

MINUTES OF MEETING



**Nottinghamshire
County Council**

Academy: Sparken Hill Academy
Meeting title: Autumn term meeting of the governing body
Date and time: Tuesday, 17 December 2019 at 9.30 am
Location: At the academy

Membership
'A' denotes absence

Mrs M Cutts (chair)
Mrs C Middleton
Co-opted vacancy
Mrs L Holmes
Mrs L Hazelhurst
A Mrs S Sparks
A Mr P Gawthorpe
Councillor J Shephard
Mrs A Phillipson (vice-chair)
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/40/19 Apologies for absence

Action

Apologies for absence were received from Mrs S Sparks (work).

It was

resolved

that the governing body consent to this absence.

Mr P Gawthorpe did not attend the meeting

GB/41/19 Declaration of interest

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

Review and sign Register of Business Interest/Declaration of Eligibility

Mrs Flower confirmed that these were all up to date and signed (except for 3 governors who would sign them after the meeting).

Mr Gawthorpe still needs to sign his, as he did not attend the meeting.

**Mrs
Flower /
Mr
Gawthorp
e**

GB/43/19 Review of membership

Mrs Phillipson gave notice of her intention to step down as a governor on 31/08/2020.

Clerk

The clerk reported that Mr Burnell had resigned from the governing body as he had left the area.

The clerk reported that there is a single vacancy for a co-opted governor.

The clerk reported that Mrs Middleton's term of office as a community governor ends on the 22 June 2020.

Clerk

Mrs Cutts proposed, and Mrs Phillipson seconded that Mrs Middleton be reappointed as a community governor for a period of 4 years with effect from 23 June 2020.

All governors in attendance approved this appointment.

Mrs Middleton arrived at 9.36 am

The clerk suggested looking at the skills the governing body require, when looking to fill the co-opted vacancy.

Mr Lilley

Mr Lilley agreed to look at the last skills audit of 2019 for gaps that need filling. The skills audit in future would be made school specific.

Councillor Shephard arrived at 9.37am.

The membership of the committees was reviewed.

GB/44/19

Election of chair and vice-chair

The articles of the academy say that the chair and vice-chair of governors must be elected annually.

Mrs Cutts was proposed by Mrs Rodgers and seconded by Mrs Middleton. All governors in attendance were unanimous for Mrs Cutts' nomination and as a result she was elected chair for a term of one year, until the autumn term 2020.

Mrs Phillipson was proposed by Mrs Cutts and seconded by Mrs Rodgers. All governors in attendance were unanimous for Mrs Phillipson's nomination and as a result she was elected vice-chair for a term of one year, until the autumn term 2020.

GB/45/19

Approval of minutes of summer term meeting

The minutes of the summer term meeting held on Thursday, 2019 having been previously circulated **(and subject to typographical corrections being made)** were confirmed and signed by the chair.

Review of actions

Mr Gawthorpe and Mrs Gardiner had undertaken the safeguarding review and completed the compliance checklist. As Mr Gawthorpe did not attend the meeting Mrs Phillipson would sign the audit, as well as the chair. The academy agreed to return the form to Cheryl Stollery before the end of term.

Mr Lilley informed the meeting that Mr Gawthorpe had undertaken the role as Safeguarding Governor for several years and for effective succession planning, Mr Lilley asked for nominations to take over the role of safeguarding governor.

Mrs Middleton agreed to take on the role.

When Mrs Phillipson leaves at the end of August then another governor will need to take on the role of Health and Safety governor. Mrs Middleton explained what the audit in her own school had recommended regarding governor H&S visits i.e. that several governors *could* undertake the role by focusing on different areas / elements throughout the year. Governors to consider.

Clerk

A discussion took place on what was needed to audit the Single Central register as OFSTED have guidance and a form within their manual. Governors requested the clerk to see if the LA could obtain this or could one be created for all schools.

Governors' question: Are you using SWIVL for lesson observations and are the staff comfortable with it?

Mr Lilley replied that he was, and some staff were uncomfortable / less confident with it. Mr Lilley went on to state that the lesson observation forms and method of evaluation would need to change in order that the most could be made from a Swivl observation and that, although useful in a coaching model, it did remove certain elements from the ability to judge. Systems would be augmented to enable accurate judgments to be made.

Councillor Shephard felt that he had sent apologies for the last meeting.

Mr Phillipson proposed them as a true record and this was seconded by Mrs Middleton, all governors who had attended the meeting approved them.

