

MINUTES OF MEETING

School: Sparken Hill Academy
Meeting title: Autumn term meeting of the governing body
Date and time: Thursday, 10 December 2020 at 4.00pm
Location: Virtual by ZOOM

Membership
'A' denotes absence

	Mrs M Cutts
	Mrs C Middleton (vice-chair)
	Ms D Carter
	Mrs L Holmes
	Mrs L Hazelhurst
	Mrs S Sparks
A	Mr P Gawthorpe (chair)
	Councillor J Shephard
	Mrs U Flower
	Mrs E Rodgers
	Mr R Lilley (Principal)

In attendance

Mr CA Richardson (clerk to the governors)
Mrs V Dashper (Chief Financial Officer)

GB/34/20	Apologies for absence	Action
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There were no apologies for absence as all governors were in attendance.
Phil Gawthorpe

GB/35/20	Declaration of interest
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There were no declarations of interest, either direct or indirect, for items of business on the agenda.

Mrs Dashper informed the meeting that all declarations needed signing for this academic year, except for Ms Carter.
The Governor Code of Conduct needs signing and returning to the academy for all governors except Mrs Middleton.

GB/36/20	Review of membership
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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:

Mrs Sparks term of office as a co-opted governor ends on 5/07/2021.

A discussion took place on reappointing Mrs Sparks, who indicated her willingness to stand again.

Mrs Cutts proposed, and Mr Lilley seconded that Mrs Sparks be re-appointed as a co-opted governor with effect from 6/07/2021. **Clerk**

GB/37/20	Election of chair and vice-chair
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The articles of the academy say that the chair and vice-chair of governors must be elected annually.

There were two nominations for the position of chair of governors and both were proposed and seconded.

Mrs Cutts was proposed by Councillor Shephard and seconded by Mrs Hazelhurst.

Mr Gawthorpe was proposed by Mrs Sparks and seconded by Mrs Holmes

All governors texted the clerk with the name of the candidate they wished to vote for.

The governors by a majority vote elected Mr Gawthorpe as chair of governors until autumn term 2021. **Clerk**

Following the declaration Mr Lilley thanked Mrs Cutts for all her support over the time she has been chair not only to the school but also to him. He personally thanked her for her unwavering support.

There was one nomination for the position of vice-chair of governors. Mrs Middleton was proposed by Mrs Cutts and seconded by Mrs Holmes. All governors in attendance were unanimous for Mrs Middleton's nomination and as a result she was elected vice-chair for a term of one year, until the autumn term 2021. **Clerk**

GB/38/20 Approval of minutes of summer term meeting

GB/39/20 The minutes of the summer term meeting held on Thursday, 25 June 2020 having been previously circulated were confirmed and signed by the chair.

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

Review of actions

Clerk to chase up the letter to Mrs Phillipson. **Clerk**

The planting of the beds has been done by ND Services, who have done a great job and the accident cannot happen again.

Salix- this contract has been terminated and the DfE have given permission to move forward with the project and find a new source and resubmit the application. William Saunders have been reviewing the process of going to tender. Officially the works should be complete by 31/3/2021, but the academy have been informed that this date can move.

Mr Lilley reported that the works in the Foundation Stage 1 area had been completed but due to the impact of Covid-19 the child that the adaptations were made for did not use them, they are there for the future. The child has now moved into FS2 and the facilities are already there.

The PE uniform has arrived. There have been some logistical issues with the distribution, but it has been given to all except around 20 where more sizes have had to be purchased. Mr Lilley has written to parents asking for either black shorts or black joggers to go with the top.

The frosted etchings on the windows to provide privacy has been completed.

The pay awards have been sent to payroll and actioned.

Mrs Cutts proposed, and Mrs Rodgers seconded that they be accepted as a true record. All governors in attendance agreed.

GB/40/20 Review risk management arrangements

There are no changes to the previous risk report. We are looking at the governing body meetings. Nothing has changed.

GB/41/20 Financial reporting

- **Budget Review – (30/11/2020)**
- Slight increase in the carry forward of £815
- Governors were referred to the budget movement report, which highlighted where extra monies had been allocated.
- Teachers' salaries the figure of £48, 452 is worse case scenario and takes into account the retirement of the vice-principal
- Trips have been delayed so the income and expenditure will be a straight in and out.

Mrs Holmes left the meeting at 4.45pm

- The caretaker's role for the new appointee has been altered so there needs to be another 10-hour cleaning contract.
- 2 new middays appointed
- Extra carer hours from September 2020
- £5758 spent on maintenance due to a roof leak in the office.
- There have been increase cleaning costs due to Covid-19.
- Health and Safety expenditure has increased due to the purchase of extra phones as a result of Covid-19.
- Agency supply is £34K and an explanation was given why this is high, which is due to the retirement and maternity leaves returning.
- Mr Lilley explained about the returning maternity leave staff and that one is now having to self-isolate, and where they were to be deployed on their return. He explained as one returned another one was leaving so they would do a swap.

