

School: Sparken Hill Academy
Meeting title: Second Autumn term meeting of the Governing Body
Date and time: Thursday, 9 December 2021 at 4.00pm
Location: Hybrid

Membership
 'A' denotes absence

A	Mrs M Cutts
A	Mrs L Holmes
A	Mr P Gawthorpe

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

The following attended in person:
 Mr R Lilley (Principal)

Co-opted vacancy
 Partnership vacancy

In attendance
 Mr CA Richardson (clerk to the governors)
 Mrs V Dashper attended in person

In the absence of Mr Gawthorpe Mrs Middleton chaired the meeting.

GB/59/21 Apologies for absence Action

Apologies for absence were received from Mrs M Cutts (illness) and Mrs L Holmes (personal and Mr P Gawthorpe (work)).

It was

resolved

that the governing body consent to the absence of Mrs Cutts and Mr Gawthorpe. The Clerk raised concerns that Mrs Holmes had submitted apologies for previous meetings. Following a discussion, Trustees did not accept apologies for Mrs Holmes on this occasion.

GB/60/21 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/ Review and sign Governor Code of Conduct

The majority of governors had signed them. One Governor had not yet managed to attend due to Covid. Governors asked whether the online Governorhub

declaration was sufficient. It was clarified that for audit purposes, a physical signed copy was required. Governors who had not yet undertaken this were requested to visit school as soon as possible to sign.

GB/61/21 **Review of membership**

The clerk highlighted the following vacancies on the governing body:

There are vacancies for a co-opted governor and a partnership governor.

Mr Lilley reported on the skills audit that he had circulated and that he was disappointed to only receive 4 replies. The clerk informed the governors that this was an important audit for them to complete as it would show where the gaps on the board are and what they required from people to fill the vacancies. The clerk agreed to email governors requesting that the audit for each governor was completed by Wednesday 19th January and returned to Mr Lilley so he can report to the full board on Thursday 27th January 2022.

Clerk

GB/62/21 **Financial Reporting**

2020-2021 Year-end final from accounts

- The revised carry forward is £346,267 which has increased by £34,990. This is due to small amounts of saving over a number of codes but also the £16,238 stock movement that effectively sits on a balance sheet.

Reserves

The following statement has been included in the AAR for 2020/2021, Governors/Trustees previously approved the following as an appropriate level of reserves and the purpose for it.

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.

Governors/Trustees were asked to consider if the reserve levels set are to continue for the 2021-2022 period, as approval is required.

Governor question: Is there any guidance from streets on the level to be set? There is no further guidance from Streets. Mrs Gale (Streets) confirmed at the F&P meeting on 25th November 2021 that this reserve was sufficient.

Mr Lilley asked for further consideration later in the financial year so that governors/trustees could set an absolute figure that the reserves must not fall below. Currently, the reserve level is not clear and 'ties up' large amounts of revenue which could be used as essential school improvement funds.

Ms Carter proposed, and Mrs Middleton seconded that the recommendation by Streets at the F&P meeting on 25th November be accepted for this financial year but will be reviewed by June 2022. All governors/trustees in attendance unanimously approved the proposition.

Review 2021-2022

- Projected carry forward for the 2021-2022 period currently sits at £384,103 with an in-year balance of £37,836, the projected carry forward has increased from previously reported due to the increased carry forward from 2020-2021.

The budget movement report identifies changes, these include the following:

- Reduction in actuals to estimated early years children from revised numbers provided – 15hrs (£15,755)
- Increase in actuals to estimated early years children from revised numbers provided – 30hrs £15,387

The above to statements cancel each other out.

