
School: Sparken Hill Academy
Meeting title: First Spring term meeting of the governing body
Date and time: Thursday 27 January 2022 at 9.30am
Location: Hybrid

Membership
'A' denotes absence

A	Mrs M Cutts
A	Mrs L Holmes
A	Mrs L Hazelhurst

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

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 V Dashper (Chief Finance Officer)

GB/1/22 Apologies for absence Action

Apologies for absence were received from Mrs M Cutts (illness), Mrs L Hazelhurst (work) and Mrs L Holmes (work).

It was

resolved

that the governing body consent to the absences of Mrs Cutts and Mrs Hazelhurst but did not accept the apologies of Mrs L Holmes.

GB/2/22 Declaration of interest

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

Review and sign Register of Business Interest/Declaration of Eligibility

Mrs Dashper reported that there were still some outstanding forms Reverend Gough, Mrs Cutts and Councillor Shephard.

**Reverend
Gough Mrs
Cutts
Councillor
Shephard**

Mrs Walker, Reverend Gough and Mr Gawthorpe still need to present their passports so they can prove they have the right to work in the UK.

The delay re obtaining these documents was due to Covid restrictions.

GB/3/22

Review of membership

The clerk highlighted the following vacancies on the governing body:

There are vacancies for co-opted and partnership governors.

It was reported that email correspondence had taken place with Mrs Holmes who was considering her Governor position as she was finding the commitment difficult to manage.

Mr Lilley reported on the skills audit results. The areas demonstrating particular 'weakness' were Local Business/community knowledge and financial expertise.

A full discussion took place, and it was agreed that the vacancies on the board needed to be filled if possible, by someone with financial experience and links with the local community.

Governor's question: Do we need a plan?

It was agreed that a 'plan' wouldn't necessarily be essential but the board was asked to suggest a business partner.

Governor's question: What about approaching a leader of the church?

This was felt to be a good idea as St Paul's has been without a substantial appointment since Mr M Burnell. Mr Lilley informed the board that he had an upcoming meeting with Father Cooper and a community member the following week. Mr Lilley said the new incumbent was coming to visit and he would broach the subject if he felt it prudent.

Appointment of chair and vice-chair of finance & personnel Committee

The board appointed Mrs C Middleton as the chair and Mrs S Sparks as the vice chair until the summer term 2022.

Appointment of chair of audit committee

The board appointed Mrs L Hazelhurst as chair of the audit committee until the Summer Term 2022.

GB/4/22

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

The minutes of the autumn term meeting held on Thursday, 9 December 2021 having been previously circulated were confirmed and signed electronically by the chair.

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

Review of Actions

The Skills audit had been completed and Mr Lilley reported on the findings

The minutes of the AGM held on Friday, 10 December 2021 having been previously circulated were approved.

They were proposed by Mr Gawthorpe and seconded by Mrs Flower (proxy for Mrs Walker) that they were a true record.

GB/5/22 Receipt of minutes and approval of policies from committees and working parties

The minutes of the autumn term meeting held on Thursday, 25 November 2021 having been previously circulated were confirmed and signed electronically by the chair.

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

Approval of Pay Policy (NCC Adopted)

The Nottinghamshire School Pay policy has been updated and proposed as being accepted by Governing Bodies without adaptation.

Mr Lilley reported that the changes to the standard Nottinghamshire Country Council policy from last year were highlighted in red and these were noted by the GB.

Mr Gawthorpe proposed, and Mrs Sparks seconded that this policy be approved. All governors in attendance agreed.

GB/6/22 Budget Review 2021-22

- Internal audit identified - The 2021-22 budget was approved by F&P on 16.06.21 prior to submission to the ESFA. However, although the budget was discussed at the FGB on 25.06.21, this was not detailed in the minutes as being ratified. Governors are therefore asked to ratify formally at this meeting and include in the minutes.

Ms Carter proposed, and Mrs Middleton seconded that the budget for 2021/22 be ratified. It was unanimously approved.

Staffing Update:

Two Leavers – Mr Lilley read letters of resignations from the two staff who are leaving on the 18th April to take up new positions. It was reported that there are plans in place to replace these members of staff. Dependent upon the outcomes of the recruitment process, there may be cost savings, as the two positions are currently both top of scale. Both vacancies are being advertised as “September start” though obviously these will be sooner if successful candidates can be released earlier.

