

MINUTES OF MEETING

School: Sparken Hill Academy
Meeting title: Spring term meeting of the governing body
Date and time: Thursday, 5 March 2020 at 4.00pm
Location: At the academy

Membership
'A' denotes absence

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

In attendance

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

GB/01/20	Apologies for absence	Action
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Apologies for absence were received from Mrs A Phillipson (personal), Mrs U Flower (personal) and Mrs L Holmes (work).

It was

resolved

that the governing body consent to these absences.

GB/02/20	Declaration of interest
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There were no declarations of interest, either direct or indirect, for items of business on the agenda.

All documents have now been signed and completed by governors.

GB/03/20	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

Mrs Cutts had contacted governor services to see if they could help in the appointment of the co-opted vacancy but had been informed that they only dealt with Local Authority appointments.

Mrs Dashper reported that there was an interested party who worked for the Nationwide Building Society and she would pursue the interest with this person.

GB/04/20 Approval of minutes of autumn term meeting

The minutes of the autumn term meeting held on Thursday, 17 December 2019 having been previously circulated (***and subject to typographical corrections being made***) were confirmed and signed by the chair.

Mr Gawthorpe had been on holiday, for the meeting and sent his apologies which had not been recorded.

Governors question: Is all governors training up to date?

The meeting was informed it was, but the training co-ordinator would update regarding training in her report.

Mrs Middleton proposed, and Mrs Sparks seconded that they were a true record. All governors in attendance approved them.

GB/05/20 Receipt of minutes and approval of policies from committees and working parties***AGM Minutes of 17/12/2019***

The minutes of the AGM meeting held on Thursday, 17 December 2019 having been previously circulated were confirmed and signed by the chair.

There were no actions to follow up.

Finance and Personnel Minutes of 03/10/2019

The minutes of the finance and personnel meeting held on Thursday, 3 October 2019 having been previously circulated were confirmed and signed by the chair.

Governors question: How does the car parking work?

Mr Lilley explained about thy passes that are issued and what the criterion is for a badge to be given.

FP/42/19

Clarification was given that the Arabic speaking TA had not left due to the children being very competent in English but as a result of the person requiring full time work that Sparken Hill could not offer.

A discussion took place on the improved quality and up take of the school meals since the appointment of the new chef. There was still work to be done to decrease the number of children bringing packed lunches and to increase the number of children in KS1 having the Universal Infant Free School Meal.

Governors question: As Mrs Phillipson is leaving the governing body is a third governor going to undertake the Headteacher Appraisals Training?

A discussion followed regarding the good practice of having three, but it was felt that at this time it could be managed with two.

GB/06/20 Principal's report

The Principal presented his report and highlighted the following:

- Pupil numbers and they could be as high as 590 by the end of the academic year

- Budget, early indications are that the budget will be better than last year as a result of increased pupil numbers.
- Distribution of pupils across the academy
- September 2020 applications, with 68 first preferences out of 106 applications. Early predictions suggest that Foundation 2 will be full in September

Governors question: Have we an appeal process in place?

The meeting was informed there would be an appeal process in place should it be required.

- There is a guest child in Y6

Governors question: Who will administer SATs?

The meeting was informed that Sparken Hill will administer the SATs, but the results will not be included in Sparken Hill's data.

Governors question: Have staff taken up the additional PPA?

Some have and some will do it when they need it, but all staff who it was offered to as a result of increased class size were extremely grateful for the offer.

- Achievement

Governors question: What has been done with all the books that have not been included in the book banding?

They have been sorted and some put in the playground for parents to take and some stored in the hope that a quiz will be produced for them.

Governors question: Can I visit to see what is happening in guided reading.

Yes, you can, and Mrs Rodgers and Mrs Cutts would sort out a suitable date.

Governors question: Has there been succession planning for maths and has the new lead got the powers and strength to move it forward?

Governors were assured that the new maths lead had all it takes to move the subject forward.

Mr Lilley reported that the English team have also been very proactive.

Governors question: Can we show that children who came in above expectations are still there at the end of KS2?

Yes, and we have the evidence of their Good Level of Development at the end of Foundation 2 and where they are in subsequent years until they reach the end of KS2.

Governors question: Do the parents engage with the nurture provision?

It was explained that they really appreciate and embrace it.

- SEND, a review will take place to see whether the number on the register is correct and have all the children been identified.

Governors question: Is there a watching brief on children?

It was explained that there was.

- Community Team, there are no strings attached to the money received from the 'Troubled Families Team'
- Safeguarding

- Looked After Data

Governors question: Will the C-POMS system continue to move forward during the staff absence?

It was explained it would as this is a planned absence, so strategies have been put in place to ensure it moves forward. Mr Lilley explained how C-POMS worked and how it was recorded.

- Behaviour
- There have been no exclusions since the autumn term report.
- Violence to staff, there have been 4 recorded incidents.

Governors question: What is morale like in relation to violence to staff?

It was explained that staff morale is very high, and staff have forged good relations between themselves and the child.

- There have been no recorded racial incidents over the past term
- Attendance
- Staffing
- School Life
- School Council

The data had been circulated. Mr Lilley highlighted that a new member of staff had found this difficult but had received support, from their mentor, which was ongoing for this term and the data would be more realistic next time.

Governors were requested to look at the document and send any questions to Mr Lilley.