Governor question: The £34K in supply has this meant minimum disruption to the children's learning?

They were told it had but getting better at covering and better equipped to spend less on supply in the future.

Mrs Middleton thanked the staff involved for providing a comprehensive and detailed picture.

Mrs Dashper then highlighted the three-year forecast and explained that it is not likely to be an accurate reflection for the third year.

Tender outcome and decision

Mr Lilley explained about the tender process for the new ICT equipment for the children to use in KS2.

The tender had been a selective one. Ten companies were invited to tender, and all were Apple Education Authorised Specialists. Seven companies submitted tenders, one was disqualified and 6 accepted. 3 of these could not do the etching element of the work. The following three were selected as follows:

MCC Ltd	£38, 220
XMA Ltd	£38, 688
Sync UBM	£39, 000

Mr Lilley recommended to the governors that the tender from MCC Ltd was the preferred one.

The delivery date had hoped to be 18th Decemebr so all the machines could be set up over the holidays, but this was not possible so the delivery date would now be 29th January 2021.

Mrs Cutts proposed that the preferred tender be accepted, this was seconded by Ms Carter. All governors in attendance at the meeting agreed.

The SIM contracts had been sent to all governors by email and all governors had responded with no issues. The decision was ratified by email and is minuted for audit and paper trail purposes.

Mr Lilley reported that a child that had been with the academy since Y3, when he was admitted to the academy as a managed move and was now in Y7 will move to REAL Education after Christmas.

Mr Lilley asked for permission to spend £250 on a gift to be presented to him as a celebration of his achievements.

Mrs Cutts proposed, and Mrs Sparks seconded this action and all governors in attendance unanimously supported the proposal.

Mr Lilley thanked the governors say it would mean the world to the child.

GB/42/20

Principal's report

The Principal had previously circulated his report and invited governors to submit questions prior to the meeting.

Mrs Middleton requested that it be minuted that it was a very detailed report and based on the term schools had had she thanked Mr Lilley for his lengthy and detailed report.

Mr Lilley highlighted the number on roll and that the staff are very tired and, it has been a long term and a long year since March 2020.

5.20pm Councillor Shephard left the meeting and Mrs Holmes re-joined.

Governors' question: Are the children familiar with Google Classroom?

Mr Lilley replied that it was at the embryonic stage, the staff were having CPD on it and until its accessible in the classroom the children will find it difficult to use at home. He informed the meeting that they had a plan.

Mrs Middleton offered her school staff if the academy required any help and support.

Mr Lilley highlighted the steps that the academy had taken to reduce the threat of Covid-19 and protect staff and children. He spoke of the contingency plans if staff are unable to come to work.

Mr Lilley explained that bubbles only interact with their own bubble at playtimes.

He explained that the commitment to home learning is a stress to all staff. The academy has a plan of keep up not catch up. Staff are uploading lessons to the website which is time consuming, the academy are moving towards adopting an approach for Google Drive to upload their planning.

Attendance percentages was highlighted which was exclusive of Covid-19 absences. He explained the work Cheryl Harris was doing and thanked her for the terrific job she is doing.

He explained that the SIP had been paired down for what was achievable so as not to put more pressure on the staff.

The work in safeguarding is focussed on Mental Health amongst all stakeholders in the academy.

Mr Lilley reported on the work being done around SEND. He shared the numbers with governors regarding the different first languages of the pupils.

Pupils on Free School Meals and the work done around getting more parents on board to apply.

Health and Safety and parental engagement were reported on.

Finally, he reported on Staff well-being and CPD.

Governors' question: What can we as governors for staff well-being and support? How do staff know that they are appreciated by the governors?

The governors agreed to send an email to the staff. Mrs Middleton would action this.

Mr Lilley explained about the staff shout out board.

Mrs Middleton thanked Mr Lilley for his report.

Mrs Middleton

GB/43/20 To receive and approve pupil targets

Governors agreed to defer this. The targets are on the SIP and will be sent to the Strategic Committee.

SDC

Mr Lilley explained what the FFT was and how it worked.

GB/44/20 To review admissions

The admissions policy is out to formal consultation as a result of the regulation that means it has to formally consulted on once every 7 years. There are no changes to the criteria. Two local headteachers have responded with no comments regarding the policy.
The consultation closes on 18/12/2020.

GB/47/20 Update on appraisal for principal and staff

Mr Lilley reported that all the staff had been done and copies had been signed. Most staff had 2 targets, but some had opted for 3.

The appraisal governors had submitted dates to the principal, and this would be done as soon as possible.

GB/48/20 Review of delegation and organisation of committees

Mr Lilley spoke about the current structure and highlight what Streets had picked up in the annual audit.