- Additional AFN income - £4,000
- Pupil premium reduced based on actual allocation Apr 21 – Jul 21 (£1782)
- Pay & Pension grant increased £10,433
- FSM Vouchers, Income & expenditure updated to £6240 – balances out.
 - o Self-generated – Sales of Christmas art project, however not all profit, actual funds raised £577.20
- Sale of goods & Services – JP Oven sold for £600 o Outsourced Catering – Credits from final invoice £315
- Childcare Voucher Scheme – HMRC VAT adjustment (£467) covers period from November 2014 to September 2021
- Other indirect costs – Saving on staff absence insurance, moved to alternative provider
- Building Projects/Maintenance – Cost re William Saunders re trial of Salix lights & tender exercise £6148
- Reactive maintenance – Rabbit netting £5000
- Literacy – Increased due to additional phonics resources £4000
- Gardening – Replacement of raised beds £2,000
- IT Equipment – Late invoice for Restore backup £2500
- Academy Insurance – increase in RPA & Zurich charges £542
- Agency Supply Teachers – Budget increased by £5000 as 50% spent by period 3
- Professional Services – Data mapping service £900
- Staffing proposals for this meeting are also included in this budget review.

The budget assumptions remain the same as previously reported:

- Teachers pay award 2020-21 frozen but planner inflated teacher salaries by 2% so this has been removed
- Planner inflated support staff pay by 2%, assumed 1.75% has been agreed from 1st April 2021
- Increased employers NI 1.25% from April 2022 has been included

- Recovery Premium and School Led Tutoring funding included but needs to be targeted at additional support

Staffing – Confidential**Mobile Telephone contracts**

The current contract is now coming to an end. Therefore, the following options are available.

Current Network & Provider - VODAFONE

Term - 12 Months

Data Minutes text Cost per sim only 5GB plus 40Gb additional minutes and texts Unlimited £13.48

Data Minutes text cost per sim only 1GB plus 10Gb additional minutes and texts Unlimited £10.00

Data minutes text cost per sim only 20GB plus 100Gb additional minutes and texts Unlimited £14.00

Provider NGC Network – NGC are the provider of the academy landlines

The following quotes were presented:

Network: Vodafone

Tariff: NGC Unlimited Sim Only

Term: 24 Months

NGC Vodafone Unlimited Minutes and SMS with 5GB Data £10.00

NGC Vodafone Unlimited Minutes and SMS with 10GB Data £12.00

NGC Vodafone Unlimited Minutes and SMS with 20GB Data £16.00

Network: O2

Tariff: NGC Unlimited Sim Only

Term: 24 Months

NGC O2 Unlimited Minutes and SMS with 5GB Data £10.00

NGC O2 Unlimited Minutes and SMS with 20GB Data £12.00

Network: O2

Tariff: NGC Unlimited Sim Only PROMO Plan

Term: 24 Months

NGC O2 Unlimited Minutes and SMS with Unlimited Data £15.00

Network: O2

Tariff: NGC Unlimited Sim Only

Term: 24 Month

NGC O2 Unlimited Minutes and Texts and 10GB Data £13.00

Total Shared Pooled Data – 80GB

Provider Daisy – Daisy are the academy Internet provider

Network: Vodafone

Tariff: NGC Unlimited Sim Only

Term: 24 Months

8 x 5GB sims – Unlimited calls and text + 50GB shared data - £20.17

8 x 5GB sims – Unlimited calls and text + 25GB shared data - £15.80

Proposal

Usage of current data has been reviewed and is variable amongst users and periods.

It was noted that a couple use below 5gb data when we have signed into contract with less data there have been instances where additional charges have been incurred.

Two users can use nearly 20GB and on occasions exceed this.

One user has limited use when at home due to signal issues on Vodafone network.

Governor question: Is there anyway spare data can be transferred to more prolific users? Mrs Dashper explained that it would not an option.

Governor question: Are 8 allocations what the school still uses and is it adequate? Governors were informed that it was adequate and is what the academy requires.

After considering all the variable tariffs the proposal is to move from Vodafone to NGC O2, Unlimited Minutes and SMS with 20GB Data at £12.00 per month per user. However, should individuals wish to upgrade to NGC O2 Unlimited Minutes and SMS with Unlimited Data at £15.00 per month per user the academy can recharge the additional £3 per month per year to the user.

Mrs Sparks proposed that the board accept the recommendation and Ms Carter seconded it. All Governors in attendance approved this request.

Mrs L Hazelhurst joined the meeting at 4.45pm.

