

MINUTES OF MEETING

Academy: Sparken Hill Academy
Meeting title: Summer term meeting of the governing body
Date and time: Thursday, 28 June 2018 at 9.30 am
Location: At the academy

Membership
'A' denotes absence

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

In attendance

Mr CA Richardson (clerk to the governors)
Mrs V Dashper (Chief Financial Officer)

GB/16/18	Apologies for absence	Action
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Apologies for absence were received from Councillor J Shepard (personal), Mrs T Padley (personal) and Mr M Burnell (personal).

It was

resolved

that the governing body consent to these absences.

GB/17/18	Declaration of interest
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There were no declarations of interest, either direct or indirect, for items of business on the agenda.

Governors who are members of staff declared an interest in GB/21/18.

GB/18/18	Review of membership
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The clerk highlighted the following vacancies on the governing body:

There is a vacancy for a parent governor. Elections will be held in the autumn term when the new Foundation 2 parents have settled in. A staff election will also be held early in the autumn term.

**Mr
Lilley/Mrs
Dashper**

There will be a co-opted vacancy in October due to Mr Hemshall's term of office ending and he is not seeking re-election.

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

Mr Gawthorpe and Councillor Shephard, their terms of office end as Partnership Governors on 31st October 2018. Mrs Cutts' term of office as a community

governor ends on 31st October 2018.

Mrs A Phillipson proposed and Mrs E Rodgers seconded that Mr Gawthorpe and Councillor Shephard are appointed Partnership governors from 01/11/2018 for four years and Mrs Cutts is appointed as a community governor from 01/11/2018 for four years.

All governors in attendance unanimously **agreed** to this.

It was unanimously **agreed** that Mrs Phillipson would take over as chair of Finance from Mr J Hemshall and as a result would become one of the 3 members. This was proposed by Mr R Lilley and seconded by Mrs S Cutts.

GB/19/18 Approval of minutes of spring term meeting

The minutes of the spring term meeting held on Thursday, 8 March, 2018 having been previously circulated were confirmed and signed by the vice-chair.

Mr E Rodgers proposed and Mr P Gawthorpe seconded that they were a true record.

All governors that had attended the meeting unanimously **agreed**.

Review of actions

Mr Lilley reported that the splitting of the SENCO role had been advertised and an internal appointment of Miss J Walker had been made. She would begin her training in September for the SENCO award. She will then cover the full SENCO role while the other teacher is on maternity leave.

GB/20/18 Financial reporting

Approval of budget

The budget had been presented at the Finance meeting on June 7th and approved by this committee. This decision was ratified by full governors.

This item is deemed confidential and is therefore minuted separately.



Approval of Services for Schools/review contracts

These had been completed and approved at the Finance meeting on 14th June 2018.

GB/21/18 Proposed leadership – LGDSC

This item is deemed confidential and is therefore minuted separately.

Mr Lilley and Mrs Rodgers left the meeting at this point

Mrs Middleton arrived at 9.50am

Principal's report

Mr Gawthorpe **challenged** saying that we need to look at our admission criteria very closely and stick to it. Mr Lilley replied that the academy had adopted the LA admissions criteria.

Mr Gawthorpe commented that if there was nowhere else for them to go then the LA would have to pay.

Mr Lilley reported on the Y2 results that had been submitted. They were lower than the mean average but better than last year. He informed the governors that the progress children make is not a problem, the focus now is on attainment. Mr Lilley explained what he had previously told the School Improvement Committee regarding EYFS transition to KS1.

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Governors **challenged** regarding the provision in EYFS and how it was going to be changed. Mrs Middleton commented that in the new OFSTED framework they are looking at discreet phonics in EYFS.

Mr Lilley explained that the provision for each term in EYFS should be different and on monitoring visits this should be obvious. Governors kept **challenging** asking what it would look like. Mr Lilley explained that as the year progresses the setup of the room should become more formal so that the children are being encouraged to do more formal work in preparation for KS1.

Mr Lilley went on to explain that the sheets for each child that are passed through the school are to be significantly changed as the cohorts' journey through the school.

The SLT members from both sites will come together to do work scrutinies. The work in the books at Langold will not stand up to scrutiny. Every Wednesday one cohort of books will be trawled through and in each book a sticker will be placed that will give positive comments to the children and areas for development for the teachers.

Mr Sparks **challenged** asking can everyone see the comments for the teachers and she was informed that they could.

Comments were made that this may not be a good idea as the children can see them. Mr Lilley said that there will be no comments where staff are doing the job correctly.

The monitoring would then be from that sticker to the end of the work the next time the books are scrutinised.

Mr Lilley highlighted vulnerable groups and gave an Annual Report on whole school appraisal.

Mr Lilley reported on attendance and the work that the attendance officer is doing. She is doing a fantastic job, holding late gates, closing gates on time and inviting parents in to meet her. Children who are late have to make the time up at dinner time with work missed.

