
School: Sparken Hill Academy
Meeting title: First autumn term meeting of the governing body
Date and time: Thursday, 23 September 2021 at 4.00pm
Location: Hybrid

Membership A Mrs M Cutts
'A' denotes absence A Mrs L Holmes

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

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

Co-opted vacancy

In attendance Mr CA Richardson (clerk to the governors)
Mrs V Dashper attended at the academy

GB/38/21 Apologies for absence Action

Apologies for absence were received from Mrs M Cutts (personal) and Mrs L Holmes (work).
Reverend D Gough a member had tendered his apologies for personal reasons.

It was

resolved

that the governing body consent to these absences.

GB/39/21 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

Some governors had signed them and those that had not were requested to visit school as soon as possible to sign them as they are required for audit purpose.

GB/40/21 Approval of members resolution and adoption of final new articles

The member's resolution was completed during the summer following discussions at previous meetings. Streets Law have provided all necessary documents to companies' house reflecting the changes. The new articles are now in place with the resolution from 01 September 2021. A table of the current structure had been circulated prior to the meeting.

Two more trustees are needed to be appointed.

It was agreed it would be prudent to do an external review of governance as well as a skills audit of all trustees.

Mr Lilley and Mr Gawthorpe thanked everyone involved in this piece of work and that it had been worthwhile and beneficial.

GB/41/21 Review of membership

The clerk highlighted the following vacancies on the governing body:

There is a vacancy for a co-opted governor.

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

GB/42/21 Determination of term of office for chair and vice-chair

The governors agreed to continue with a one-year term of office for both chair and vice chair.

GB/43/21 Election of chair

Mr P Gawthorpe was proposed and seconded for the position of chair. There were no other nominations. Mr P Gawthorpe left the meeting whilst governors considered the nomination. Following a vote, it was

resolved

that Mr P Gawthorpe be appointed as chair of the governing body.

Mrs Dashper reported that a form of suitability needs to be done for Mr Gawthorpe within 14 days of appointment. She agreed to look into this further.

**Mrs
Dashper**

GB/44/21 Election of vice-chair

Mrs C Middleton was proposed and seconded for the position of vice chair. There were no other nominations. Mrs C Middleton left the meeting whilst governors considered the nomination. Following a vote, it was

resolved

that Mrs C Middleton be appointed as vice chair of the governing body.

GB/45/21 Approval of minutes of summer term meeting and any additional special governing body meetings

The minutes of the summer term meeting held on Thursday 24 June 2021 having been previously circulated (and subject to the following corrections being made) were confirmed and subject to the following amendments;

GB/26/21 Appraisal is spelt wrong

There is a typographical error where form should read from.

As a result of school closures due to Covid-19, the governor meeting was held virtually, and these minutes will be signed by the chair at a later date.

GB/46/21 Scheme of Delegation

There is nothing massively new in the delegation. The only change is there are now 6 full governing body meetings a year. It was agreed to appoint link/monitoring governors at the next meeting.

Following the document being proposed and seconded it was unanimously approved.

Agenda

GB/47/21 Staffing Update

This item is deemed confidential and therefore minuted separately.

GB/48/21 Financial reporting

Budget 2020/21 Final Position

Mrs Dashper reported that the budget movement report highlights positive and negative variances to the budget. The revised carry forward is £311,277 an increase of £22,231.

- Increased carry forward relates to the 9K (this has been rolled forward to the 2021/22 budget) for foundation gates / 4K, staff saving with the remainder being made up of general costs savings throughout the budget.

Other variances are detailed below.

- Increased FSM voucher funding, in and out to reflect commitment to FSM vouchers for the summer period.
- Staffing generally under budget across the teams with exception to catering and midday team. Matched to year-end actuals. Overall saving of £4327 • Foundation gate works still pending, therefore £9,000 of this saving has been rolled forward to the 2021/22 budget.
- Day to day maintenance under-spent this year (first time in a few years) however the service contracts were over due to the five-year fixed wire testing.
- We are under the NCC agreed rates so although an increase we do get the benefit of NCC tariff.
- Losses & gains against curriculum budgets - overall saving of £305.
- ICT Learning resources moved to fixed assets for the purpose of year end, see code SHA 4200 to identify
- Agency support staff over - Long-term absence of one member of staff was extended therefore additional cover required re supply staff, £4614
- Professional Services governance – Increase due to legal fees associated with members resolution and revised articles as well as additional clerking for number of meetings over buy back service from LA.

