MINUTES OF MEETING

Nottinghamshire County Council

Academy:	**Sparken Hill Academy**
Meeting title:	**Autumn term meeting of the governing body**
Date and time:	**Tuesday, 18 December 2018 at 9.30 am**
Location:	**At the academy**

Membership		Mrs M Cutts (chair)
'A' denotes absence	A	Mrs C Middleton
		Mr M Burnell
		Mrs L Holmes
	A	Mrs L Hazelhurst
	A	Mrs S Sparks
		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/31/18 Apologies for absence **Action**

Apologies for absence were received from Mrs C Middleton (work), Mrs S Sparks (work) and Mrs L Hazelhurst (work).

It was

resolved

that the governing body consent to these absences.

GB/32/18 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 Dashper confirmed that these were all up to date and signed with the exception of Mrs Hazelhurst.

GB/33/18 Review of membership

Mrs Phillipson verbally resigned her position as a parent governor with immediate effect. Governors accepted this resignation.

Mrs Hazelhurst had been elected to the parent vacancy and in the light of Mrs Phillipson's resignation the governors appointed Mrs Hazlehurst as a parent governor who had been the runner up in the parent election.

Mrs Cutts proposed and Mrs Rodgers seconded that Mrs Phillipson's been appointed a co-opted governor with effect from 18/12/2018 for a period of 4 years.

All governors in attendance approved this unanimously approved this appointment.

Mrs Cutts welcomed all the new governors in attendance.

The clerk highlighted the following vacancies on the governing body:

There are no vacancies on the governing body.

GB/34/18 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 Mr Burnell. 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 2019.

Mrs Phillipson was proposed by Mrs Cutts and seconded by Mr Gawthorpe. 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 2019.

GB/35/18 Approval of minutes of summer term meeting

The minutes of the summer term meeting held on Thursday, 28 June, 2018 having been previously circulated were confirmed and signed by the chair.

Review of actions

All actions have been completed with the exception of Mr Gawthopre still needing to arrange his safeguarding visit.

GB/36/18 Receipt of minutes and approval of policies from committees and working parties

Review of actions

These are received at committee meetings. Governors approved the removal of this item from the agenda in the future.

GB/37/18 Review risk management arrangements

Mr Lilley and Mrs Dashper reported that GDPR has now been fully met, the breach register is in place, staff training is complete and a full audit has been undertaken by the appointed firm.

Mrs Cutts **challenged** asking if we are compliant and she was informed yes, the academy is.

Confidential - Removed

GB/38/18 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.

Mr Lilley explained for new governors the discussions that had taken place at the last meeting regarding ICT and what has happened since and the outcome of a meeting held at the academy with the ICT provider.

He went on to explain that the lamp in the large hall projector has blown and needs replacing. The cost of lamps ranges from £1,000 to £1,500, this is not a good idea as the projector is old and a laser projector is now the way forward.

Mr Lilley then submitted four quotes:

Epsom EB	£2,571
NEC Bundle	£5,586
Panasonic	£7,650
NEC Laser and lens	£8,240

On top of these quotes there will be a £500 installation fee.

Mr Lilley explained the quotes and what the academy would be getting for the money.

He recommended the Epsom EB to the governors for approval.

Mr Gawthorpe **challenged** asking if the old projector had any re-sale value. Mr Lilley informed him possibly only for parts.

Mr Lilley further explained that the lamp had 20,000 lamp hours.

Mr Lilley explained that this item forms part of a package.

He went on to explain about the networking and that it would cost between £2,500 and £3,000 to upgrade the network form a Gigabit to 10 Gigabits, this would require initially 3 new network cards and we could maintain this in the future and purchasing dedicated 10GB (minimum) switches when the exiting equipment needs replacing

Mrs Cutts **challenged** asking when this could be done. Mr Lilley replied that if this approved today he would be pushing for a Christmas holidays install. The latest install date would be February half term.

Mr Lilley explained that he had not received any quotes regarding upgrading the internet. He explained that when a check had been done it was functioning at 30 megabits a second which is very slow for an establishment that has this number of devices. The academy really requires 1000 megabits. Virgin media offer a package for £400 a month that would supply 1,500 megabits per second

Mr Gawthorpe **challenged** regarding the infrastructure and where are we getting it from. Mr Lilley explained that everything was being sourced through the ICT provider Jasmine IT.

Mrs Cutts **challenged** governors asking what they wanted to do and saying that she felt if we want to retain our world class status in this field we must invest in it.

Action

Mr Lilley went on to request that the Mac books that had been removed from the budget at the setting of it be put back in now that the carry forward is looking better. The extra cost including Vat for the items is £5,132.40.