GB/46/19 Review risk management arrangements- Risk Management Policy

Mrs Dashper explained that nothing had changed in the policy except the dates and this had been completed.

GB/47/19 Financial reporting

Academy Budget

Mrs Dashper reminded governors about the carry forward that had been fully discussed at the F and P meeting earlier in the term, but it was now lower than predicted due to late payments being paid out of it. The surplus at the end of August 2020 is predicted to be £338,998.

She explained that the final review would take place two weeks later so that the academy can try and get all the payments through in the financial year that is ending.

Mrs Dashper explained that the monies to support the bid to SALIX (for LED lighting install and removal of BMS from the existing system) would be going back in as it looked as if this resubmitted bid would be successful.

Additional funds may have to be sought to cover work on the Foundation Stage playground and other projects, this to be investigated from a combination of existing funding streams and funding bids.

Structural works will need to be undertaken (Removal of a window and introduction of a door) to create a new first aid room which is proposed to be in the 'shop' area at the bottom of KS2 corridor. This should make access easier for everyone. It was noted that School Council also discussed this element independently so will attempt to tangibly support this move.

The meeting was informed that the second chef had left within a few weeks of starting and so another needs to be recruited. Aspens have placed the advert. Mr

Lilley and Mrs Dashper explained that the salary advised for the job is obviously not attracting right calibre of applicant for the job that the academy require. The academy wishes to spend £8K on increasing the salary of the chef with £2K being a bonus if the KPI's are achieved.

A discussion took place on the salary to be paid to the chef, initially this amount could not be made due to the LA Job Evaluation of the position. The extra cost could be recouped by just 6 more children who are entitled to FSM taking up this offer. Given the current numbers of FSM compared to historic FSM uptake, the Academy is confident that this figure can be achieved.

Following a proposal by Mrs Cutts which was seconded by Councillor Shephard governors unanimously approved the spending of this extra money to attract a chef of a sufficiently high calibre.

GB/49/19 Principal's / Head teacher's report

The principal presented his report which had been previously circulated and invited questions before highlighting the following:

- Pupils on roll **558** which is a gain of +32 on this time last year and +58 on the same time 2017.

Mr Lilley highlighted the summer to autumn drop, which was only a drop of three. Governors were reminded that the increase of numbers has been due to the provision in school and has been actively encouraged in order to 'guarantee' income. Coupled with a Government review of funding for schools (pending) this increase should make budget setting easier next year.

Governors' question: What happens if people turn up in September who are not registered (particularly in FS?)

Mr Lilley explained the class size limit of 30 pupils in Early Years and KS1. He has clipped the class size numbers in LKS2 to 34 as most of the in-year applications are for this part of the academy. This represents a physical limit of furniture in these classes. Otherwise each application will be considered individually.

Mr Lilley spoke about the application for a place in Y5 and that the LA had refused it (placing the child on a waiting list) and the subsequent actions that are happening. It has been agreed that the Academy can admit above the stated PAN in some year groups and that the LA will request each application on a child-by-child basis.

Governors' question: What proportion of the academy's children go to Cherubs? Governors explained their experiences of Cherubs (as parents) and the costs that they incur. There is a perceived inflexibility of their provision. Mr Lilley was not aware of the proportion of pupils that had been to Cherubs.

Mr Lilley informed the governors of the workload issues for staff in LKS2/ UKS2 due to larger classes and explained that marking policies, data points and flexible PPA time had all been reviewed to ensure staff felt supported. For the largest of classes, he had requested that additional PPA is allocated monthly to ensure that marking / planning is kept up-to-date.

Mrs Middleton replied that it was important that the governors recognised this workload issue, which they agreed they did.

Teaching

All teaching is good or better from observations and the progress data confirms this. Initial book looks are generally positive and there will be further detailed analysis undertaken in the Spring Term to see what this looks over time.

Mr Lilley explained the difficulty with SWIVL and that he was developing a form specifically for these types of lesson observations.

Governors' question: Are the lesson grades of good or better in core or foundation subjects?

They were informed that it is in the core subjects, foundation subject observations will take place in the spring term and should include coordinators. This will be the first time that Foundation Subject coordinators will have conducted lesson observations.

Whole School Appraisal

All targets for academic year 2019/20 have been reviewed and new ones set for 2019/20.