Review 2021-22

Mrs Dashper reported that the budget movement report highlights positive and negative variances to the budget.

- Revised carry forward £365,250 in year balance of £53,973 Previously reported as carry forward £255,469 in year deficit balance of -£33,577.

The carry forward is based on the following budget assumptions:

- Teachers pay award 2020-21 frozen but the planner previously 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 to be backdated.
- 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, which is not included in the budget.

Staff Absence Insurance

- Staff Absence Insurance It was previously agreed by F & P committee in June and ratified by FGB that we would remain with Education Mutual for staff absence insurance unless there was a change to what they were suggesting re matching Schools Advisory quote. In July Education Mutual retracted this decision suggesting SAS was not a mutual service in comparison to theirs. Mrs Dashper reviewed both companies under DFE recommended and approved schemes and both remain on the recommended and approved list. Mrs Dashper received assurances were received from SAS Mutual of their service and how the scheme operates – all as expected by both Mutual companies. So, after consideration due to best value SAS Mutual was purchased at a cost of £30,673.81 (original quote £29,871.00 based on known claims earlier in the year) compared to the Education Mutual one at £38,988.18.

Boilers

- Following a review of this budget, an engineer attended to a failed boiler – confirming that 2 x replacement controls panels are required. This is at a cost of £6,000 per control panel, although not directly in the budget there are funds allocated to the reactive maintenance £50,000, this may need to be increased.
- We have now managed to source another biomass boiler company (Ashwells) for a further opinion and quotation due to the costs involved.

Mrs Dashper reported that previously the three-year budget plan projected in year deficits in all three years, as detailed below

2021-22 - (33,577)
2022-23 - (95,058)
2023-24 - (175,663)

This is now not the case and the projected balance as follows:

2021-22 - 53,972
2022-23 - (55,096)
2023-24 - (134,533)

SALIX

Mrs Dashper updated the governors on the Salix project.

- Following review of the outcome of the tender process, best value quote received of the three submitted via tender was £117,515.90. Based on funding being agreed previously at £63,650 plus £11,000 from Sparken Hill Academy and it being very close to not being viable at that point we now believe the application would be rejected and deemed not viable re cost savings.
 - It is also likely that the £117,515.90 would also be increased now due to the issues around sourcing materials, availability etc and the timescale from the tender starting to getting to this point.
 - We have also had another company offering free LED lighting Airis in to consider viability of them undertaking the project through them, they have confirmed it would not be viable and be very costly, mainly due to the BMS system and current integration of lighting.
 - To continue with the Salix project would also have required a specialist to provide further information regarding the lighting KW, lumens etc now the project is over the £100,000
 - William Saunders had been appointed to manage the tender process this was completed however they also experienced some difficulties re contractors & investigations around the BMS and suitable lighting. This resulted in lighting having to be installed as a test to if it would be compatible, this element brought unexpected costs.
 - Seventeen lights were installed this has now been confirmed as a cost of £2648.11
 - In addition to this we have William Saunders fees of £3,500 – these were originally £3965.
 - Total fees £6148.11

Governor question: Are we looking to change the lighting in the future?

Mr Lilley explained that if it was changed it would be with a new strategy.

Capital purchase

Governors were asked to approve a replacement mobile device for Mr Lilley, due his current one failing. The cost is under the amount he has been delegated to spend without governors' approval. However, as it is advice for him, for audit purposes, the governors need to approve this.

The cost of the replacement is £1149 including VAT, so the cost to the academy will be £727 as a result of £230 trade in and reclaiming the VAT.

Following a proposal which was seconded governors approved the purchase of a new mobile device for Mr Lilley.

Three-year budget forecast assumptions

- Teachers pay award frozen from September 2021 then assume 2% per annum from September 2022
- Support staff pay award 1.75% from April 2021 then assume 2% per annum from April 2022

- Increase of 1.25% employers National Insurance contributions included from April 2022
- Formula budget for 2022-23 and 2023-24 based on 2021-22 funding level (not inflated)
- £18k contribution to Foundation Project I Year 1. £10k contribution in Years 2 and 3
- I06 Government Grants refers to School Led Tutoring and Recovery Premium, additional support may need to be included in the budget if this cannot be delivered by existing staff.