Tutoring Update:

Mr Lilley reported that they had trialled tutoring online with a Tuition Partner, Pearson. It has been useful in that Year 6's have been identified as needing catch up tuition, but in reality, the model has not been as successful as we had hoped. For instance, although our ICT is strong, there have been tutors allocated who have not had the bandwidth so have had issues with connection. Some sessions had been observed

and it was concluded that an alternative model might be trialed. The school has purchased 39 blocks with school led funding. In the longer term, Mr Lilley suggested that the academy use the school led funding to pay for a good (known) supply teacher until after KS2 SATs to cover a series of year groups while that class teacher is released to undertake the tutoring. This gives the Academy hugely more capacity to offer pupils what they need from those who know them best. Following the conclusion of the Pearson block, this is one of the strategies being explored.

Another approach involves buying back FFT Lightning Squad. This reading Catch Up intervention involves a tutor who works directly in school. Mr Lilley has identified 30x Y34 for whom this intervention may prove useful. As opposed to the Pearson “online” learning, this tutoring is face-to-face.

Governor’s question: Are we seeing any improvement in the children, from the tutoring?

Mr Lilley explained that the academy has scrutinised Question Level Analyses (QLA) from 2019 KS2 SATs which identified Fractions and Ration / Proportion as areas of relative weakness. As part of the tuition, tutors have conducted pre assessments to find the gaps and this was used as the baseline. Some improvement has been seen and recorded but we will know more when post tuition assessments are complete shortly.

Governor’s question: Is the chair aware of anything the rest of the governors don’t know regarding staffing as that was implied earlier in the meeting.

Mr Lilley and Mr Gawthorpe explained that Mr Gawthorpe knew nothing more than any other governors but that in the face of expedience, only outline plans for recruitment had been delivered to the board. Mr Lilley further expanded about the recruitment for the vacancies, specifically that the last vacancy for SLT (Vice-Principal role) was appointed internally as there were “a healthy number” of staff that could have potentially applied. This time (mostly due to promotion) this number was depleted and so in light of fair recruitment, an external advert will need to be placed. The advert will be for an Assistant Principal (not a Vice Principal) as this will meet the needs of the Academy whilst supporting strategic budgeting.

Salaries:

- The Internal Audit report identified an omission from the last FP meeting. The 2021-22 Teachers pay award was agreed at F&P on 12.10.21. Teachers 2021-22 incremental progression was discussed on the same date and two members of staff were recommended for progression up the pay spine following successful appraisal. However there is no evidence of this being formally approved in the minutes. Governors are therefore asked to approve formally at this meeting and include in the minutes.

Mr Lilley proposed, and Mrs Sparks seconded that the two teachers who were recommended for salary uplifts on the salary spine be ratified. It was unanimously approved.

Budget Movement, report included identifies the following:

Revised projected carry forward £344,252.

Small in year deficit of £2015 previously reported in December 2021 as £384,103 with an in-year balance of £37,836. This is essentially due to the staffing changes noted below, however this is based on a worst case scenario re financial impact and therefore could increase. Budget assumption notes were highlighted on the budget update report.

- Income £23,527 increase
- Increased 30 hrs funding, numbers increased for spring & summer (+£1293)
- Increased 15 hrs funding, numbers increased for spring & summer (+£5486)
- Pupil Premium reduced based on latest qtrs. Funding allocation, updated re October Census return (-£5614)
- Additional Funding for Senior mental health lead, £1200
- Reimbursed transport costs for one child from NCC
- FSM voucher income for December £6855 (claw back £150)
- Income from mobile telephone upgrade one member of staff £36
- Staff absence insurance income increased (+£14,000)
- The academy will issue Free School (FSM) Meal vouchers instead of food boxes. The reason for this is that the academy is currently managing very high numbers of positive cases and following a review, this method provided the best efficiencies.

