

MINUTES OF MEETING

School: Sparken Hill Academy
Meeting title: Summer term meeting of the governing body
Date and time: Thursday 24 June 2021 at 4.00pm
Location: Virtual

Membership
'A' denotes absence

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

In attendance

Mr C A Richardson (clerk to the governors)
Mrs V Dashper

GB/18/21	Apologies for absence	Action
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Apologies for absence were received from Mrs U Flower (childcare)

It was

resolved

that the governing body consent to this absence.

GB/19/21	Declaration of interest
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There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/20/21	Review of membership
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The clerk highlighted the following vacancy on the governing body:

There is a vacancy for a co-opted governor.

GB/21/21	Approval of minutes of spring term meeting and any additional special governing body meetings
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The minutes of the autumn term meeting held on Thursday 4 March 2021 having been previously circulated were confirmed, following a proposal by Mrs Cutts which was seconded by Mrs Sparks.

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

There were no actions to review that were not on the agenda.

GB/22/21 Receipt of minutes and approval of policies from committees and working parties

Governors approved the following documents following a proposal by Mrs Cutts which was seconded by Mrs Middleton.

- Disaster recovery Plan 2020/21
- Finance Policy 2020/21

GB/23/21 Financial Reporting

All aspects of finance for the academy had been robustly discussed and challenged at the F&P meeting on 17th June.

The F&P committee approved the following documents, which following a proposal by Mrs Middleton that was seconded by Ms Carter, the full governing body ratified this approval.

- Monitor Expenditure against the budget plan for 2020/21 and agree adjustments
- Approval of Services for Schools/review contracts, Ground Maintenance, IT and Staff Absence Insurance.
- SRMAT

GB/24/21 Risk Management Arrangements

Mrs Dashper reported that there were no amendments and the final document would be presented at the full governing body meeting in the autumn.

**Autumn
Agenda**

GB/25/21 Principal's report

Mr Lilley had previously circulated his report, there had been no questions submitted prior to the meeting and he highlighted the following,

- Numbers on roll were 575 and would rise higher. The academy has a waiting list for places in FS2 and Y1. The academy is admitting above the PAN where they can, but this is limited to 34 in classrooms due to the size of the classrooms and paying due diligence to staff workload. In KS1 and FS, class sizes are limited by the Infant Class Size restrictions.
- Pupil distribution across the academy was highlighted showing that the two year groups that were not full are (current) year 1 (61) and year 3 (64).
- Migration report and informed the meeting why FS1 was not included in this.
- Overall Pupil Premium numbers and then broken down by class
- There are 255 Forever 6 children in the academy and this is thanks to the tenacity of Mrs Flower who has chased parents, to increase this number and the vouchers issued during the lock down closures of the academy.
- Quality of Teaching: Lesson observations have been scheduled for the Summer term – some face-to-face and some by SWIVL. Although the latter sounds a better solution especially in terms of reducing contact, it doesn't

give quite as comprehensive 'picture' of the quality of the lesson and in the vast majority of cases, the outcomes result in an adapted lesson observation proforma. Nevertheless, they are a very useful conduit from which to highlight issues or illustrate actual improvement suggestions.

- National Tutoring Programme and Catch up Funding: Governors were informed how during the lockdown in particular, it was access to technology that perhaps had the biggest impact of attainment and progress. Where pupils were identified as not being engaged in learning (especially phonics, reading and maths) there was a strong congruence with lack of technology in the home. This was compounded by not being able to access good quality reading material or virtual lessons. As a consequence, teachers had identified critical learning that needed catching up on and had planned / adapted provision to alleviate this. However, the catch up programmes for individuals would be delivered using existing staffing (as these knew the pupils best). Consequently, the catch up funding has been utilised on providing the additional iPads across KS2. This is being focused on through the 2021-22 SIP to fully exploit the capacity for accelerated progress for those pupils most affected. In addition, it would effectively 'solve' the issue of ICT at home should we have to re-enter a lockdown situation again (as these would be sent home in such an eventuality). A Governor challenged, asking for some tangible impact measurement during the next year. RTL stated that this would be normal from a cost benefit point of view and agreed to provide it at subsequent meetings.
- Behaviour and Attendance: Attendance figures were shared with Governors. It was highlighted that although lower than a typical year, this was not entirely as low as one may have expected considering the impact of Covid. Differences to the operation of the Community Team were highlighted. RTL stated that Karen Gardiner (Senior Family Worker and SLT member for Ethe team) had agreed that the normal approaches from the team meant that some 'crisis families' were being missed. This was particularly apparent with some SEMH pupils in school – the majority of which were not being supported by the Community Team. A revised system was introduced after Easter and over the last half term the difference has been marked – parents and teachers have both noted the (generally) significant improvement from some key students. This system will remain high profile going forwards as generally, it is the SEMH pupils who tend to be an 'emotional barometer' to what is happening within the family unit.
- Safeguarding numbers were shared with Governors.
- No parent courses were being run at present due to the control measures within school. There are plans to restart them when control measures are relaxed.
- The Academy has 3 CLA children and a report was given on each child.
- There have been no exclusions since the last meeting