GB/63/21 Principal's Report - Confidential

GB/64/21 Update on appraisal process for headteacher and staff

Mr Lilley reported that he had extensively reviewed and re written the model appraisal document.
The headteacher's appraisal has been completed.
The staff were given three appraisal targets linked to the SIP, but some have chosen to have alternative targets to suit their Career Expectations.
The head teacher's review took place at the end of the summer term and dates have been set for this academic year and a review date at the end of the summer term.

GB/65/21 Review of delegation and organisation of committees

Agree F&P structure

Mr Lilley explained the structure of the F&P Committee and at present there was no vice-chair.

It was agreed that:

Mrs L Holmes would continue as chair and Mrs Middleton would be appointed the vice-chair until the structure was revisited in the next two terms.

Mr Lilley then requested governors for the following link positions:

- Leadership and Management – Maths Governor: there were no volunteers
- English/Phonics. Mrs Sparks volunteered and was appointed to monitor this area.

Mr Lilley reported that there would be 1/2 termly monitoring days and that governors would need to attend at least one meeting to undertake their monitoring role.

GB/66/21 Safeguarding information for consideration and action

Mr Lilley reported that the governing body self-audit had been completed and it now needed signing by Mr Gawthorpe. Mr Gawthorpe would sign it on 10/12/2021 and the academy would return it to Cheryl Stollery at Notts LA prior to the end of term.
Mr Lilley thanked Mrs Middleton for completing the audit of the confidential files. Mrs Middleton informed the meeting that there was LA safeguarding audit training that was worthwhile and there was a recording available to all governors.

**Mr Lilley/
Mr
Gawthorpe**

GB/67/21

GDPR report

The register is up to date and since 25 May 2018 a total of five breaches (all of a minor severity).

None have been reportable to the Information Commissioners Office (ICO), but all have been reported to the DPO and guidance followed.

Since the last report to governors one breach – 24 September 2021.

A pupil file was posted in error to incorrect school following transfer of a child, two schools were on record for the child to possibly attend and it was assumed the CTF had been received from the school most recently communicated to SHA.

A breach assessment & action plan was carried out and control measures are in place to prevent this for future.

GB/68/21

Communication

There was no communication from the chair.

Mr Lilley read a letter regarding a security guard from UK security who had passed away recently. The guard had a passion for Poetry and was a published poet ("The Shireoaks Bard"). As a consequence of his links with the Academy, he had made a donation of several trophies to be used to reward and inspire pupils to write short stories/poetry competitions.

In memory of the poet, the school will annually award these trophies during Poetry Week.

GB/69/21

Report from the training coordinator

Mrs Rodgers gave a verbal report.

The following monitoring visits had taken place:

Health and Safety

Trustee DC undertook H & S monitoring visit on 10 November 2021.

Safeguarding

Trustee Mrs Middleton undertook safeguarding audit 12 November 2021.

Link Gov Phonics / Maths –

Pending appointment of link Governor.

GB/70/21

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

Governors have been supportive of the school during the pandemic, having used a balance of support and challenge. There was significant discussion relating to the cost benefit of Catch Up strategies and expenditure.

Furthermore, financial decisions were challenged to ensure that best value had been sought and that appropriate levels of reserves are held within the Academy to ensure continuity of service provision.

They challenge the principal on data that he has presented in his report, questioning what is being done to improve progress and attainment, particularly for pupils adversely affected by the lockdown situation. In addition, phonics attainment and progress was challenged.

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/71/21 Confirmation of dates for 2021/22

The governing body

agreed

Thursday 27 January 2022, 9.30am	Full Governors Meeting
Thursday 24 February 2022, 4pm	F&P+Audit Committee Meeting
Thursday 10 March 2022, 4pm	Full Governors Meeting
Thursday 19 May 2022, 9.30am	Full Governors Meeting
Thursday 9 June 2022, 4pm	F&P+Audit Meeting
Thursday 30 June 2022, 9.30am	Full Governors meeting

GB/72/21 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 personnel matters and the headteacher's report should remain confidential (by reason of their nature).

The meeting closed at 5.39pm.

Signed (chair) Date

