
Academy: Sparken Hill Academy
Meeting title: Autumn term meeting of the governing body
Date and time: Thursday, 30 November 2017 at 9.30am
Location: At the academy

Membership
'A' denotes absence

	Mrs M Cutts (chair)
A	Mrs C Middleton
	Mr M Burnell
	Mr J Hemshall
A	Mrs S Sparks
A	Mr P Gawthorpe
	Councillor J Shephard
A	Mrs N Bloomer
	Mrs A Phillipson (vice-chair)
	Mrs T Padley
	Mrs E Rogers
	Mr R Lilley (Principal)

In attendance Mr CA Richardson (clerk to the governors)

GB/1/17	Apologies for absence	Action
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Apologies for absence were received from Mrs C Middleton (work), Mrs S Sparks (work) and Mr P Gawthorpe (work).

It was

resolved

that the governing body consent to these absences.

Mrs N Bloomer did not attend the meeting and did not send apologies.

GB/2/17	Declaration of interest
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There were no declarations of interest, either direct or indirect, for items of business on the agenda.

Review and update Register of Business Interest/Declaration of Eligibility

Mrs Dashper reported that the only one outstanding was Mrs Bloomer's and Mr Gawthorpe need to sign his.

GB/3/17	Review of membership
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Governors received and noted the governing body membership list, which had been previously circulated.

The clerk advised the governors about the ongoing attendance issues relating to Mrs Bloomer

GB/4/17	Election of chair
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The articles of the academy say that the chair of governors must be elected annually. The clerk would seek advice on what needed to be done if this wanted to be extended.

Clerk

Mrs Cutts was proposed by Mr Hemshall and seconded by Councillor Shephard. All governors in attendance were unanimous for Mrs Cutts' nomination and as a result she was elected chair for a term of one year.

GB/5/17 Election of vice-chair

Mrs Phillipson was proposed by Councillor Shephard and seconded by Mr Hemshall. 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.

GB/6/17 Approval of minutes of summer term meeting

The minutes of the summer term meeting held on Thursday, 6 July, 2017 having been previously circulated were confirmed and signed by the chair.

Review of actions

The majority of the actions had been completed.

The Foundation Stage play project was discussed. Mrs Dashper had emailed David Wilson Homes following a discussion with a member of their staff, but had received no reply.

Mr Lilley said he would keep an eye on the groundworks of the new builds and send another email. Mrs Dashper reported that the sand pit was now filled with sand.

Mrs Cutts **challenged** regarding the apprentices. She was informed that they were OK. One had been moved as they needed more direction than the other two. Mr Lilley explained the way they are normally appointed but this year the academy had no say as they are being paid for by someone else.

Governor training needs regarding an NSPCC course were discussed.

Mrs Cutts **challenged** regarding an update on the work being done with Langold. Mr Lilley explained what had been done and the process now is to give them space to implement and embed and then to visit again to see if it has been implemented and the impact.

Mrs Rogers proposed and Councillor Shephard seconded that they were a true record. All governors who had attended the meeting agreed.

GB/7/17 Approval of policies

Health and Safety Policy

This policy is the standard Local Authority one which has been made academy specific.

The only changes from the previous policy are personnel and service providers. Following a proposal by Mrs T Padley which was seconded by Councillor J Shephard, governors **approved** the policy.

Mr Lilley then informed the governors about an accident to a member of staff who had slipped on the floor in school. He explained that it had been investigated, the member of staff had broken their elbow. He spoke about the new procedures for cleaning this area of the school in the light of the accident. The accident had been reported to the correct authorities.

Governors sent their best wishes to the member of staff

GB/8/17 Review risk management arrangements

Mrs Dashper explained the Risk Register was now incorporated in the Risk policy and also the date for the renewal.

Mrs Dashper explained about the new regulations coming into force in May 2018 regarding the GDPR and the new regulations regarding being compliant. Mr Lilley explained that there needed to be appointed a data controller. Mrs Dashper spoke about the privacy notice and how the data held by the academy fits into 5-6 sections and the right data must be in the right section. A Designated data officer needs to be appointed but it can't be a member of the SLT or anyone who deals with data, so we need to find someone and train them

Mr Hemshall challenged regarding paragraphs 4.23, 4.24 and 4.12.1 do they fall under GDPR, Mr Lilley explained that they do.

This was **approved** following a proposal by Mrs Phillipson which was seconded by Mrs Padley

GB/9/17 Financial reporting

Academy budget

Mrs Dashper reported that the carry forward into financial year 2018/19 at present was £430,688 which was an increase on when the budget was set.

She explained about the uniform stock and the impact that this has.

GB/10/17 Principal's report

Mr Lilley presented his report and highlighted the following:

- Pupil numbers are static and showed the trend from October 2011 until November 2017

Mr Hemshall **challenged** the drop in numbers and Mr Lilley explained there is no other reason than the demographics of births.

- KS1 results that the academy knew would be low but it will give a good progress score in 4 years' time. The targets for end of KS1 in 2018 are to increase the number of pupils identified as Higher Attainers and close the gender gap.
- KS2 is much better than 2016, the progress scores have increased. The new ASP to replace Raiseonline was highlighted and how it gives more information about progress.
- KS2 progress was measured at average from prior attainment. LA children made good progress, MA made progress in line with National and HA

children did not make good progress.