A governor commented that Sparken Hill's stance on being a non-excluding school is being noticed by other settings and effectively this influences other schools to not to exclude but support within the setting.

- There have been two racial incidents since the last report which have been investigated using the academy procedure.
- Accidents, there has been an accident involving a child and the KS1 toilet cubicle doors. The child was given first aid and taken to hospital and is back in school fully recovered from the experience. Mr Lilley reported on the investigation into how it had happened, and that the outcome is to replace the cubicle doors with ones more suitable for KS1 pupils – namely proper cubicle doors rather than full size fire doors.
- Premises, the CCTV has been updated using a Hikvision Server. CCTV is to be installed above every classroom door pointing into the playground. This should safeguard pupils at the beginning and end of the day as well as safeguard staff from aggressive parents (a rare occurrence but nevertheless a necessary safeguard).
- A 'Master Plan' is being created to upgrade the outside provision for the Foundation Unit, as over time, significant funds have been allocated to this area but this has been an amalgamation of separate disparate ideas and not toward an 'end goal'. The plan, constructed by a renowned landscape architect, will provide an idea of how the area could be exploited, meaning that future expenditure can be prioritised towards one outcome. The first phase will be to create a vehicular access and Mr Lilley explained that there was no ability to gain access for plant (to do civil works) nor to maintain areas (such as the sand pit).
- The 5-year electrical check has been completed with only a few minor findings. These will be rectified once the report has been received.
- KS1 classrooms are to be painted over the summer, with a new company doing the work.
- Following water damage (leaking cistern in Green 1) walls, carpets and woodwork had been adversely affected. it was decided to make an insurance claim and the academy is working with a risk loss adjuster.
- Staffing: two members of staff are leaving at the end of the summer term. Ellen Asvadi (KS1 Y1 teacher) is retiring and Mr Phillips (KS2 Y4) has obtained his first headship. Mr Lilley commented how proud he was that this is the second year in a row that a member of staff had successfully obtained a headship.
- The jobs were advertised and following robust interviews, Miss H Bridges was appointed to KS2 and Miss J Mercer to KS1. Miss A Edwards has been offered a temporary contract for a year to cover a maternity leave. She was an internal candidate and is considering the offer as it means she will have to resign her substantive TA post in the academy. She has agreed to consider this proposal and confirm as soon as possible,

Governors question: Has the increased time for NQTs to be out the classroom been factored in?

Mr Lilley reported that it had and that both NQT's were being supported by Strong TA's who could cover as they were grade 4 and this would be less disruptive for the children. Moreover, it was the policy of the academy that the NQT induction year was carefully planned to ensure that they were fully supported. They would be given a day a week non-contact. Where possible, this would be together so they can fully support each other.

Governors question: Have they got to engage with an induction programme? Mr Lilley explained that a variety of providers were being investigated but that we would have made a decision and registered with an accredited provider by the end of the Summer Term. Although the DfE had recommended a few trusted providers, they were also suggesting approaching local Teaching schools. Mr Lilley had already approached some of these. But his suspicion was that he would go for the Teach First option for this coming year.

Governors question: Have the 15 new pupil arrivals come from outside the area or from other nearby schools?

Mr Lilley explained where they had arrived from and that 5 had arrived from Hong Kong, 2 are siblings but other than that none are related. Some children arrive from PO Box 13 as (although we are the furthest Worksop school from this support) our historic connections and close working relationships meant that we still offer places to a number of families every year. These do tend to be transient as for many families, POBox 13 is just a stepping stone to more permanent accommodation.