Staffing Teachers £16,501 Increase

- Teachers – Two members of staff moving to UPS1
- One teacher leaver from Apr 2022 UPS3
- One leadership leaver from Apr 2022
- Appointment of ECT from Apr 2022 M1
- Appointment for Leadership from Apr 2022 L5-L10 – Two scenarios, these were fully explained by Mr Lilley.
- This review identified a discrepancy in the planner re changes to a teacher/TA, tracking back it would suggest this was when the adjustments for teacher pay freeze were calculated in PSF/Iris software. The budget therefore assumed one PT teacher (0.4) upon return of one member of staff from Maternity to FT (0.6) in April 22 – adjusted to FT and permanent
- Other Staff Reduction £2472
- Reduction re Middays due to not increasing to 10hrs as assumed
- Midday Leaver
- One midday reduced to 7.5hrs from November 2021 not September as budgeted
- Premises adjustment re PSF calculator
- Cleaning staff contingency re additional hours to cover absences/supply

Other Occupational Costs Increase £1364

- Curriculum areas – adjustments to include increased commitment to PHSE & movement to fixed assets

Learning Resources (Not ICT) Reduction £5369

- Movement to fixed assets

Catering Supplies Increase £6720

- FSM Vouchers - Off set to income received

Bought in Professional services £29484

- School Led Tutoring. Previously in the budget but not ring-fenced – split out for School led & Recovery premium Top up of 25%

Mr Lilley advised that at a future meeting there would be a presentation regarding the income and expenditure that sits alongside the school led tutoring and recovery premium.

Governor's question: Do we know anything about the longevity of the income for tutoring?

Mrs Dashper confirmed that nothing has been put in the budget that would assume this, however as we move through the year this will be reviewed once more information is available.

ICT Consumables Increase £1500

Increased toner budget, replacement printer therefore toners required in addition

Three Year Financial Planning 2021 – 2022 to 2023 – 24

Three-year Financial Planning Projections January 2022:

Projected Carry Forward	In year balance
2020-2021 £344,252	-2015
2022-2023 £300,547	-43705
2023-2024 £166,845	-133,701

Three-year Financial Planning Projections reported in June 2021:

Projected Carry Forward	In year balance
2020-2021 £255,469	-33,577
2022-2023 £160,411	-95,058
2023-2024 -£15,052	-175,663

- Teachers pay award frozen from September 2021 then assumes 2% per annum from September 2022
- Support staff pay award 1.75% from April 2021 then assumes 2% per annum from April 2022
- Increase of 1.25% employers NI contributions included from April 2022
- Formula budget for 2022-2023 & 2023 – 2024 based on 2021 – 22 funding level, not inflated.
- £18K commitment to Foundation Project in year 1, then 10K per year for year 2 & 3.
- School led tutoring plus 25% top up for recovery premium, ring fenced for year 1 future funding not included until allocations confirmed

- Assumes Leadership position is replaced with external candidate on L5 from April 2022

Reserves:

It was recommended by our internal auditor that the level of reserves should be confirmed asap due to the budget setting process commencing in March 2022. At a previous meeting it was agreed this would be considered later in the year. However, following this recommendation governors are asked to consider and approve at this meeting.

The statement below was included in the AAR for 2020/2021 and was discussed by the board in December 2021. Governors/ Trustees previously approved the following as an appropriate level of reserves and the purpose for it.

Statement included in the AAR

"The Trustees review the reserves annually taking into consideration known monthly expenditure. The trustees have agreed that an appropriate level of reserves should be sufficient to cover 1 to 2 months salaries (£152,000 min to £304,000 maximum). In addition, the monthly expenditure on catering provisions, energy costs and urgent maintenance works are considered when setting the reserves level."

Proposal:

Streets advise 1-2 months' salaries as an appropriate level of reserves.

However this is very broad re minima & maxima, therefore it is proposed that the boundary is set at **£200,000**, which is within the advised range, with an annual review

The salaries element would be dynamic dependent upon staffing levels at a specific point in time.

Governors discussed the level of reserves and following a proposal by Mr Gawthorpe which was seconded by Ms Carter, the board approved unanimously the level of reserves be set at £200K and will be reviewed on an annual basis. The first revisit will take place in June 2022.

GB/7/22

Approval of

School resource management self-assessment tool –SRMAT

Deadline for Submission 15 March 2022 Prepared for submission – note the following:

Checklist has been completed which confirms that the academy has appropriate arrangements and the board is meeting the standards to achieve a sound level of financial health resources management with exception to one area:

Q10 - the audit committee chairperson is currently the chair of finance & personnel. This should NOT be the same person. This item is included on the SRMAT action plan and as a target date for resolution of 24 February 2022

In addition, the self-assessment dashboard has been reviewed. This is currently showing the latest data available to view as 19/20. The 20/21 should be uploaded in the coming weeks in order to show a comparison a dashboard was created for financial year 21/22 based on the budget that was update on 19

January 2022. This therefore shows a direct comparison between the actual data 2019/20 vs the current budget data.