The late figures have dropped from 1% to 0.5% and this is only 3 families. It is not the older children but younger children who rely on parents to bring them to school.

The number of home visits has dropped by 50% which is testament to the work she is doing and that it is being effective.

There has only been one exclusion all year and it relates to a child that was a managed move to Sparken Hill.

Mr Gawthorpe **challenged** regarding the provision for this child. Mr Lilley explained that it is 1:1 and if this doesn't work then they are removed to isolation.

All incidents are sanctions are recorded and tracked on Scholarpack, this ensures a consistent approach from staff leading to a calm atmosphere around school.

There have been no racial incidents reported.

In the area of Leadership and Management, child protection cases are at an all-time low.

Mr Lilley further reported on staffing, school life, the residential to Kingswood and Sparken's got talent where over 150 acts auditioned.

He read a thank you card from F Walker at North Notts. College thanking the school for hosting the careers event and how successful it was.
Mrs Dashper fronted all the meetings on behalf of Sparken Hill and was thanked for this work.

GB/23/18 Information from the Corporate Director for consideration and action

Nottinghamshire County Council's Partnership Strategy for Looked after Children & Care Leavers 2018-21
and
Revised Guidance for Virtual School Heads and Designated Teachers (February 2018) - Governor update

Mrs Sparks spoke about the Bassetlaw Behaviour Partnership requesting monies for Looked After Children who had behaviour issues. The Virtual School will need to commit to revenue for these children before the Behaviour partnership will say what they can give.

GB/24/18 Communication

From chair

There were no communications from the chair.

From principal

Mr Lilley reported on a letter of complaint he had received from a resident regarding the church that hold their meetings in the academy on a Sunday morning. The church have been spoken to and the resident's complaint has been replied too.

Mr Lilley had received a letter of thanks and appreciation from a new parent.

He reported on a letter from EMAS regarding European restart heart day training for children and he was requesting more information prior to making any decision about it.

From clerk – Governor Newsletter

The clerk reported that governors should have received two newsletters during the summer term and highlighted relevant articles.

GB/25/18 Review of delegation and organisation of committees

Agree committee structure and membership of committees

This had been done at committee meetings.

Approval of delegation – decision planner 2018/19

This had been approved at the committee meetings on 7th and 14th June.

Note annual planner 2018/19 to support agenda setting

Mr Lilley explained the annual planner and governors noted it.

Policy checklist 2018/19 – statutory policies for academies

Mr Lilley explained the policy checklist and how the academy reviewed these and when they come to governors for approval. Governors noted this document.

Appointment/re-appointment of link governors

Mr Middleton challenged that governors should be appointed in the light of the skills audit and that we should be triangulating.

Mr Lilley reported that the skills audit had not really shown any areas that were not covered.

Mrs Sparks agreed to go on the School Improvement Committee.

Councillor Shepard had said at a previous meeting he was happy to go on the Finance and Personnel Committee.

It was agreed to send this for further discussion to the SIP Committee

**SIP
Agenda**

GB/26/18

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

Mrs Rodgers reported that there had been no training this term.

She had emailed the training coordinator at St Anne's Worksop to get a date to meet the lady as she was new to the role, with a view to setting up joint training.

GB/27/18

Governor monitoring visits

Mrs Phillipson had undertaken an SEND visit and would submit a written report.

**Mrs
Phillipson**

Mrs Cutts had monitored the administration of SATs.

Mr Gawthorpe is to arrange a date for a safeguarding visit.

**Mr
Gawthorp
e**

Governors were invited to the following events:

Sports' Achievement	Thursday, 12 July, at 4.00pm
Achievers	Wednesday, 18 July, at 5.00pm
Leavers' Prom	Friday, 20 July at 6.30pm at the Lion Hotel
Leavers' Assembly	Wednesday, 25 July, at 9.30am

GB/28/18

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 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/29/18

Confirmation of dates for 2018/19

The governing body

agreed

Full Governors

Autumn term-Thursday 20 December 2018, 9.30am followed by the AGM

Spring term-Thursday 7 March 2019, 9.30am

Summer term-Thursday 27 June 2019, 9.30am

F& P Committee

Thursday 4 October 2018, 9.30am followed by Audit Committee

Thursday 6 December 2018, 9.30am (all governors attend)

Thursday 8 February 2019, 9.30am followed by Audit Committee

Thursday 6 June 2019, 9.30am followed by Audit Committee

SIP Committee

Thursday 8 November 2018, 9.30am

Thursday 14 February 2019, 9.30am

Thursday 13 June 2019, 9.30am

GB/30/18 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 11.08am.

Signed (chair) Date

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Confidential item(s)

GB/*/18 **Action**

Signed (chair) Date