SEND – There are currently 4x EHCPs in school and another 3 are pending. Mr Lilley explained about the increases in EHCPs and what they are. A lot of them are for pupils who have been admitted to the Academy on a managed move basis from other schools. This is usually due to complex SEMH difficulties which the Academy appears to be developing a positive reputation to being able to address. Obviously, there is a capacity of how many complex cases the academy can cope with so no more are being considered at present. The academy has identified the need to train up to three existing TAs as Emotional Literacy Support Assistants (ELSAs) and this is going ahead but two will be funded training by the Academy as one being funded by the Family of Schools.

The strengths and areas for development were highlighted.

Attendance – An analysis of the summer term absence data identified an increase in holiday days from 350 to 470 and illness days from 686 to 906.

Governors' question: Are the illness days really illness?

Governors were informed that if the academy have evidence to suggest it is a holiday and not illness then a fine will be issued.

It was reported that the academy had been adversely affected with chicken pox and the sickness virus and in the week of 6th Decemebr (116 reports of illness).

Governors' question: Has it affected the staff?

Mr Lilley confirmed that it had, though other staff had covered. It has been a struggle especially at one point when there were over 10 staff off in one week.

- Behaviour and exclusions – There have been no fixed term exclusions since the last report.
- Racial Incidents – There have been no reported racial incidents over the last term.
- Staffing – governors were informed what was in place to cover maternity leave and the work returnees from maternity leave would be doing. However; there is still a maternity leave to cover and this will be advertised

in the New Year with interviews being held in late January, early February, as it cannot be covered from within existing staff.

- Impact of Special Programmes
- Community Team
- Parenting Courses and Involvement
- Looked After Children (LAC) report and data
- Payment by results data and the positive impact this has had on the school and the remuneration that has been achieved
- Safeguarding and Statistics for academic year 2018/19

Governors' question: How is Mrs Gardiner?

Mr Lilley informed the meeting that her voice is now suffering again and she will require further treatment in January. This should alleviate the symptoms for between 3-6 months before it may need reviewing. However, she is implementing agreed arrangements to support her not using her voice (e.g. using the soft office downstairs in an afternoon to compile Troubled Families evidence etc).

Governors' question: Do we offer her counselling through Occupational health? Governors were told it had not currently been offered but it would be considered and offered to her and she could decide.

GB/50/19 Update on appraisal process for headteacher and staff

This had been dealt with in the headteacher's report.

GB/51/19 Information from the Corporate Director for consideration and action

The clerk reported on all the reports highlighted the actions for governors.

GB/52/19 Safeguarding information for consideration and action

Assurance of statutory safeguarding arrangements in Nottinghamshire Schools

This had been dealt with in committee. Mr Lilley explained what had to be done for the benefit of new governors. The form needed to be signed and returned to the Local Authority by the end of term. RTL confirmed that once signed, he would return via email that day.

Mr Lilley

GB/53/19 Receive report from Data Protection Officer and Information Governance governor

Mrs Phillipson has conducted a review of the breach register.

There has been one internal breach reported to the DPO who decided that no further action was required.

GB/54/19 Communication

From chair

The chair reported on information regarding OFSTED questions for governors that she had found on 'The Key'.

From the principal

The Principal presented Mrs Cutts with her long service award which had been framed and a bouquet of flowers, and thanked her for all her support over the years

From clerk – Governor Newsletter – first autumn term edition

The clerk highlighted the two autumn newsletters and some of the articles contained in them.

GB/55/19 Report from training co-ordinator including review of governor training requirements for 2019/20

The training coordinator circulated a training programme that were short sessions prior to governors' meetings for governors who wished to attend, they were not compulsory.

She had included in the document what has been offered and completed in the past.

She requested that if there was anything governors required regarding training, would they please let her know.

GB/56/19 Governor monitoring visits

There were none reported.

GB/57/19 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors **challenge** the Principal and Chief Financial Officer regarding the budget and question why it is different from the budget setting. Whilst they agree that lots are being done to improve the life chances of all pupils, they still challenge asking for more e.g. attendance

They **challenge** the impact of new innovations in school and are they value for money.

Governors **challenge** all forms of data asking what is done to improve it especially regarding attendance and attainment.

Governors are proactive regarding their statutory requirements.

GB/58/19 Confirmation of dates for 2019

The governing body

agreed

Full Governors
(Please note change of time)

Spring term - Thursday, 5 March 2020 at 4.00pm

Summer term -Thursday, 25 June 2020 at 4.00pm

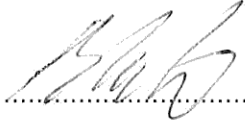
GB/59/19 Determination of confidentiality of business

It was

resolved

that the governing body membership list; confidential sections of the principals 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 11.17am.

Signed  (chair) Date 5/3/2020