Points to Note:

The in-year balance continues to show as a medium risk although the in-year deficit is now only £2015.

Admin & clerical costs continue to reflect the highest 10% compared to similar schools. However this is due to the Community Team & general support being included in this category/Cost centre.

Pupil to Teacher ratio has reduced to 23.99 therefore showing signs of improvement; moving from red to amber over the previous two years. It remains borderline for moving to "green" (22.88 or less) which would be broadly in line with similar schools. Average class size has moved from red to amber. This was previously an average of 30 reducing to 29.6. A class size of 29.2 would demonstrate a green result.

Mr Gawthorpe proposed, and Mrs Middleton seconded that the SRMAT which had been circulated prior to the meeting be approved so that it could be returned to the ESFA by 15th March 2022. It was unanimously approved.

Internet provider – Postponed until 10 March Meeting

Mrs Dashper explained this would enable a best value quotations form all parties to be provided as it would be closer to the expiry of the existing contract in June 2022. Our current provider Daisy have confirmed they will not roll us over in to another contract or bring any additional charges re the 90 day notice period, it was further confirmed this had been received in writing.

Additional Business Card Holder Proposal – Catering Manager

Mrs Dashper explained that on occasion, deliveries of food are affected (usually due to driver shortage). Consequently, the Catering Manager Mr Mark Blackshaw has to resort to shopping for food to support service. Usually this would mean taking petty cash which is limited to £60 per transaction. However due to volume of occasional purchases this could exceed this value therefore suggested a business card would be more appropriate for this type of purchasing. MB would be trained in the process of spending re the academy finance policy and academies handbook.

Mr Gawthorpe proposed, and Mrs Sparks seconded that this request be granted. It was unanimously approved.

GB/8/22

School Improvement Plan (SIP)

Mr Lilley shared the SIP and informed governors that it had been rag rated to demonstrate progress at the half way point of the year.

Each area is one of the 5 OFSTED headings.

He reported that most progress had been made within the Quality of Education aspect, namely:

- phonics audit and training, purchase of the DfE approved Phonics Bug resource and associated monitoring.
- Monitoring of the implementation of Power Maths mastery
- Revision of Knowledge Organisers to provide consistency of approach within planning teams and to ensure parents could support learning

- Limited progress on ICT impact reports – this is to be completed in the second half of the year.

Mr Lilley indicated that progress towards KS2 SATs was going well so far but that writing might be the limiting factor this year. Consequently, more focus will be being done on moderation (already completed one cross school moderation event with four other schools) and individuals will be identified to focus on bridging evidence. This will be ongoing.

Behaviour and Attendance: behaviour is relatively calm in school despite having a number of pupils with identified SEMH difficulties. This area is moving towards behaviours for learning in the second half of the year.

Personal Development: Work is progressing to ensure that Harmful Sexual Behaviours are monitored and responded to from a strategic perspective. These will be reported upon at future meetings. The focus in the first 6 months of the SIP has been for the PHSE coordinators to monitor the impact of the newly introduced PHSE Scheme of Work. This is working well though some planning has needed to be revised in light of completed analyses.

The main area for Leadership and Management is the continued development of subject leadership and the monitoring role within this.

In EYFS the national baseline has been completed.

GB/9/22

School Evaluation Form

Mr Lilley shared the SEF on screen. He reported upon “Context” section – particularly on deprivation (Indices of Multiple Deprivation) as a result of the challenges and benefits that this brings. He shared a report from Ian Stokes Education Ltd that he will email to governors. Further sections of the SEF will be discussed at future meetings.

Mr Lilley

GB/10/22

Determination of Admission Arrangements

Mr Lilley reported that the proposed admission arrangements for 2023-24 were the same as were approved last year.

A formal consultation was carried out 18 months ago and only needs to be done every 7 years unless there are major changes.

- Own admission authority schools must determine their admission arrangements annually by 28th February.
- Send copy of determined admission arrangements to local authority by 15th March.
- Own admission authority primary schools to verify and rank applications for the following academic year according to the determined admission arrangements.

Mr Gawthorpe proposed, and Mrs Rodgers seconded that the board approve the admission arrangements so that it can be returned to the LA by 28th February. It was approved unanimously.

GB/11/22

Information from the Corporate Director for consideration and action

Understanding Behaviour in Schools: A relationship-based approach to inclusion. A practical toolkit for schools and education settings.