Review Staffing Structure in line with Projected Budget

Current staffing structure is included in the 2021-2022 budget plan any future changes will need to be reflected in the budget.

Approval of New Corporate Credit Cards & Bank Mandate

This was discussed at previous meeting and is now in place however governors were requested to consider and formally approve that the new Vice Principal will be added to the bank mandate and therefore become responsible in the Finance Policy for approving expenditure and signing of payments in line with the Sparken Hill Academy Finance Policy, with VP thresholds.

Following a proposal which was seconded governors formally approved the obtaining of new corporate credit cards and a new bank mandate as a result of the appointment of a new Vice Principal. Mrs Dashper would contact the bank.

Benchmarking

The 2019-20 benchmarking reports have been issued and shared with governors.

A governor commented that it was a great idea to put all the supporting information on the agenda and distributed prior to the meeting.

GB/49/21 Reviews

The admissions policy had been reviewed last term.

The draft School Improvement Plan (SIP) has been delayed. Mr Lilley updated the meeting on the new schemes for phonics and maths. Phonics training will take place on 01/11/2021.

There is a very firm focus on Leadership in the SIP this year.

Mr Lilley checked that all governors had received the correspondence regarding the consultation form Outward Academy to increase their Pupil Admission Number (PAN). He commented that if increased it would put pressure on their capacity. He informed the governors that there are only 10 places in Y2 and Y4, the rest of the year groups are full.

GB/50/21 Update on appraisal process for headteacher and staff

Mr Lilley confirmed that all the final reviews had taken place with by their respective appraisers.

The Headteacher review had taken place on the last day of the summer term.

Confirm external adviser

Governors confirmed Mr CA Richardson as the external adviser.

Confirm/appoint appraisal governors

The appraisal governors are Mr P Gawthorpe and Mrs S Cutts.

Mrs Sparks left the meeting at 5.04pm

GB/51/21 Policy Reviews

Following a proposal which was seconded, governors approved the following policies:

- Risk management
- Finance
- Lettings
- Hr including capability
- Complaints
- Relationships and behaviour Regulations

The Early Career Teacher Policy (ECT) will be confirmed when complete.

GB/52/21 Information from the Corporate Director for consideration and action

Spotlight on Disadvantage – Koni Rakhit Education Improvement Adviser

The government announced a universal catch-up premium for the 2020-2021 academic year, to ensure that schools had the support they needed to help all pupils make up for lost teaching time. They acknowledged that “the most vulnerable pupils and pupils from disadvantaged backgrounds have been most affected.”

From Autumn Term 2021,

- there will be an expansion of the tutoring options available to schools.
- school led tutoring where teaching assistants or existing teaching staff can provide the tuition, rather than utilising external tutors.
- The Nuffield Early Language Intervention is being offered again in 2021-2022 to those schools who did not take part last year.

There have also been 2 changes to the Pupil Premium conditions for 2021-2022:

- Maintained schools must publish an updated Pupil Premium strategy annually, and all schools must use the template available on the DfE website by the end of December 2021 (previously schools could use any format).
- Schools must demonstrate how their spending decisions are informed by research evidence, referring to a range of sources.

Action for governors

Questions governors will want to ask:

- a) How were the disadvantaged pupils in this school affected by the pandemic and partial school closures?

- b) How have schools' approaches to catch-up from September 2020 impacted on the attainment of our disadvantaged pupils?
- c) Have leaders taken up the offer of subsidised tuition or the free language programme for reception aged pupils? If so, what has been the impact?
- d) What additional provision / opportunities are we providing using the Pupil Premium? What is the evidence base for these chosen approaches? What is the impact?
- e) How are staff engaging with parents to improve outcomes?

How can I fulfil an "advocacy" role on behalf of the disadvantaged pupils to further raise aspirations, ensure good access and improve achievement and progress?

Personal & Intimate Care and the Administration of medicines policies for Nottinghamshire maintained schools - Chris Jones SEND Strategic Lead

Nottinghamshire County Council's guidance on personal and intimate care and the administration of medicines has been updated for maintained schools. Policy templates have been developed for both policy areas for schools to use and adopt. In addition, risk assessments have been developed to support the implementation of both policies ensuring processes are robust and staff are fully supported.