GB/26/21 Update on appraisal process for Headteacher and staff

Mr Lilley reported that nearly all reviews for staff had been completed and there was no one going on to capability and that any pay recommendations had already been built into the budget.

Mr Lilley had undertaken HT Appraisal QA training

Mr Gawthorpe and Mrs Cutts would meet with Mr Lilley on the last day of term. A third Governor would be invited to join the HT appraisal group during next term.

GB/27/21 Information from the Corporate Director for consideration and action

The [Nottinghamshire SEND Strategic Action Plan 2021-2023](#) was approved by the County Council and key partners including the Nottinghamshire Parent Carer Forum, Nottingham and Nottinghamshire Clinical Commissioning Group (CCG) and Bassetlaw CCG earlier this year.

The Action Plan outlines how the SEND partnership in Nottinghamshire will deliver the Nottinghamshire SEND Policy's vision for Nottinghamshire to be a place where children and young people with Special Educational Needs and Disabilities (SEND) will be safe, healthy and happy, have a good quality of life and opportunities to fulfil their aspirations, develop their independence and make a positive contribution to society.

The SEND Strategic Action Plan sets out the priorities for Nottinghamshire under key areas for development as identified in the Nottinghamshire SEND Policy:

- SEND Partnership
- SEND Provision
- SEND Systems
- SEND Achievement
- SEND Workforce
- SEND Communication.

Action for governors

Governors play a key role in supporting the implementation of the SEND Strategic Action Plan in schools. To do this they should ensure that:

- The school's approach to supporting children and young people with SEND is consistent with the values and principles of the Nottinghamshire SEND Policy.
- The school's own SEND Policy considers the County Council's SEND Policy's vision and values or is updated.
- The school is inclusive and use the [graduated response](#) (for further information please follow this link and click on SEN Support) for children and young people with SEND.
- The EHCP annual reviews undertaken in school are centred on the needs of the child or young person and actively involve parents / carers and children and young people wherever possible.

GB/28/21 Receive report from the Designated LAC teacher

This had been presented earlier as part of the principal's report.

GB/29/21 Communication

From chair

There was no correspondence from Mr Gawthorpe.

From headteacher

Mr Lilley had already informed the governors of the two letters of resignation. He highlighted the letter from Baroness Berridge regarding the change of name from 'The Academies Financial Handbook' to 'The Academy Trust Handbook'

From clerk - Governor Newsletter

From clerk – Summer Term Governor Newsletters

The clerk highlighted the following articles:

- Governor Services update
- Safeguarding and Counter Terrorism
- Decision Making and Disguised Compliance
- Pathway to Provision
- Equality Article
- EYFS Framework
- HR
- National Updates
- Education Trust Board Vacancy
- Safeguarding update- summer 2
- Pupil Premium
- HR – summer 2
- Governors Survey- learning Development Team

GB/30/21 Approval of In-service training days

Governors approved the following in-service training days following a proposal by Mrs Middleton which was seconded by Mrs Cutts:

- **Tuesday 31 August 2021**
- **Wednesday 1 September 2021**

- **Monday 1 November 2021**
- **Wednesday 27 July 2022**
- **Thursday 28 July 2022**

Tuesday 31 August and Wednesday and Thursday 27 and 28 July will be disaggregated over the year for evening training.

GB/31/21 Restructure of Members and Trustees

Mr Lilley presented the Members and Trustees restructure proposal. He thanked the working party for all their hard work and the proposal was as a result of their work.

The restructuring needs to be carried out due to the recommendation from Streets in the Autumn 2020.

Initially it was thought to replace all committees with Full Governing Body (FGB) meetings to take place every half term. It was found this could not happen as the F&P and audit committees would have to be kept separate from FGB meetings (as per the Schools Financial Handbook recommendations 2020-21).

The proposal put forward was:

- Replace the SIP Committee with a FGB meeting which would be open to all trustees (Governors)
- Introduce a board of (initially) 3 members that would be independent of the trustees
- Retain the F&P and Audit Committees in the same schedule

Resolution

- 6 x FGB meetings
- Separation between members and trustees
- Trustees do not sign the annual accounts – independent members do.
- More efficient and much shorter meetings as all trustees attend all meetings
- It does NOT resolve the element of staff trustees and a special statement would be written into our Audit report. This could be a nuance of being a Single Academy Trust.

