



SPARKEN HILL ACADEMY

Minutes of the Full Governor's Meeting – Autumn Term 2016 **held on Thursday 1 December 2016, 9.30pm, Conference Room 1, Sparken Hill Academy**

	<u>Present:</u>	Mrs S Cutts (Chair), Mr J Hemshall (Vice Chair), Mr R Lilley, Mrs E Rodgers, Mr P Gawthorpe, Mr R Hattersley, Mrs Annette Phillipson, Mrs T Padley, Mrs N Bloomer, Mrs C Middleton. Clerk: Mrs B Thorpe. The Clerk welcomed everyone to the meeting. The meeting commenced at 9.35am	
			Action
1.	<u>Apologies</u>	Apologies were received and accepted from Mr J Shephard and Mrs A Kilroe.	
2.	<u>Declaration of Interest</u>	Declaration of interest for items of business on the agenda were noted as follows: Agenda item 18, Staffing Update - Apprentice TA: Mr R Lilley - link with Bassetlaw Training Agency - Temporary Care Assistant Vacancy: Mrs S Cutts - family link with employee. RP1 & RP2 Forms: Copies were given to Mrs V Dashper, Chief Financial Officer and will be used as an attachment to the 'Declaration of Interest Forms' which are signed annually.	
3.	<u>Review of Membership</u> (Enc.)	A copy of SHA Governing Body Membership (effective date 1/12/16) was enclosed with the agenda.	
4.	<u>Election of Chair</u>	Mrs S Cutts said she would stand as Chair for a further year. No other expressions of interest were received. At this point in the meeting Mrs Cutts left the room. It was agreed to appoint Mrs S Cutts as Chair of Governors for a further year. Proposed by: Mrs N Bloomer Seconded by: Mr J Hemshall	

		All present were in agreement. Mrs S Cutts was invited back into the room and informed of the decision. Mrs Cutts chaired the meeting from this point onwards.	
5.	<u>Election of Vice-Chair</u>	Mr J Hemshall agreed to stand as Vice-Chair for the remainder of this academic year but will stand down after this period. No other nominations were received. However, Mrs A Phillipson and Mr R Hattersley said they would be willing to shadow Mr Hemshall until he stands down, to gain experience and a clearer understanding of the role. At this point in the meeting Mr Hemshall left the room. It was agreed – to appoint Mr J Hemshall as Vice-Chair of the Governing Body until the end of the academic year (the end of July 2017) – Mrs A Phillipson and Mr R Hattersley should have the opportunity to shadow Mr Hemshall and gain experience in the interim with the view to one of them taking over when Mr Hemshall stands down. Proposed by: Mrs N Bloomer Seconded by: Mr P Gawthorpe Mr Hemshall was invited back into the room and informed of the decision. Governors noted their responsibility in respect of succession planning and training requirements.	
6.	<u>Minutes from Previous Meeting</u> (Enc.)	<u>Minutes of the Full Governors Meeting, (Summer Term 2016), 23 June 2016</u> The Minutes of the Summer Term Meeting held on the 23 June 2016, having been previously circulated on the 20 September 2016, were agreed as a true and accurate record and signed by the Chair of Governors, Mrs S Cutts. There were no amendments. Approved by: Mrs A Phillipson Seconded by: Mr R Hattersley All action points have been carried out. Matters arising: Point 6: <u>Minutes of the Previous Meeting</u> Point 8, MAPA training, Volunteers: Mr Lilley confirmed	