Governors challenged why this was, especially the Higher attainers and Mr Lilley explained why.

- Staff appraisal targets are linked to reading and grammar, punctuation and spelling.
- Ms D Litchfield has been appointed as the external adviser for the headteacher's appraisal and has been sent the information she requested and will be in touch with Mrs Cutts. It was agreed that this is a sensible decision as she is working with Langold.
- Non-teaching staff, including support staff will be appraised
- SEND number of children in each category was spoken about. The strengths and areas for development and training requirements.
- The Family SENCO is requesting information in a certain format and this is having an impact on the school SENCO. Mr Lilley informed the meeting that he had spoken to the Family SENCO about a possible different approach to moderating bids.
- He spoke about the role of SENCO becoming too big for one person, with the increased paperwork for EHC plans and had explored appointing a KS1 and KS2 SENCO.

Governors challenged regarding the cost of this and were informed that it would be an extra £2600 from the budget surplus per annum.

Mr Lilley had asked for expressions of interest from staff and had given packs to the staff interested, as this would be an internal recruitment and if a candidate was successful then they could be put on the training for the SENCO qualification.

- Behaviour and Safety- Attendance a breakdown of all groups was given. An explanation regarding the changes to the thresholds before a penalty fine notice can be issued.
- There had been 3 exclusions and 2 prejudiced based incidents over the last term. Incidents are now logged in Scholarpack, which is making joined up thinking better.
- Leadership and management, regarding maternity leaves and returnees to work.
- Impact of special programmes
- Community team
- Looked After Children report given
- Pupil Premium spending, statistics, number of children involved and the impact of the spending

Mr Lilley was thanked for his report.

GB/11/17 To receive and approve pupil targets

These are in the process of being set.

GB/12/17 To review

Examination results

This was covered in the Principal's report earlier in the agenda.

Admissions

This was covered in the Principal's report earlier in the agenda.

Draft School Improvement Plan

This was covered in the Principal's report earlier in the agenda and at the committee meeting on 9, November 2017.

GB/13/17 Update on appraisal process for the Principal and staff

This was covered in the Principal's report earlier in the agenda.

GB/14/17 Information from the Corporate Director for consideration and action

Admission arrangements

Governors should ensure that they share with parents information about Nottinghamshire's annual consultation for community and voluntary controlled schools admission arrangements. This ensures that all parents, along with other consultees, have an opportunity to comment on any proposed changes. Consultation on admission arrangements for **2019-2020** will take place between **Monday 2 October 2017 and Sunday 26 November 2017**. Full documents will be available on the public website www.nottinghamshire.gov.uk for the whole period of consultation and responses can be made online.

Consultation on admission arrangements 2019-2020

When changes are proposed to admission arrangements, admission authorities must consult with all relevant parties for a minimum of 6 weeks between **1 October 2017 and 31 January 2018**, (School Admissions Code 2014 (1.43)). All admission authorities **must** consult where there is a proposal to decrease the published admission number. If no changes are made to admission arrangements, they **must** be consulted on at least every 7 years. Governors should confirm to admissionsconsultations@nottscc.gov.uk the last time formal public consultation was undertaken.

Ofsted judgements – Key findings arising from good and outstanding schools being judged as requiring special measures

- Governing bodies need to ensure that they are holding their head to account, especially in outstanding schools, and they have triangulated evidence that the data provided by the head/SLT is accurate.
- Governing bodies need to familiarise themselves with the latest Ofsted framework. When last inspected the Ofsted framework would have been considerably different to the expectation Ofsted now have of GB's and schools/academies.
- Ensure that your HT is updating you on the new ASP format and that at least one governor attends the Hot Topic training sessions.
- Ensure that the objectives you are setting your head are challenging, measurable, achievable and you can measure progress.

- Regularly review the external adviser for heads appraisal. Check that they have accessed training and are up to date on the latest regulations (including Ofsted framework), understand target setting, assessment, can analyse school performance data.
- Ensure your appraisal governors attended training and effective succession planning is in place.
- Set up regular (termly or at least 6 months intervals as a minimum) monitoring reviews of these objectives and progress towards milestones identified in the head teacher's action plan.

Fire Safety in School Premises

- Does your school have a Fire Safety Policy/Emergency Plan?
- Is it reviewed regularly? And are staff aware of its contents?
- Has a suitable Fire Risk Assessment (FRA) been completed?