Next Steps

- 4 individual members have been identified by the Working Party. These to be appointed and could consider reconstituting trustees (governors) board
- The proposal must be agreed tonight so that the Articles of Association can be changed and appoint a legal practitioner.
- If proposal is agreed the articles and all changes will be effective from 1 September 2021

Governors commented that it would make the board more effective and efficient to adopt and adapt the agenda accordingly.

Governors question: Have people been approached to be members?

Mr Lilley reported that they had, and they were

Councillor J Shephard

Mrs M Cutts

Ms F Walker
Rev Dave Gough (Area Dean Bassetlaw & Bawtry)

**Mrs
Dashper/
Principal**

Mr Lilley spoke that there was no church representation on the board of trustees and Mrs Middleton had approached Reverend D Gough the incumbent at St Anne's Worksop and Sparken Hill Academy is in the parish. He was happy to come on the board of trustees and Mrs Middleton had informed him that he would receive a letter following this meeting.

Mrs Dashper explained the process for trustees resigning and becoming members and the information required from them so she could action this.

Mr Lilley further highlighted that Mrs Cutts could remain as a Trustee AND a Member as she was originally a founding member of the board (so effectively would be maintaining her current role). The Academy was still compliant as there would still be significant separation provided by the majority of the Members who were NOT trustees.

Mrs Sparks proposed and Ms Carter seconded that the proposal put forward by the working party be adopted.

There were no dissensions from any governor in attendance.

GB/32/21 Policies

Governors approved the following policies following a proposal by Mrs Cutts that was seconded by Mrs Middleton:

- Lettings there were no amendments

The following were new policies that had been circulated prior to the meeting and were approved following a proposal by Mrs Cutts that was seconded by Mrs Middleton.

- Adoption Leave
- Capability
- Disciplinary
- Parental Leave
- Paternity Leave
- Pregnancy & Maternity
- Recruitment & Selection
- Sickness Absence
- Stress Management
- Time of to accompany Pregnant women to Antenatal Appoints
- Restructure
- Redundancy
- The Academy Trust Handbook – Previously Known as “The Academies Financial Handbook”

The restructure and redundancies are to follow and offer all that the statutory guidance delivers.

- Agree committee structure and membership of committees

This had been agreed as part of the restructuring proposal

- Approval of scheme of delegation – decision planner 2021/22

It was agreed to place this on the autumn term agenda

**Autumn
term
agenda**

- Note annual planner 2021/22 to support agenda setting/Policy checklist 2021/22

Governors noted these documents.

- Appointment/re-appointment of link governors

This will be completed in the autumn term.

GB/33/21 Report from training co-ordinator including review of governor training requirements for 2021

Mrs Rodgers reported that there had been a lot of training offered this term and governors had undertaken some of it.

Mrs Sparks

- OFSTED training for governors
- SEND (Mrs Flower had also completed this training)

Mrs Middleton

- Role of Safeguarding governor
- HR Safeguarding
- SEND

Mr Lilley

- Understanding Equality
- Child Criminal Exploitation
- Safeguarding Monitoring
- Headteacher Appraisal QA

Mrs Rodgers reported that governors safeguarding needed updating and invited them to the staff update on 01/09/2021 which would be led by Mrs K Gardner

Is everybody on the Key? Some governors were not, and Mrs Rodgers agreed to send the link round and it was explained what you had to do to get on the key and setting up an account.

**Mrs
Rodgers**

GB/34/21 Governor monitoring visits

There had been no face to face monitoring reports since the last meeting due to Covid-19 regulations although it was noted that the Working Party had met several times since the last meeting

Governors were invited back to school when they were comfortable to do so.

GB/35/21 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.

Governors questioned and challenged significant 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/36/21 Confirmation of dates for 2021-2022

The governing body

agreed

The meeting schedule will be confirmed in due course.

GB/37/21 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 Financial (excluding Pupil Premium and Sports' funding), personnel matters and the headteacher's report should remain confidential (by reason of their nature).

The meeting closed at 5.43pm.

Signed (chair) Date