		that unfortunately MAPA training was for staff only. Point 11, Burgundy mini bus: Mr Lilly said the disabled access ramps and straps are working well. Point 16, 'Meet the Governors' website information: Mrs Phillipson said there is something in her profile on the school website that needs changing. She will let the Clerk know her amendments to pass onto Mr Lilley who will update the school website. Point 9: <u>Principal's Report</u> Achievers Awards 2016: Unfortunately this event did not go ahead as it transpired the event had been omitted from the school diary and it was too late to plan for it when this came to light. Mr Lilley assured governors that it was in the diary for next year (i.e. for July 2017). Point 10: <u>Reports from the Corporate Direction</u> Religious Education in Schools: Governors were reminded that Lat Blaylock will be speaking on RE at the Inset Day (Friday 2/12/16). Mr Lilley said several teachers from local schools will be attending. <u>R.E. Link Governor:</u> At this stage in the meeting Mrs C Middleton was asked if she would consider taking on the role as link governor for R.E. and confirmed she would. Proposed by: Mrs A Phillipson Seconded by: Mrs N Bloomer All present were in agreement.	
7.	<u>Minutes of Committee Meetings (Autumn Term 2016)</u> (Encs.)	SIP Meeting (Autumn Term 2016) 8 November 2016 The minutes from the SIP Meeting (Autumn Term 2016) held on the 8 November 2016, having been previously circulated with the agenda, were agreed as a true and accurate record and signed by Mr P Gawthorpe, Chair of SIP Committee. There were no amendments. Approved by: Mr J Hemshall Seconded by: Mr R Hattersley The following action points are still outstanding: Point 12: Governing Body Self-Evaluation Mrs N Bloomer and Mr P Gawthorpe have still to return their self-evaluation questionnaires. Matters arising: none. F&P Meeting (Autumn Term 2016) 3 October 2016 The minutes from the F&P Meeting (Autumn Term 2016) held on the 3 October 2016, having been previously circulated with the agenda, were agreed as a true and accurate record and signed	

by Mr J Hemshall, Chair of F&P Committee. There were no amendments.

Approved by: Mr R Hattersley
Seconded by: Mrs S Cutts

All action points have been carried out.

Matters arising:

Point 6 - Staffing Update (Confidential Minutes): Mr Lilley said the Admin Team, including the new changes to the Reception area have worked well.

F&P Special Meeting (Autumn Term 2016) 8 November 2016

The minutes from the F&P Special Meeting (Autumn Term 2016) held on the 8 November 2016, directly after the SIP meeting, having been previously circulated with the agenda, were agreed as a true and accurate record and signed by Mr J Hemshall, Chair of F&P Committee. There were no amendments.

Approved by: Mrs A Phillipson
Seconded by: Mr R Hattersley

All action points have been carried out.

Matters arising: none.

**F&P Meeting (Autumn Term 2016) 17 November 2016
 (Re. Streets Annual Presentation of Year-end Accounts)**

The minutes from the F&P Meeting (Autumn Term 2016) re. Streets Annual Presentation of Year-end Accounts), held on the 17 November 2016, having been previously circulated with the agenda, were agreed as a true and accurate record and signed by Mr R Hattersley, Vice Chair of F&P Committee. There were no amendments.

Approved by: Mr J Hemshall
Seconded by: Mrs S Cutts

All action points have been carried out.

Matters arising: none.

Mr P Gawthorpe commented that it was worth noting Streets' (the Academy's External Auditor) closing comments with respect to how the Academy is run financially.

Audit Committee Meeting (Autumn Term 2016)

		<u>Note:</u> No Audit Committee meeting was held during the Autumn Term 2016. Sparken Hill Academy Internal Audit Testing Control Report July 2016 to September 2016 was covered however at the Full Governors' meeting (1/12/16), agenda item 19.	
8	<u>Correspondence</u> (Encs)	Dear Accounting Officer Governors noted the letter to Dear Accounting Officers dated 6 October 2016 from Peter Lauener, Chief Executive, Education Funding Agency. This letter was also highlighted by the representatives from Streets at the F&P meeting held on the 17 November 2016. (<i>Streets Draft Report to Trustees, audit for the period ended 31 August 2016, page 8, 3.4 Changes to the Financial Handbook, paragraph 3.</i>) Mr Lilley highlighted the Academy's responsibility to maintain strong financial management and governance and talked through the 5 main bullet points (detailed below) contained within the letter: • Be satisfied that lines of internal accountability are appropriate • Establish and monitor policies that you and your trustees would be comfortable defending in public • Ensure you can evidence compliance • Have the right mix of skills on the board • Manage transactions with related parties appropriately. Letter to Heads and Chairs from Lord Nash Governors noted the letter from Lord Nash dated 21 October 2016. Mr Lilley said the letter was borne out of misdemeanours that have come to light in some multi-academy trusts where transparency and the 'Nolan' principles have not been followed. Mr Lilley highlighted that Sparken Hill Academy have at least 3 internal audits each year and 1 main audit. This is 'bespoke' for our school and, is something we have chosen to adopt, in order to ensure there is a very high control on financial matters. Related parties are also on the Academy's website. A brief discussion took place about the need for more clarity and understanding between the roles and responsibilities of 'members' and 'trustees'. It was noted that this would be much clearer to understand if we were 'a multi-academy trust' rather than a 'standalone' academy. Governor Newsletter (issue 1, Autumn Term 2016) The governor newsletter was emailed to governors by the Clerk	

