
Academy: Sparken Hill Academy
Meeting title: Spring term meeting of the governing body
Date and time: Thursday, 8 March 2018 at 9.30 am
Location: At the academy

Membership
'A' denotes absence

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

In attendance Mr CA Richardson (clerk to the governors)

Mr Hemshall chaired the meeting in the absence of Mrs Cutts

GB/01/18	Apologies for absence	Action
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Apologies for absence were received from Mrs M Cutts (personal), Mrs C Middleton (personal), Mr M Burnell (personal), Mr S Sparks (work) and Councillor J Shepard (personal).

It was

resolved

that the governing body consent to these absences.

GB/02/18	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/03/18	Review of membership
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Governors received and noted the governing body membership list, which had been previously circulated.

The clerk highlighted the following vacancies on the governing body:

Due to the resignation of Mrs Bloomer there is a vacancy for a parent governor. The clerk was requested to write a letter of thanks for her support and the work she had undertaken as a governor.

Clerk

The clerk brought to the attention of governors the following end of term of office:

The following governors' term of office ends in the autumn term 2018:

Mrs Rodgers, Mrs Cutts, Mr Gawthorpe and Councillor Shepard.

It was **agreed** to hold a staff election and to put the item on the agenda for the summer term for appointing to the other categories.

Agenda

GB/04/18 Approval of minutes of autumn term meeting

The minutes of the autumn term meeting held on Thursday, 30 November, 2017 having been previously circulated **(and subject to the following corrections being made)** were confirmed and signed by the chair.

Membership and in two other places Mrs Rogers should read Mrs Rodgers.

Mr Gawthorpe proposed and Mrs Phillipson seconded that they were a true record and all governors who had attended the meeting agreed.

Review of actions

Governor Induction Training is required for Mrs Sparks but not Mr Burnell as he is a governor at another school.

GB/05/18 Receipt of minutes and approval of policies from committees and working parties

Review of actions

Minutes of the AGM to be approved at the next full governors meeting along with all committee minutes.

Agenda/ Clerk

GB/06/18 Principal's report

Mr Lilley presented his report and highlighted the following:

- Pupil numbers are creeping back up
- Distribution of the children across the school
- Admissions and Migrations. He informed governors of a phone call from admissions at the Local Authority and confirmation is awaited on this call.
- It is likely that another teacher will be put in F2 in the summer term as the numbers look as if they will be over 60
- The SLT have started to look at the class distribution for academic year 2018/19 but not yet confirmed the number of places offered for F2 in September 2018
- Ethnicity
- Achievement
- A performance summary produced by Arbor was shared with the governors who felt it was easy to read and understand
- Impact of special programmes
- A member of staff has returned from maternity leave and is doing one day per week at Langold Dyscarr.
- Y6 enjoyed 'My Fair Lady'
- Teaching, one lesson had been graded RI and when visited again was still RI, so a short support programme was put in and re-observed this term with a book and data scrutiny, the grading is now good. The staff are

working in pairs to moderate one another.

- SEND, information regarding their progress was shared and this is getting better across the school. There are a group of acute SEND children in Foundation 2 and the academy is dealing with it.
- The splitting of the SENCO role still has not been done. Mr Lilley explained about the two members of staff that have shown an interest in working with the present SENCO. He explained a solution that might be viable and he would report back at the next meeting.

Two staff have been nominated for a sports award in Bassetlaw not as was minuted at the School Improvement meeting they had won it.

- No exclusions since December 2017

The staff have got much more confident in using Scholar pack, so reporting initial incidents is much quicker and sorted much quicker.

- Violence to staff logs
- No racial incidents in the past term
- Lateness is being tracked very carefully. There is a new procedure for closing doors which is now 9.00am and then the children have to come through the main entrance.

Mr Gawthorpe **challenged** regarding the dip in attendance every two years. He was informed that there was no apparent or significant reason for this happening.

- Leadership and Management monitoring report was shared.

A big piece of work has been undertaken around Looked After Children and the funding they receive. The academy now has a common understanding of the terms of engagement.

- Parents courses, the maximum number of 12 is full very quickly

Governors challenged asking what type of courses are full and Mr Lilley replied that the ones that fill quickly are the creative ones.

- Staffing
- CPD, a breakdown of staff training was given, all three apprentices are doing well.
- Changes to parents' evenings, to hold them in classrooms and do them over two to three weeks
- School life
- Christmas Fayre raised over £2,000 after expenses and was a great success. It was held outside for the first time and this idea is being thought of for other Fayres throughout the year.