He proposed a working party to look at this.

Mrs Dashper had obtained sample articles from Streets because should the structure alter, then the articles will need to be amended. This is costly so only need to do it once.

Mr Lilley proposed this course of action of a working party and Mrs Cutts seconded. All governors agreed to this.

Mr Lilley requested volunteers to sit on the working party. Mrs Rodgers, Mrs Sparks and Mrs Middleton indicated they would be interested. There would be no change to link governors at the present time.

Governors noted the annual planner, policy checklist.

They agreed to keep the same structure until the working party had reported. This was proposed by Mrs Middleton and seconded by Mrs Rodgers.

GB/49/20 Information from the Corporate Director for consideration and action

School Appraisal Policy, School Pay Policy, Teachers Pay Award and other HR updates September 2020

Teaching Staff - The 2020 pay award for teachers is not, at the time of writing this report, confirmed by the Department for Education (DfE). The HR Service letter dated 26 August 2020 (available to schools who purchase the HR service) and supporting Appendix 1 and Appendix 2 sets out the recommended Teachers' Pay Table for September 2020, in line with DfE proposals, subject to parliamentary approval in October. Schools should therefore plan for payment in either the November or December payroll, backdated to 1 September 2020.

Support Staff - National agreement has also been reached with the trade unions on the pay award for 2020-21 for school support staff (those employed under Green Book conditions). The pay award is an increase of 2.75% on all points backdated to 1st April 2020.

School Pay Policy, Toolkit and Guidance 2020 - The key changes to the policy are set out in the letter dated 26 August 2020. The HR Service will issue these updated documents following completion of consultation with the local trade unions and final publication of the STPCD 2020.

School Appraisal Policy and Guidance Updates 2020 – reviewed and is available on the Schools Portal.

Updates to Safer Working Documents - Keeping Children Safe in Education 2020 (KCSIE 2020) there are no identified changes to Part 3 Safer Recruitment, all policies and supporting documents have been reviewed and any policies that have been amended are available on the Schools Portal.

Update to School Disciplinary Procedure – Part 2 Managing Allegations of Child Abuse against School Staff (Revised August 2020) A key change to Keeping Children Safe in Education 2020 (KCSIE) affects the role of the school in managing any disciplinary procedures as a result of safeguarding concerns or allegations made against supply teachers / other support staff who are not directly employed by the school.

Updates to HR related policies, guidance documents and toolkits - Governors are reminded of their role in approving and adopting HR policies and guidance documents available on the Schools Portal.

Action for governors – Summary

- To read the letter issued to all schools on 26 August 2020 providing interim guidance on the Teachers Pay Award 2020 and the pay award for school support staff;
- To make arrangements for the appropriate committee of the governing body to meet to approve the Pay Policy, Guidance and Toolkit 2020 and Schools Appraisal Policy and Guidance when finalised in October as set out in the letter. Remember, governors need to read the guidance for each document and add in school specific decisions where highlighted in red;
- To ensure that all staff and governors have read at least Part One of Keeping Children Safe in Education, 2020 and understand the context of any changes from 1 September 2020;
- To ensure that the systems for undertaking the required safer recruitment checks for staff, governors and volunteers are robust;
- To ensure that a Section 128 check has been carried out for all governors
- To ensure that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2020), including the specific updates as described in this report.

Considering Everyone's Wellbeing in Schools

The Education Improvement Service (EIS) have commissioned the wellbeing coach, Sally Rundell, to adapt and adjust the wellbeing resources that she had produced with a pilot group of Nottinghamshire schools. These practical materials are supported by a series of pre-recorded webinars that help leaders to run staff meetings focussed on everyone's wellbeing. These materials are freely available to Nottinghamshire maintained schools and can also support structured conversations between governors and school leaders to ensure that governors have the tools to support headteachers as they lead their schools. The resources are accessible through the resources area of www.em-edsupport.org.uk. Access to this area of the site is available via the headteacher or school office.

Action for governors

Governors play a key role in supporting the wellbeing of children and staff in school and in particular, the wellbeing of the Headteacher. Governors are asked to familiarise themselves with the materials available from both;

- The Education Improvement Service - contact your school office for access to view the Covid 19 Wellbeing Resources within the www.em-edsupport.org.uk website

- The Education Psychology Service - www.em-edsupport.org.uk/coronavirus-eps
- and
- consider with school leaders how these and any other useful resources sourced by the school can be used to ensure that everyone's emotional health and wellbeing are given a high profile and included in the school's recovery plan at this time.

Appraisal governors are asked to pay particular attention to the section on wellbeing during the Headteacher's appraisal meeting. This is a time to allow the Headteacher to review and reflect on their own personal and professional wellbeing. Please seek advice from your HR provider if required.

