
Academy: Sparken Hill Academy
Meeting title: Summer term meeting of the governing body
Date and time: Thursday, 27 June 2019 at 9.30am
Location: At the academy

Membership
'A' denotes absence

	Mrs M Cutts (chair)
	Mrs C Middleton
	Mr M Burnell
	Mrs L Holmes
	Mrs L Hazlehurst
	Mrs S Sparks
	Mr P Gawthorpe
A	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)

GB/2019	Apologies for absence	Action
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There were no apologies for absence.

Councillor J Shephard did not attend the meeting.

GB/21/19	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/22/19	Review of membership
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The clerk highlighted the following vacancies on the governing body:

There are no vacancies on the governing body.

GB/23/19	Approval of minutes of spring term meeting
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The minutes of the spring term meeting held on Thursday, 7 March, 2019 having been previously circulated were confirmed and signed by the chair.

Review of actions

All actions had been completed.

GB/24/19	Receipt of minutes and approval of policies from committees and working parties
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Review of actions

Mrs Middleton arrived at 9.55am

Governors who were not members of the audit committee left the meeting.

Minutes of the audit committee held on Thursday, 28 February were presented and approved by members of the audit committee.

Mrs Dashper reported on the termly audit and highlighted three exceptions:

Confidential - Removed

Governors who were not members of the audit committee returned to the meeting.**GB/25/19 Financial reporting**

There was nothing to report as all financial matters had been covered in the Finance and personnel meeting on Thursday, 6 June, 2019

GB/26/19 Principal's report

Confidential - Removed

Mr Lilley had previously circulated his report and highlighted the following:

- Pupil Numbers, 557 this is the highest number there has been in the academy, the nett difference on summer term 2018 is the equivalent of a class.

Governors' question: When will the new ICT infrastructure be ready?

Mr Lilley explained that hopefully it will be going in over the next few days
Mrs Cutts thanked Mr Lilley for his report.

Governors' question: When will the new website be ready?

Mr Lilley explained that the first draft had been sent through.

Mrs Cutts thanked Mr Lilley for his report.

GB/27/19 Update on appraisal process for principal and staff

The staff appraisal had been updated in the principal's report. The principal's appraisal governors had reported at committee that the next meeting is the 17th July.

GB/28/19 Information from the Corporate Director for consideration and action

DfE Best Practice Guidance for School Complaints Procedures.

The aim of this report is to inform governors of updated guidance (Jan / March 2019) on complaints procedures and key advice as set out in the DfE guidance. This report also includes information on a range of services provided by NCC Governor Services which are designed to provide additional support to help governing bodies and Headteacher's resolve school complaints effectively and efficiently.

Action for governors

1. Review current complaints policy and procedure in light of the updated guidance from the DfE
2. Ensure the governing body has a complaints policy and an agreed procedure, including clear timelines which are appropriate for each stage of the complaints procedure
3. Consult with key stakeholders when reviewing the current policy and procedure
4. Ensure that the policy and procedure is publicised on your school website and is readily available to parents/carers or members of the local community
5. Ensure that governors and staff are adequately trained to understand and implement the procedure.

A model complaints procedure has been produced by Governor Services to accompany this report – based on the DfE model.

GB/29/19 General Data Protection Regulations outcome of the review, audit and evaluation

This had been reported on and discussed in the F&P and SIP committee meetings.

GB/30/19 Receive report from the Designated LAC teacher

This had been reported on in the last year and will now be an agenda item every autumn term.

GB/31/19 Communication

From chair

There was no communications form the chair.

From principal

The principal had already spoken to the correspondence he had received.

From clerk – Governor Newsletter

The clerk highlighted articles from the summer term newsletters which were relevant to the governing body.

GB/32/19 Approval of in-service training days

Governors approved the following INSET Days:

- Friday, 30 August, 2019
- Monday, 2 September, 2019
- Monday, 4 November, 2019
- Tuesday, 5 November, 2019
- Monday, 15 June, 2020

Friday, 30 August is to be disaggregated throughout the year. Governors approved this request.

GB/33/19 Review of delegation and organisation of committees

Agree committee structure and membership of committees

It was agreed to keep the committee structure and memberships of committees the same as last year.

*Approval of delegation – decision planner 2019/20***Autumn
Agenda**

The decision planner needed to be finalised in line with the new guidelines. It was agreed to send it to the autumn term meeting for approval.

Note annual planner 2019/20 to support agenda setting

Governors noted the annual planner.

Policy checklist 2019/20 – statutory policies for academies

This document had been brought to committee and discussed.

Appointment/re-appointment of link governors

Mrs Middleton explained how link governors worked in her school and how she had governor days, but governors who couldn't come on the specific days came at other times.

Governors liked this idea and thought it would be a good idea to trial it.

GB/34/19**Report from training co-ordinator including review of governor training requirements for 2019/20**

Mrs Rodgers is the training co-ordinator and in consultation with Mr Lilley they proposed the following:

They had highlighted areas for training as follows:

- Monitoring and Evaluation
- Data
- SEND
- Finance (completed on 27/6/2019)
- Safe guarding
- Complaints

They explained that the training would be updates similar to the Finance training on 27/6/2019. Governors thought this was a positive idea.

Mr Gawthorpe drew governors' attention to the speech made by Amanda Spielberg at the National Governors' Conference.

Mrs Middleton drew governors' attention to the SIAMS tool kit that may be useful for looking at the academy's visions and values.

Mr Lilley had sent an email to all governors with the link to the governors' skills audit on Survey Monkey.

GB/35/19**Governor monitoring visits**

Mrs Phillipson had undertaken a Health and Safety visit.
Mrs Cutts would monitor attendance before the end of the academic year.

Mrs Cutts asked about future events that governors could attend. They will be circulated.

11, July, Sports' Awards at 4.00pm
19, July, Prom
24, July, Leavers' Service at 9.30am
DARE Graduation to be arranged.

GB/36/19 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** all financial matters at the Finance Committee ensuring the academy is giving value for the money and they request information to ensure the all monies spent are impacting on the education of the children.

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

They **challenge** data to ascertain what is being done for pupils to close the gap.

They hold the SLT to account through monitoring visits **challenging** the impact of the SIP on raising standards.

GB/37/19 Confirmation of dates for 2019/20

The governing body

agreed

Autumn term - Tuesday, 17 December, 2019 at 9.30am followed by AGM

Spring term - Thursday, 5 March, 2020 at 9.30am

Summer term -Thursday, 25 June, 2020 at 9.30am

GB/38/19 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 11.10 am.

Signed (chair) Date