Action for governors

- 1. Governing bodies have an important role to play in ensuring that schools have policies in place, which meet the revised guidance for these areas. Existing policies should be reviewed (and approved) using this guidance and a programme of future reviews established.
- 2. It is important that staff feel well supported in implementing the policies and receive the appropriate training to undertake their duties. The risk assessments are there to help support this and Governors should seek confirmation that they are being used within the school.

HR updates September 2021 - Andy Wilson Senior HR Business Partner - Schools

Teachers Pay Award - The HR Service letter is available on the school portal and sets out the DfE proposals in full, subject to parliamentary approval in October. The School Teachers' Pay and Conditions Document (STPCD is expected to be published on or around the week commencing 4 or 11 October 2021). Schools should therefore plan for any required implementation after this date. A summary of the recommended teachers' pay award by the Secretary of State is as follows:

- a) A consolidated flat rate pay award increase to all unqualified teachers whose full time equivalent basic salary is less than £24,000 p.a. The increase in pay is pensionable.
- b) Any part time unqualified teacher whose full time equivalent basic earnings meet the eligibility criteria receive the pay increase on a pro rata basis and should be paid independent of any pay progression considerations.

c) Introduction of an advisory pay point structure for the unqualified teacher pay range (UTR). Note: This represents no change for schools who have previously adopted the Nottinghamshire Pay Policy.

d) The government has recommended that the pay and allowances of all other teachers remain unchanged at 2020 levels

Support Staff Pay award - The revised offer by the Nations employers is 1.75 per cent for all school support staff covered by the National Joint Council for local government services ('Green Book'), with the exception of pay point 1 where the offer is 2.75 per cent. The three main unions will be recommending that the pay offer be rejected.

School Pay Policy, Toolkit and Guidance 2021 - The key changes to the teachers' pay and the pay policy are set out in the letter available on the Schools Portal and will be updated to reflect any changes in October.

Decisions on performance related pay increases for teachers resulting from the 2020/21 appraisal cycle should be made in accordance with the 2020 School Pay Policy and decisions communicated to payroll in the usual way. Governing bodies are not therefore required to adopt the new 2021 policy before making decisions on appraisal outcomes and incremental progression for 1 September.

School Appraisal Policy and Guidance Updates 2021 - The revised Appraisal Policy 2021 and Guidance Document 2021 are now available on the Schools Portal. Decisions on outcomes resulting from the 2020/21 appraisal cycle should be made in accordance with the 2020 School Appraisal Policy.

Updates to Recruitment and Selection Safer Working Documents 2021 - KCSiE Part 3 - Safer Recruitment, has the addition of the recommendation for shortlisted candidates to complete a self-declaration of their criminal record or any other information that would make them unsuitable to work with children. A template for this form has been added to the Recruitment and Selection Toolkit, and further information on this form can be found in the policy and guidance documents.

We have also taken the opportunity to review all policies and supporting documents and have made some helpful amendments to the documents listed below highlighted in red text within the summary changes document – please see the Schools Portal for further details.

Job Evaluation for Support Staff Posts - HR Service has produced a new guidance document to assist Head teachers and governing bodies determine post grades, job descriptions and person specifications. Head teachers and Governors must understand that to avoid an equal pay liability claim, it is critical that schools follow this guidance and seek advice from the je.team@nottscc.gov.uk where required before commencing the recruitment process to any support staff post. The new guidance is available here: [Guidelines for using standard Job Descriptions & Person Specifications](#)

Update to School Disciplinary Procedure – Part 2 Managing safeguarding risks and allegations of harm and abuse made against all school staff (Revised August 2021), and Updates to School Employee Code of Conduct and School Staff Induction Policy – KCSiE requires all schools to have procedures in place for managing allegations made against all individuals working in schools (paid and unpaid) that may meet the threshold of harm. A key change to this year's document requires all schools to have procedures in place to manage "low-level" concerns that do not meet the harms threshold. Part 2 of the Schools Disciplinary

Policy, the School Employee Code of Conduct and the School Staff Induction Policy (Appendix 3 – Induction for Safeguarding) are currently subject to consultation with the recognised trade unions and will be re-published once the consultation is complete in early October.