School Travel Toolkit

Nottinghamshire County Council has developed a 'School Travel Toolkit'. The online resource provides both primary and secondary schools and their local community with information and advice to help address parking issues around their school. Whilst the trials began, they were interrupted due to the COVID-19 outbreak. To help school communities as they return following the summer school holidays and respond to the challenges posed by COVID-19, it is now proposed that the toolkit will be made available online to all schools during September 2020. Governors will be provided with a link to access the School Travel Toolkit.

Action for governors

Governors are, at this time, asked to note the development and availability of the school travel toolkit. If there are persistent or dangerous parking problems outside your school, you are able to request enforcement of the 'School Keep Clear' road markings using the online request form.

GB/50/20

Safeguarding information for consideration and action:

All school staff and governors must read and understand part 1, part 5 and annex A of the 2020 Keeping Children safe in Education.

Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges and independent providers

See letter from Cheryl Stollery dated June 2020. The Safeguarding in Education (SiE) Self-Audit tool kit is in 3 parts, a letter of introduction, guidance and the SiE annual Self Audit toolkit which needs to be completed and returned to Cheryl Stollery by 20th December, 2020 (cheryl.stollery@nottsgov.uk). This tool is designed to breakdown the requirements in KCSiE 2020 and help schools with their assurance of statutory safeguarding arrangements. The Safeguarding Audit will be used in evidence as part of the Headteacher appraisal process.

Safeguarding Children in Education: Annual self-audit tool 2020-21 plus supporting guidance.

Mrs Middleton/Mr Lilley had completed this and it would be put on governorhub. It now needs signing and returning to Cheryl Stollery, which the academy agreed to do.

Mrs Middleton reported that it had been a real team effort and that the support for the young people was good.

She thanked the team for their work.

Mrs Flower informed the meeting that under the new regulations for the Single Central register, she needed to see governors birth certificate/passport to ensure they had the right to work in the UK. Its not mandatory but good practice.

Governors agreed to bring the information into school no later than 31/01/2021.

GB/51/2020 Receive report from Data Protection Officer and Information Governance governor

GB/52/20 There was no update as there had been no breaches registered.
Communication

From chair

There was no correspondence form the chair.

From headteacher

Mr Lilley reported that he had received requests for flexible working. At least one was a resubmission that was not granted 12 months ago. He reported that he was able to grant the requests and explained how this was possible. He had actioned these.

There was another flexible working request pending that he may or may not be able to agree to, when he receives the formal request.

From clerk - Governor Newsletter first and second autumn term edition

The clerk highlighted the following articles from the autumn term newsletters:

- Complaints procedure – remind to adopt LA Model policy
- Heads and Chairs' briefing sessions are online
- The key actions, new structure and roles for governors in the new governance handbook
- The legal duty to provide remote education
- Safeguarding in Education
- HR updates
- Arrangements for Quality Assurance of the Headteacher Appraisal process
- Governor Learning and Development

GB/53/20 Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2020/21

Mrs Rodgers reported that there had been no training, but Ms Carter needs to undertake the Governor Induction training.

Mrs Rodgers informed the governors that staff had agreed to do some training for governors, and she would send all the information out. She would send the links for the training the week before. She asked that governors respond so that she knew how many were attending.

Mrs Rodgers asked governors to complete their training record on governorhub.

GB/54/20 Governor monitoring visits

It was recorded that these were very difficult at present.

Mrs Middleton had undertaken the Safeguarding and Single Central Register audit. She had reported on it earlier in the meeting.

GB/55/20 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors held school leaders to account regarding the opening and closing of the school as a result of Covid-19 pandemic, they were also very supportive. They used a balance of support and challenge.

They challenged regarding staff well-being and what they can do to support the SLT.

Governors questioned and challenged parts of the principal's report.

They challenged the Financial state of the academy.

All strategic decisions are challenged ensuring the pupils are at the centre of any decision.

GB/56/20 Confirmation of dates for 2020 - 2021

The governing body

agreed

Spring term 2021

Thursday 11 February 2020 at 4.00pm School Improvement

Thursday 25 February 2021 at 4.00pm Finance and Personnel followed by audit

Thursday 4 March 2021 at 4.00pm Full Governing Body

Summer term 2021

Thursday 3 June 2021 at 4.00pm Finance and Personnel followed by audit

Thursday 10 June 2021 at 4.00pm School Improvement

Tuesday 24 June 2021 at 4.00pm Full Governing Body

GB/57/20 Determination of confidentiality of business

It was

resolved

that the governing body membership list; confidential sections of the principal's report and confidential sections of minutes and all staffing matters be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 6.05pm.

Signed (chair) Date

MINUTES OF MEETING

School: *

Meeting title: Summer term meeting of the governing body

Date and time: *, 2020 at *pm

Location: At the academy

Confidential item(s)

GB/*/20

Action

Signed (chair) Date