Mr Hemshall **challenged** asking what it would be spent on. He was informed there was nothing specific planned. He further challenged saying if a focus was shared from the outset, it would be a better idea.

Mr Gawthorpe **challenged** that it should be a big project as the school is committed to providing books and IT.

GB/07/18

Mr Lilley was thanked for his report.
Living Wage

Mrs Dashper explained about the Living Wage and the costs involved for the people who were unable to attend the Finance meeting.

There are 51 employees and to pay the Living Wage (which is different to the minimum wage) would cost an extra £22,386.

Mr Hemshall **challenged** asking if this was all staff and he was told all those who would be entitled to the Living Wage.

Mr Gawthorpe said that it was the dilemma of morality versus the academy budget.

Mrs Dashper explained that the new budget figures showed a cut of £20,000 based on last year.

Mr Lilley explained that there had been a low staff turnover in the past few years and they all have the same terms and conditions as staff in maintained schools.

Governors discussed replacing the differentials so they stayed the same but this was felt to not be an option.

Mrs Padley said that to pay the living wage and narrow the differentials, or less senior staff paid more than senior staff would have a big effect on staff morale.

Mr Gawthorpe proposed that the academy paid the minimum wage and not the Living wage. This was seconded by Mrs Phillipson.

It was unanimously agreed by all governors in attendance.

GB/08/18

Policy update – to approve policies referred from the previous meeting or committee meetings

Governors approved the following policies:

- EYFS
- Complaints

Mrs Sparks had agreed to be the complaints governor at a committee meeting.

Following a proposal by Mrs Phillipson seconded by Mr Gawthorpe, this was ratified.

GB/09/18

Communication

From chair

A letter of resignation as a governor had been received from Mr Hemshall. This would take effect from half term in October 2018.

Mr Lilley thanked him for his unfailing support.

From principal

A letter had been received from the ESFA regarding submission of budgets and the academy had submitted its budget on time.

Mr Lilley informed governors that a letter had been received from the Data Collections Dept. regarding the census return. It informed the academy that they had more than 30 children in an infant class. Mr Lilley said this was as a result of a child leaving and a new one arriving but the child that had left, the receiving school had not received the child.

He had spoken to Data collection and explained the situation and they seemed happy with this.

Mr Lilley explained about a letter from Cheryl Stollery explaining that safeguarding was everyone's responsibility, but he was having problems, due to new rules around data protection, accessing framework for information from other agencies.

From clerk – Governor Newsletter

The clerk highlighted the following articles:

- 92% of Nottinghamshire Schools are rated by OFSTED as good or better which is 3% better than national
- Governor vacancies on Schools' Forum
- Annual Governor Conference
- School Complaints
- Outcome of School Holiday Consultation
- Is your school website compliant and up to date
- Recover cost for acadamisisation letter sent to heads and chairs
- Safeguarding in Education
- Safeguarding Link Governor
- Advice from Legal Services regarding Parent Support groups linked to social media.
- 30 hour provision

The second governor newsletter of the spring term had been sent out.

GB/10/18 Report from training co-ordinator including review of governor training requirements for 2018

There had been no training except Mrs Phillipson who had attended a health and safety course.

Mrs Sparks needs to attend Governor Induction, but as Mr Burnell is a governor at another school he won't need to attend an induction course.

No governor was going on the governor conference, usually Mrs Cutts would go.

Mr Gawthorpe asked if the academy used Educare and was informed they did not. He responded that he had used it and could highly recommend it.

GB/11/18 Governor monitoring visits

These had been reported at the School Improvement Committee meeting

GB/12/18 Premises update

There was nothing new to report.

There was an update on a child who had hurt their ear before school. A member of staff had taken a phone call from the mother regarding the accident. Mr Lilley reported that coping stones were to be put on the bricks.

Mrs Dashper reported the findings of the investigation.

Mrs Dashper reported that quotes for items identified in the Health and safety report are being collated.

GB/13/18 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 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/14/18 Confirmation of date for 2018

The governing body

agreed

Summer term – Thursday 28 June, 2018 at 9.30 am

Committee Meetings

Finance – Thursday, 7 June, 2018 at 9.30 am followed by audit committee

School Improvement– Thursday, 14 June, 2018 at 9.30 am

GB/15/18 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 be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 11.18 am.

Signed(chair) Date

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MINUTES OF MEETING

Academy: *
Meeting title: Spring term meeting of the governing body
Date and time: *, 2018 at *pm
Location: At the academy

Confidential item(s)

GB/*/18	Action
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Signed(chair) Date