Updates to other HR related policies, guidance documents and toolkits

School Stress Policy and toolkit

School Harassment Policy

These policies have been revised and currently subject to consultation with the recognised trade unions from September 2021 onwards and will be published as soon as possible. Governors are reminded of their role in approving and adopting HR policies and guidance documents available on the Schools Portal – see also the policy check list available on Governorhub.

Action for governors – Summary

- To read the letter issued to all schools on 31 August 2021 providing interim guidance on the (a) Teachers Pay Award 2021 and (b) continuing consultation on the pay award for school support staff;
- Once appraisal outcomes for 2020-21 are determined, head teachers may prepare and present a report to the governing body setting out the recommended incremental pay progression for teachers, where applicable, using Pay Policy 2020 Toolkit Appendices 8 and 9. Schools do not need to delay these decisions until the Pay Policy 2021 is published.
- To make arrangements for the appropriate committee of the governing body to meet to approve all new policies, guidance documents and toolkits as they are published. Remember, head teachers and governors must make policies school specific where required / highlighted;
- To ensure that all staff and governors have read at least Part One of Keeping Children Safe in Education, 2021 and/or Annex A as required so the context of any changes from 1 September 2021 is understood;
- To ensure that the school policies and systems for undertaking the required safer recruitment checks for staff, governors, volunteers and contractors are robust;
- To ensure that a Section 128 check has been carried out for all governors
- To read and apply the additional guidance document relating to job evaluation for support staff;
- To ensure that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2021), including the specific updates as described in this report;

GB/53/21 Safeguarding information for consideration and action:

Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges, and independent providers/ Safeguarding Children in Education: self-audit tool 2021-22 plus supporting guidance

Governing boards and schools have a responsibility to safeguard and promote the welfare of children, Keeping Children Safe in Education (KCSIE) updated 2021.

Governing bodies and proprietors should ensure that those staff who work directly with children read at least Part One of KCSiE .

Governing bodies and proprietors should ensure that those staff who do not work directly with children read either Part one or Annex A (a condensed version of Part one) of this guidance.

Governors must comply with the duties outlined in **Part 2 of KCSiE** “The management of safeguarding, the responsibility of governing bodies, proprietors and management committees”.

The Safeguarding Children in Education: Annual self-audit tool 2021/22 has been sent to all schools with supporting guidance and should be revised and signed off the first full governing body/ trust meeting of the autumn term 2021.

The Self-Audit toolkit needs to be completed and returned to Cheryl Stollery by 20th December 2021. This toolkit is designed to breakdown the requirements in KCSiE 2021 and help schools with their assurance of statutory safeguarding arrangements.

GB/54/21 Communication

From chair

There was no communication from the chair.

From headteacher

Mr Lilley reported on a letter received to the Accounting Holder reminding them of the new financial regulations and that Finance can now lead to a Notice to Improve judgement from OFSTED.

The Outward Academy Portland expansion letter.

A letter from the Regional Schools' Co-Ordinator's regarding the government's intention to go ahead with Multi Academy Trusts.

From clerk - Governor Newsletter first autumn term edition

Governance Updates and information:

- Early Careers teachers – Replacement for Newly Qualified Teachers (NQT) scheme,
- Trust partnership agreements - a time-limited arrangement between a school and academy trust which allows parties to explore how a permanent arrangement might work – Guidance sheet provided to clerks separately.
- Guidance re: appointment of Local Authority Governors
- Updated Model Policies available on Governorhub - Sept 2021 Model Governor Code of Conduct and Sept 2021 Model Complaints Policy – governors are advised to adopt in full without amendment but personalise to their school as indicated.
- Maintained schools - Guidance re Formal School Collaborations new and renewals.

- Academies - Update to the Academies Trust Handbook and the Model Articles of Association, Academy trust chair's – requirement for suitability checks.

Message from the Chair of the Nottinghamshire Association of Governors (NAGs) – details about networking for Chairs and Newbies.

Education Trust Board (ETB) - Vacancy - if any governor is interested in applying, please send a short expression of interest to Governor Services by 29/10/21.

Appointments to the Early Years and Schools Forum - Andy Palmer from Chilwell School (Secondary), Fiona Jones (Winthorpe Primary School) and Paul Hawkins (Shine Multi Academy Trust).

Journey to school improvement – the Education Improvement Service works closely with headteachers to agree support and advice which will ensure that the school moves to good and is able to sustain this improvement – notices will be provided to governors when reports are received . There is also an update re Mansfield and Ashfield Locality Project.