Report for information/action: Spring Term 2022

A toolkit has been developed by teams from within Nottinghamshire County Council's Education, Learning and Skills division in partnership with a group of Nottinghamshire schools (including primary, secondary, and special) and local alternative providers. The toolkit outlines a relationship based, restorative approach to understanding behaviour in schools instead of solely behaviourist approaches which have been shown to be limited in their effectiveness when used in isolation (EEF 2019)

The intention is that schools and settings use the toolkit to adapt, develop or redesign their own relationships-based behaviour policies, relevant for their own unique setting. It supports school leaders to reflect openly and honestly about their school and identify ways to make the changes they wish to see.

Actions for governors

1. Governors are responsible for strategic leadership in school. This toolkit provides practical support for auditing what is working in an individual school and planning next steps which are bespoke for that school.
2. Governors have a responsibility for staff and student wellbeing.
3. Governors review policies and monitor 'policy in practice', particularly pertinent to:
 - a. Behaviour policy
 - b. Exclusion policy
 - c. Equality policy. Governors must ensure that school systems do not disproportionately disadvantage particular groups of children.
 - d. Complaints' policy
4. Governors are supporting schools and helping to monitor the return and recovery both during and after disruption due to the Covid-19 pandemic. The Preventing the disadvantage gap from increasing during and after the Covid-19 pandemic - Education Policy Institute (epi.org.uk) report highlights the importance of schools preventing a further increase in exclusions or "off-rolling" following lockdown. It should be noted that students continue to have repeated changes to routine and working practices as a result of unavoidable covid related staff absence. This will have affected students' reconnection with school staff.
5. Governors are responsible for holding the headteacher to account for the educational performance of the school and its pupils, including vulnerable groups. Children who attend a school where their emotional regulation is supported appropriately will access learning more effectively and are less likely to disrupt the learning of others.
6. Governors are responsible for overseeing the financial performance of the school and making sure its money is well spent. Effective whole school approaches to behaviour are often more 'cost effective' as they support more children at a universal level, reducing the amount of targeted and individual level support required.

Questions governors will want to ask:

1. How well is the current behaviour policy working for every learner in school?
2. What is the impact on staff wellbeing of managing challenging behaviour?
3. What is the school's sanction and exclusion data? Are some groups over-represented (e.g. based on SEN or race)?
4. How are relationships repaired with children and families after disagreements or complaints?

The Nottinghamshire Plan 2021- 31

Report for information/action: Spring term, 2022

Following its appointment, the new administration undertook the 'Big Notts Survey' during the summer months of 2021 to help the Council to develop a plan for 2021- 31.

The new plan works towards creating a healthier, more prosperous and greener future for everyone; the vision focusses on nine ambitions, which outline what the Council aspires for all within the County by:

- Helping our people live healthier, more independent lives
- Supporting communities and families
- Keeping children, vulnerable adults, and communities safe
- Building skills that help people to get good local jobs
- Strengthening businesses and creating more good-quality jobs
- Making Nottinghamshire somewhere people love to live, work and visit
- Attracting investment in infrastructure, the economy, and green growth
- Improving transport and digital connections
- Protecting the environment and reducing our carbon footprint.

The Council plan has made it a priority to use its influence to ensure that places where people live and work, increasingly promote good mental wellbeing. This plan is web based, interactive and can be accessed at <https://plan.nottinghamshire.gov.uk/>

Action for governors

Governors as community leaders fulfilling statutory duties to secure strong governance and therefore good and better schools are invited to:

1. Consider the feedback from the 'Big Notts Survey' in relation to what residents have fed back in relation to education, skills, training and preparation for adulthood
2. Consider the Council's vision and priorities in relation to their school's vision and priorities
3. Consider the effectiveness of the school's priorities to address inequality to improve outcomes for vulnerable children and young people
4. Note the Council's commitment to the environment and reducing its carbon footprint
5. Note the Council's commitment to using its influence to ensure that places where people live and work increasingly promote good mental wellbeing
6. Note the Council's commitment to high quality education and skills training which prepares children and young people to access high value training and employment.
7. Ask headteachers to ensure that the plan is appropriately shared in an age-appropriate way with children and young people to support their understanding of citizenship and local democracy.

GB/12/22

Communication

From chair

There was no communications from the chair.

From headteacher

Mr Lilley had reported earlier on two staff letters of resignation.

He read a letter from the LA regarding the establishment of an Enhanced Pupil Unit in Nottinghamshire. The letter was requesting expressions of interest for this to be on a school site. The LA has no preconceptions of where they might site this unit.