GB/07/20 Approval of

- Monitor expenditure against budget plan and agree adjustments as necessary
- Services for schools
- Approval of Finance Policy

These had been approved at the Finance meeting held on 27/02/2020.

GB/08/20 Determination of admission arrangements

The admission arrangements for the academic year 2021/2022 are the same.

GB/09/20 Update on appraisal process for Principal and staff

The governors and principal are awaiting a date from the external adviser.

GB/10/20 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems

At a previous meeting Mr Gawthorpe had spoken about succession planning and Mrs Middleton had agreed to take on this role in the future.

Mr Gawthorpe and Mrs Middleton will visit on 30/03/2020 at 1.45pm to audit the records.

GB/11/20 Information from the Corporate Director for consideration and action

Relationships, Sex and Health Education (RSHE): Preparing for September 2020

This report seeks to ensure that governors are aware of their responsibilities for RSHE and are making suitable preparations for the implementation of this area of the curriculum

Action for governors

The governing body should make sure that:

- the school has a written policy which is published on the school website describing the RSHE curriculum subject content and the parental right to request that their child is withdrawn (where this is permitted)
- all pupils make progress in achieving the expected educational outcomes in relation to RSHE
- the subjects are well led, effectively managed and well planned
- the quality of provision is subject to regular and effective self-evaluation
- teaching is delivered in ways that are accessible to all pupils with SEND and are age appropriate
- curriculum content shows due regard for the Equality Act 2010
- the subjects are resourced, staffed and timetabled in a way that ensures that the school can fulfil its legal obligations.

Foundation governors and trustees of faith academy trusts will also have wider responsibilities in relation to maintaining and developing the religious ethos of the schools. However, they must also ensure that the curriculum content demonstrates compliance with equalities' legislation.

Mrs Cutts reported that there are good articles on the Key regarding Keeping Children safe in Education, with the reference to Sex Education.

Mr Lilley explained how the academy were working towards preparing for the implementation of this new policy in September 2020. The Community Team are involved, and all have their specific roles. When the draft is ready and includes resources there will be a parental consultation with a small group of parents and then it will be on the website for further consultation.

GB/12/20 Communication

From chair

The chair reported she had received a letter from Mrs Phillipson resigning as a governor with effect from the 24th July 2020. The clerk was requested to write a letter. This would be done after the 24th July.

Clerk

Articles regarding Baseline form September 2020 were highlighted.

From principal

Mr Lilley explained that the SLT had been convened on Wednesday, 4 March to discuss the Covid-19 virus. Reports that there is a confirmed case at Sparken Hill is not true. A letter has been sent to parents. The DfE are giving daily updates and

advice is not too close until the DfE says so. Daily sprays on door handles are being undertaken with no more than 12 hours in between each spray
Staff are leaving no later than 5 o'clock and extra cleaning is taking place following lettings.

Governors question: Have staff taken the opportunity to teach regarding the 20 second rule for hand washing and drying?
Mr Lilley explained what was happening in school.

Governors question: What would you do if you have to close?
Mr Lilley explained that work would be uploaded onto the website for pupils' and parents to access.

From clerk – Governor Newsletter

The clerk highlighted articles from both spring term newsletters relevant to the governing body.

- Free NGA Chairs Handbook
- The next governor conference – 14th November 2020
- DFE website pages to help find governance info more easily
- NGA article on What GB's and leaders should expect from each other.
- Training – Managing Allegations and Exclusion Training.

GB/13/20 Report from training co-ordinator including review of governor training requirements for 2020

The training co-ordinator presented her report.

No governor had attended any training this term. The in-house training schedule needs to be looked at now that full governing body meetings have been moved to 4pm. Mrs Rodgers agreed to email the schedule out and conduct a doodle poll for a suitable time.

Some governors expressed that after school could be a good time but not at 6pm.

**Mrs
Rodgers**

GB/14/20 General Data Protection Regulations

Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)

Nothing to report or update.

GB/15/20 Governor monitoring visits

A list of monitoring had been circulated

Governors question: Could another column go on the teachers monitoring sheet?

It was agreed to look at this.

Mr Lilley agreed to email out the SDP summary sheet.

Mr Lilley

Mrs Rodgers would produce a monitoring schedule and email it out.

**Mrs
Rodgers**

GB/16/20 Premises update

Mr Lilley explained about an accident that had happened in the playground. The parent was extremely angry and upset and was demanding to know what was going to be done to stop a recurrence.

Many people from various services have been to look at the piece of equipment which cannot be removed as it is an integral part of the school.

It has been resolved to put a greater circumference of planting around it so children cannot get close to in and accidentally run into it.

GB/17/20 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors **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

Governors challenge all aspects of safeguarding ensuring they keep up their statutory duties and checking the rigour and updating of all school records
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 ensure that they undertake both formal and informal visits into school e.g. visiting regarding guided reading.

Governors are proactive regarding their statutory requirements

GB/18/20 Confirmation of dates for 2020 - 2021

The governing body

agreed

Summer term -Thursday, 25 June 2020 at 4.00pm

Can I insert the schedule of dates that were circulated please?

Autumn term 2020 – To be agreed

Spring term 2021 – To be agreed

Summer term 2021 – To be agreed

GB/17/20 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 6.01pm.

Signed (chair) Date

MINUTES OF MEETING

School:

Meeting title: Spring term meeting of the governing body

Date and time: 2020 at pm

Location: At the school

Confidential item(s)

GB/ /20

Action

Signed (chair) Date