Mr Gawthorpe proposed and Mrs Cutts seconded that the 2 Macbooks be reinstated and spending for the whole package of ICT equipment be no more than £15,000/.

All governors in attendance unanimously backed this proposal.

Mr Lilley informed governors that some laptops in KS1 needed replacing and monies that had been allocated for replacement large interactive screen failures could be repurposed and be used for replacing the laptops instead so that the investment in terms of budgetary commitment would be equal.

Mr Gawthorpe **challenged** Mr Lilley requesting that he keep reporting back on the progress with the internet upgrade.

Mrs Dashper informed the meeting that the new school minibus would be delivered on Wednesday, 19 December.

Mr Gawthorpe **challenged** regarding the sale of the old one.

Mr Lilley informed him it had been to the garage and he explained about the roof rack abeing reinstated on the Red minibus (which we are keeping). Mr Lilley tehn stated that the old blue bus it would go to seal bids form interested parties.

Mrs Dashper explained that the repairs to the gates would be done through the insurance company with an excess of £250.

Mrs Cutts **challenged** asking if it would be done before Christmas and she was informed that the company engaged to do it were waiting for parts.

GB/39/18 Principal's/Headteacher's report

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

- Pupils on roll **527** which is a gain of +26 since the last census
- Achievement
- Teaching
- Whole School Appraisal
- SEND
- Attendance
- Safeguarding

Confidential - Removed

GB/40/18 To receive and approve pupil targets

Mr Lilley would email these to all governors. **Mr Lilley**

GB/41/18 Update on appraisal process for headteacher and staff

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

Mr Gawthorpe asked Mr Lilley if had received paperwork form Ms Litchfield **Mr Lilley**

Action

regarding his appraisal and he was informed he had. Mr Gawthorpe replied that the governors had not. Mr Lilley would email the documents to Mrs Cutts and Mr Gawthorpe.

GB/42/18 Information from the Corporate Director for consideration and action

Teachers Pay Awards September, 2018 and other HR updates

This had been dealt with in committee.

Supporting Successful Transitions for Children with SEND

This had been dealt with in committee.

School Swimming – A Guide to procuring school swimming and swimming events

This had been dealt with in committee.

GB/43/18 Safeguarding information for consideration and action

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

This had been dealt with in committee.

*Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges and independent providers - **Form 1***

This had been dealt with in committee. Mr Lilley explained what had to be done for the benefit of new governors. The form has been signed and returned to the Local Authority.

Safeguarding Children in Education: self-audit tool 2018-19 plus supporting guidance

This had been dealt with in committee.

GB/44/18 Receive report from Data Protection Officer and Information Governance governor

Mrs Dashper explained that Sapphire Consulting dis a compliance audit and the actions that were in the report have been completed.

She took governors through what has been done. Staff are asking questions before doing things.

Mrs Phillipson is the monitoring governor and will undertake this visit when she does her Health and Safety visit.

Confidential - Removed

GB/45/18 Communication

From chair

There was no communications from the chair.

From headteacher

Action

Confidential - Removed

From clerk – Governor Newsletter – first autumn term edition

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

GB/46/18 Report from training co-ordinator including review of governor training requirements for 2018/19

The training coordinator reported that no governors had attended training since the last meeting. Mrs Phillipson **agreed** to send her the link so she could find the Induction courses for new governors to attend. **Mrs Phillipson**

Mr Lilley spoke about the meeting that The Regional Schools Commissioner had invited all Stand Alone Academy Trusts to attend in Sheffield. He and the two Vice-Principals will attend. He will update governors when the meeting has taken place.

Mr Lilley suggested that after this meeting they might consider having a governing body meeting where the single agenda item is discussing forming a MAT or becoming a part of a MAT.

GB/47/18 Governor monitoring visits

No formal monitoring visits had taken place since the last meeting. Mrs Cutts spoke about the attendance newsletters and how what is being done is impacting on the academy.
Mr Gawthorpe commented with all the strategies that are being used we are maintaining our position.

GB/48/18 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 Company Secretary regarding the budget and question why it is different form the budget setting. They require plans prior to them agreeing any expenditure on how this will impact on the staff and pupils and are they in the long term interests of the academy.

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.

GB/49/18 Confirmation of dates for 2019

The governing body

agreed

<u>Full Governors</u>

Spring term-Thursday 7 March 2019, 9.30am

Summer term-Thursday 27 June 2019, 9.30am

Action

<u>F& P Committee</u>

Thursday 28 February 2019, 9.30am followed by Audit Committee

Thursday 6 June 2019, 9.30am followed by Audit Committee

<u>SIP Committee</u>

Thursday 14 February 2019, 9.30am

Thursday 13 June 2019, 9.30am

GB/50/18 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 11.26pm.

Signed .... (chair) Date ....