an advert will be placed in due course should this be necessary.

From clerk - Governor Newsletter

The clerk reported on the second spring term newsletter and highlighted articles pertinent to the academy.

GB/32/22 Report from training co-ordinator including review of governor training requirements for 2022

Mr Lilley will become the new training co-ordinator when Mrs Rodgers leaves the governing body in April 2022.

Training Attended

Ms Carter Health and Safety
Pupil Premium

In School Training

With the success of the training that was offered last year, offered by staff, Mrs Rodgers has organised a similar short session to help inform Governors on pertinent issues in school. She will send out a Zoom link and invite, a couple of days before. She would appreciate it if Governors could confirm their attendance.

Tue 22nd Mar @ 10:45 Dyslexia – testing and approaches we take

Tue 24th May @ 10:45 Science in the primary school

GB/33/22 Governor monitoring visits

Mr Lilley informed the governors that the academy was now open for governor monitoring visits.

Ms Carter had undertaken a H&S visit on 10/11/2021 and had written a report.

Mrs Sparks would liaise with staff to undertake a phonics visit.

GB/34/22 Policy Reviews

Following a proposal by Mr Gawthorpe which was seconded by Mrs Sparks the following policies were unanimously approved:

- Lettings
- Charging and Remission
- Health and Safety
- Staff Code of Conduct
- Staff Dress
- E- Safety

Mr Lilley confirmed that low-level concerns were now incorporated into the Staff Code of Conduct (in line with KCSiE 2021) but he felt that a specific Policy would make this pathway more specific. This will be developed.

GB/35/22 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 challenged regarding staff well-being and what they can do to support the SLT.

They challenged 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.

GB/36/22 Confirmation of dates for 2022

The governing body

agreed

Spring term 2022

Summer term 2022

Full Governors Thursday 19 May 2022, 9.30am

Full Governors Thursday 9 June 2022, 4pm

F&P+Audit Thursday 30 June 2022, 9.30am

GB/37/22 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 5.44pm

Signed (chair) Date