Governors were informed that this was completed by a fire Officer in July 2017

- If your school is maintained then this is completed on your behalf by the NCC fire team on a 2 year cycle as part of a rolling programme
- If your school is an Academy then the legal duty and responsibility for carrying out a fire risk assessment rests with the Academy or Trust.
- Have all significant findings or action points identified within the FRA been resolved/actioned?
 - If not, what is the documented 'risk based' plan to do so?
 - Management issues – usually these are the responsibility of the school to resolve
 - Building related issues – usually fall to the property group to resolve and fall within the risk based remedial programme of works.
- Have any material alterations to the building taken place or any other significant changes occurred (including a fire) since the date of the FRA to suspect that the original FRA might no longer be valid?
 - If yes, contact the Compliance team (fire safety) for further advice
- Is appropriate fire safety training (as detailed in the FRA) provided and recorded?
 - Induction/refresher,
 - Have a sufficient number of competent persons been nominated and trained in the use of fire extinguishers?
- Are regular fire drills carried out? And are records of these maintained?
- Is the fire evacuation assembly point clearly identified?
- Do all staff know the fire evacuation procedures and are they practiced and understood?
- Have allowances been made for any staff or students with disabilities?
 - If so, have Personal Emergency Evacuation Plans (PEEPs) be developed, and a sufficient number of competent persons trained to assist with evacuation?
 - Are these reviewed on a regular basis or as circumstances change
- Is a 'fire log book' maintained with regard to the routine testing and maintenance (including service records) of all fire protection measures?
 - Fire detection and alarm system
 - Emergency lighting system
 - Portable fire-fighting equipment

- Fire doors
- Fire exit doors/and or security fastenings
- Escape routes and external staircases
- Structural fire precautions
- Other fixed facilities

Mr Lilley explained about how the use of Scholar Pack has made a positive impact on the school systems now it is in place and this ensures that everyone is out quicker in the event of an emergency.

Teachers' Pay Scales, September, 2017

The local authority recognises that a decision about the implementation of the 2017 teachers' pay award, as set out in the attached letter, is the responsibility of the governing body. To meet the deadline for the October Payroll and to enable the governing body to make a decision about the implementation of this year's teacher's pay award and pay structure, the head teacher and chair of governors/committee should arrange a meeting of the relevant pay committee to consider and approve one of the options relating to Table A or Table B, wherever possible by the **29 September 2017 at the latest**. Some payroll reference points on the Main Pay Range (MPR) have been renamed and should be quoted in all pay notifications to Payroll Services.

In most schools this is usually the personnel & pupils/pay or equivalent committee and will require a minimum of three governors, excluding staff representatives. Alternatively, the matter may be considered at the next full governing body meeting if one is already planned in September. If, exceptionally, the school is considering not applying one of the proposals set out in Table A or B, you are strongly advised to seek immediate advice on the implications for your school, in advance of the governing body meeting.

Key Points to note

1. The pay award resulting from the STPCD 2017 and the actions required following the governing body meeting are clearly set out in the attached letter.
2. If the school **does not** contact Payroll Services by no later than **Friday 29 September**, the payroll default position as set out in the letter will be applied to all teachers in the October payroll.
3. If the governing body meeting is planned to take place **after Friday 29 September** the school must email jo.bray@nottscg.gov.uk Payroll Services so that she can ensure the default position is not applied to your teachers in your school.
4. If, due to timescales, the governing body is unable to meet the September deadline, the pay uplift can be made in the November payroll backdated to the 1st September. Timescales are set out in the letter.
5. The governing body should incorporate the above decisions into the School Pay Policy 2017 and ensure that staff are notified about implications for their pay effective from 1 September 2017.

This had been dealt with at the Finance and Personnel Meeting in October 2017.

GB/15/17 Safeguarding children in education governors' compliance checklist

Agree arrangements for completion and sign off by the chair

Agree any actions required

This document was ready for signing by the chair of governors and then Mr Lilley would return it to the LA Designated person no later than Friday, 22 December.

GB/16/17 Communication

From chair

There were no items of correspondence from the chair

From headteacher

Mr Lilley had circulated a document to the SLT, in his role as Accounting Officer to the Academy.

From clerk – Governor Newsletter

Specific articles to highlight:-

- **Continued use of GH**
- **Governor conference**
- **School holiday consultation**

Mr Lilley explained about the difficulties for staff of different holiday patterns in different Local Authorities and explained what he does to help staff.

- **Tackling emerging threats to children**
- **Emergency plans**
- **Finance articles**
- **The All Together united against bullying project**
- **Apprenticeship levy**
- **Childcare support**

GB/17/17 Report from training co-ordinator including review of governor training requirements for 2017/18

Mrs Rogers is the training co-ordinator.

Mr Burnell was requested to liaise with governors to see if there was any induction training he needed.

Mrs Phillipson is on Health and Safety Training.

GB/18/17 Governor monitoring reports

Mrs Cutts has undertaken an attendance monitoring visit and will present the written report at the next meeting.

Mrs Cutts

GB/19/17 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 interventions and further challenged data to ensure that the right

interventions are matched to the pupils.
They hold the SLT to account through monitoring visits challenging the impact of the SIP on raising standards.

GB/20/17 Confirmation of dates for 2018

The governing body

agreed

Spring term - Thursday, 8 March, 2018 at 9.30am

Summer term – Thursday, 28 June, 2018 at 9.30am

GB/21/17 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 11.29am.

Signed(chair) Date

MINUTES OF MEETING

Academy: *
Meeting title: Autumn term meeting of the governing body
Date and time: *, 2017 at *pm
Location: At the academy

Confidential item(s)

GB/*/17	Action
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Signed(chair) Date