Mr Lilley explained that, as a key school in the Bassetlaw Primary Behaviour Partnership, Sparken Hill was always willing to consider Managed Moves or offer solutions to other local schools to manage difficult pupils. However, the risk in this support is that these pupils invariably become part of the school population. The school now has a reputation for managing SEMH pupils well. There is an inherent risk, however, in having this reputation; that the very thing that earns the reputation also becomes a risk. Having a provision such as this would allow the school to continue this support work whilst not having to admit pupils to the Sparken Hill roll. He felt it was something that Sparken Hill could at least, express an interest in.

Governors commented on the lack of alternative provision in Bassetlaw.

Governor's question: Is there any data to suggest where it might be?

Mr Lilley informed the governors that despite asking this very question of the LA, there did not appear to be any data.

Governor's question: The anxiety I have is that Mr Lilley will end up running it and that could mean that his eye is taken off what is going on at Sparken Hill? Mr Lilley replied that it would probably be him, but felt that it was manageable in the longer term once the provision is finalised.

Mr Lilley reported that it is a relatively complex application, and he informed the meeting what the process would be if they got passed the expression of interest stage.

A governor commented that a Lead would need to be found if we were successful.

Mr Gawthorpe proposed, and Mrs Sparks seconded that governors approve Mr Lilley's request to an expression of interest in the project.

Governors approved the request as follows:

FOR: 7

AGAINST: 0

ABSTENTIONS: 1

From clerk - Governor Newsletter

Governor Services - updates and information - guidance regarding the Clerking of a Governors' Meeting and information regarding the importance of high-quality early years education and the new EYFS Sept 2021

DfE updates - School Uniform, Report published on Schools' views on benefits and obstacles to joining academy trusts

News from the Education Endowment Foundation (EEF) - Bite-size guide for governors NFER Final report – impact of Covid19 on Key Stage 1 attainment

Updates from the National Governance Association (NGA) - Engaging with parents and carers and a call for evidence re improving the education outcomes of all Traveller pupils

Message from the Chair NAGS – Sad loss of a NAGs member Fred Manning, Governing Body and Governor of the Year awards and the Governor Conference updates, The deadline for submission of the form is Friday, 28th January 2022 Governor's Conference on Saturday, 26th March 2022. Chairs and 'New to Governance' network. GDPR training for Governors via the NCC YouTube Channel.

NAGs AGM virtually. Thursday, 3rd March 2022 at 3.00p.m.

Safeguarding in Education News -

- The Safeguarding in Education (SiE) Annual Self-Audit form which is part of the SiE annual audit tool kit for 2021-2022, should have been completed during the autumn term.
- The NCC & NSCP Child Protection and Confidential File Tool kit for use during the spring term 2022, has been reviewed and ready for implementation Webinars were held in Dec 2021 for primaries Secondary, Academy, College and Alternative Education are scheduled for the 11th and 13th January 2022. Recordings of the webinars will then be made available for governors.
- Updates for governors around the Prevent agenda,
- A new Anti-Bullying Alliance programme – United Against Bullying has been launched, schools are encouraged to sign up, and the TETC team will continue to offer support to schools to work on their actions plan, quality assure their Anti-Bullying policies and offer additional staff training.

A summary of 'Teaching a Broad and Balanced Curriculum for Education - Recovery' This DfE publication provides good practice case studies to help schools prioritise elements within their curriculum for education recovery. It encourages schools to take a subject-specific approach when prioritising what to teach and adjust their curriculum.

Natasha's Law -. From **1 October 2021**, legislation commonly known as Natasha's Law came into force relating to Pre-packed for direct sale (PPDS) food.

HR Updates - Tuition guidance HR have issued Head Teachers with guidance which has also been sent to Chairs of Governors, School Business Managers and is on the Schools Portal

School Admissions Information - all admission authorities must determine admission arrangements every year, by 28 February. An additional bank holiday to mark the Queen's Platinum Jubilee Bank Holiday will be on Friday 3 June 2022. To enable all school-based staff to benefit from the extra bank holiday the Council has changed the school holiday for 2021-2022. New statutory guidance on the cost of uniforms was published by the Department for Education on 19 November 2021.

Governor Recruitment – links to 3 organisation who can offer free support with governor recruitment.