Launch of NottAlone Website (Autumn 2021). Local mental health advice & help for young people in Nottingham and Nottinghamshire, all in one place on website to be launched in Autumn Term.

Sharewear Clothing Scheme is a Nottinghamshire based charity aiming to combat clothing waste and clothing poverty by distributing surplus and preloved clothing (including school uniform) to those in crisis.

The Big Notts Survey has now been launched and is seeking feedback from residents to help shape the vision and priorities for the next Council Plan - survey closes on 19 September 2021.

Property Updates - guidance re ensuring the school site is safe and requirements are met re Legionella Prevention and Statutory Equipment Inspections

HR Updates:-

- **Right to work checks following Brexit**
- **Head teacher appraisal – appointment of an external adviser**
- **Pay – teachers and support staff**

A new School Admissions Code (2021) - comes into force on 1 September 2021 - Colleagues from the admissions service will be providing a short update at the recorded Heads and Chairs briefing. The County Council must consult on the fair access protocol between 4 August 2021 until 19 September 2021. **It is important that schools participate in this consultation.**

Applying for secondary school places - September 2022. The national closing date is 31 October 2021, and it is important that all applications are received before this date.

Consultation on admission arrangements 2023-2024 - information for own admission authority schools, this responsibility of the governing body or academy trust.

School Holiday Consultation 2023/2024 to 2026/2027 - Updates to school holiday dates and patterns for future years can be found on the NCC website: School holiday and term dates.

Heads and Chairs Briefings - The Autumn Term 2021 Heads and Chairs briefing notes and link to the pre-recorded briefing will be shared via the NCC YouTube site

Governor Learning and Development – details of learning opportunities for Governors.

N.B.

- Updated governor code of conduct – includes a removal process, please advise governors to adopt in full and all governors to sign.
- Updated complaints policy – please advise governors to adopt in full and must be published on school website.
- Governor conference – 26th March 2022 - face to face. (More detail in November Newsletter)

Heads and chairs briefings - Key information for subscribing schools to access on-line

GB/55/21 Governor monitoring visits

Monitoring visits will take place in school when the rules are relaxed further. The school is slowly relaxing them.

Governors were invited to arrange to be shown round the academy by pupils.

GB/56/21 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.

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/57/21 Confirmation of dates for 2021/22

The governing body

agreed

Thursday 23 September 2021 4pm	Full Governors Meeting
Tuesday 12 October 2021 9.30am	F&P committee & Audit
Thursday 25 November 2021 9.30am	F&P
Thursday 9 December 2021	Full Governors Meeting

4pm	
Friday 10 December 2021 9.30am	AGM
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/58/21 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 5.36pm.

Signed (chair) Date

School: Sparken Hill Academy
Meeting title: First autumn term meeting of the governing body
Date and time: Thursday, 23 September 2021 at 4.00pm
Location: Hybrid

Confidential item

GB/40/21	Staffing Update	Action
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Mr Lilley reported that the academy is fully staffed and that they are brilliant.

The 2 Early Career Teachers (ECT) have settled in really well. Both are very strong, and the Vice Principals are mentoring one each. The work that this involves is a mammoth job.

Two teaching Assistants (TA's). both had temporary and permanent hours. Unfortunately, the temporary hours were terminated on 31/08/2021, so unfortunately both have left. Their permanent hours have not been replaced. The academy is now down two T A's and learning how to adapt to this.

The personnel appointed Vice-Principal and Assistant Vice-Principal have been good appoints and settled well into their roles.

Breakfast Club numbers have risen. There are 4 staff working from 8am to 8.45am.

One member of staff left in the summer and a TA working in school was moved to make up the 32.5 hour contract on a grade 4. This has resulted in them being paid more than the Breakfast Club Supervisor as they are paid on a 32.5 hours contract grade 3.

Governors were asked to approve that the Supervisor be paid on a grade 4 contract for the Breakfast Club element of their contract. Following a proposal which was seconded governors approved this request.

A member of staff who was on long term sick, then became pregnant and did not inform the academy, as required under the academy's HR policy. They appear to have moved to a new house in the interim and not contacted the academy. They were due to return to work and were informed of this by the academy but have not returned to work or contacted the academy. The academy has terminated the contract and informed the member of staff.

Signed (chair) Date