Heads and chairs briefings – Please promote the virtual heads and chairs briefings which are free to access and designed to support governors with their meetings

Governor Learning and Development Opportunities – information regarding the earring offer packages and recording governor training on GovernorHub and producing useful reports

GB/13/22 Report from training co-ordinator including review of governor training requirements for 2022

Mrs Rodgers had previously circulated the following report

Training Attended

No notification of Governors completing training.
Please remember to send information and certificates to Mrs Rodgers as she keeps a log of the training Governors undertake.

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 Feb @ 10:45 KS2 SATS and the approaches we take

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

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

Online Training

Mrs Rodgers drew Governors' attention to training opportunities on The Key. There is an interesting new course on Pupil Premium, which is particularly pertinent to Sparken Hill. It takes approximately 2 hours and can be done at your own pace.

<https://schoolgovernors.thekeysupport.com/governor-training/pupil-premium/?marker=hp-training-courses>

Local Authority Training

As always there is training on offer from the LA. Please look at the termly leaflet that they send to see if there is anything of interest on offer for you.

If there any other topics that Governors would like her to investigate or offer school training in, please do not hesitate to contact Mrs Rodgers.

GB/14/22 Governor monitoring visits

No reports were presented.
Mr Lilley would inform the governors when the academy was not in crisis.

GB/15/22 Premises

Bio – Mass Boilers

From September 2021 an alternative boiler maintenance provider was sourced. Best value was considered as there was a vast variance between the two

quotations. References were also obtained for the alternative provider that had submitted a quotation. All were positive.

In December the school experienced faults resulting in failing of the boilers. It was necessary for the academy to close for two days due to no heating or hot water. Upon investigation by several engineers from the alternative maintenance provider and attempts to repair and replace parts it was suggested a replacement boiler was likely to be needed.

Sparken Hill Academy (SHA) were left pending a quote for this. However after discussions it was agreed to obtain a second opinion from our previous maintenance provider.

It has since been confirmed a replacement boiler at approx. £57,000 is not necessary. The boilers are both back up and running following the below works being carried out by the original service provider.

Flue systems fully cleaned; excess ash removed. Burners stripped, cleaned, and greased correctly to manufactures standards. Replacement of proximity sensor on auger feed system.

Full recommission of both boilers and combustion checks due to settings being changed.

The alternative service provider has been advised of SHA disappointment and indeed dissatisfaction regarding their service, and further advised that we will not be engaging with any future business with them.

Theft

An Aluminium A frame ladders stolen on 18 January 2022 18.20pm – CCTV footage confirmed. Incident report submitted to Nottinghamshire police.

GB/16/22

Health and Safety

Mr Lilley reported on the Road Traffic Accident that took place on the road outside the academy.

The child was in hospital for the school Christmas holidays and has now returned to school, Mr Lilley detailed the injuries sustained and medical outcome.

He reported he had emailed Road Safety prior to the accident highlighting the problem with parking on the road outside of school and that an accident would happen. Nothing had been resolved.

The site has been visited by a representative of the LA and a County Councillor. Mr Lilley made suggestions about extending the yellow zig zag lines and applying for a School Crossing Patrol. The second was previously turned down and the first is not really a solution to the problem. The local MP has now been asked for involvement. It was agreed to write a letter to a wide range of people from the governing body expressing their concerns.

In addition, Mr Lilley has approached Outwood Academy - Portland regarding a piece of land adjacent to the Academy (between SHA and Holy Family). It is proposed to 'grass mat' this land to offer off road parking for parents which may reduce congestion on main roads.

GB/17/22

Policy Reviews

A discussion took place on the rolling programme of policy reviews.

Mr Lilley went through the new format of the Pupil Premium Strategy and explained how it was different to last years. It would be emailed to all governors when the final figures had been inserted.

Following a proposal by Ms Carter which was seconded by Mrs Middleton the following policies were unanimously approved:

- Disaster Recovery
- Whistleblowing
- Pupil premium Strategy

GB/18/22 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 during the pandemic, having used 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/16/22 Confirmation of dates for 2022

The governing body

agreed

Spring term 2022

F& P & Audit Thursday 24 February 2022, 4pm
Full Governors Thursday 10 March 2022, 4pm

Summer term 2022

Full Governors Thursday 19 May 2022, 9.30am
F & P & Audit Thursday 9 June 2022, 4pm
Full Governors Thursday 30 June 2022, 9.30am

GB/17/22 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 11.55 am

Signed (chair) Date