		on the 6 September 2016.	
		<u>Use of personal and work email addresses</u> : the Clerk highlighted the article in the newsletter on page 4.	
9	<u>Principal's Report</u> (Enc.)	<u>Principal's Report, including:</u> • Progress against School Self-Evaluation and Development Plan and pupil targets • Progress that vulnerable groups are making • Amount of pupil premium funding /sports funding • The rationale for spending the pupil premium • The impact of pupil premium • Annual report of whole school appraisal process (if applicable) and/or consider /ratify pay recommendations A copy of the Principal's Report (18 pages) was circulated with the agenda and emailed to governors by the Principal prior to the meeting. There is a place after each section for governors to write questions/comments and they can email them to the Principal prior to the meeting if they wish. Points of note: <u>Number on role</u> = 507. Reception and Year 1 full. Year 2 not full. Numbers are constantly monitored as well as if there are any children inquiring for a place from families who live on, or are moving to, the new housing development adjacent to the Academy and Portland School. <u>Recent admission refusal</u>: Mr Lilley informed governors that he had recently refused to take in two children (twins) who had profound behavioural difficulties. They were Year 2 children and lived out of area. Mr Lilley discussed his reasons for declining (under fair access protocols) to take them and felt it was the right action to take in this instance. Governors supported his decision. <u>Achievement</u>: KS1 and KS2 achievement is comparable. Four broad improvements have been identified. KS2 GPS 55% • Attendance • Reading • Spag • Extend number of higher ability pupils Difference between boys and girls Maths: broadly average Reading/Writing: impact of one child on results. This child only arrived in February 2016 before testing in May 2016. Noted that it was the biggest highest FSM cohort in recent years. Difference FSM and Non FSM Biggest gap reading	

Higher ability pupils (HAPs)Question:

A governor asked Mr Lilley how provision for HAPs across the school was being ensured. Mr Lilley reassured governors that appropriate differentiation was being made for Higher Ability Pupils across the school and on the whole, our higher ability level is improving across the board.

Mr Lilley said he had just finished two staff meetings regarding higher ability pupils and has given staff examples of the work being implemented.

Teaching: Mr Lilley briefed governors on the Triangulation matrix adding that it is proving a useful tracking tool to demonstrate a link between the quality of teaching, work scrutiny (grade) and progress.

Quality of books is looking good being 'good to outstanding'. Ofsted have a whole year to look at (2015-16) should they need to.

Appraisal: There are two whole school objectives:

- 1) Improving the attainment and progress of more able pupils within school (retained from last year as this still needs to be a continuation)
- 2) To work to ensure that the teaching of comprehension is fully embedded in the school, monitoring its use and reporting to the governing body on progress.

More comprehension activities to take place.

Question:

A governor asked Mr Lilley what is the % expectation higher ability per class / in school.

Mr Lilley said higher ability children are identified through their teachers and explained the difference between 'gifted' and 'higher ability' children. There are approximately 30% of children in each class identified as having the capacity to do higher ability work. However the first job is always for the Class Teacher to identify the children and highlight on EAZMAG as a factor. Teachers should have a list of higher ability children in their class if governors were to ask them.

Principal's Performance Management: Mr Phillip Laming, an external consultant, who had undertaken the Principal's target setting and appraisal has recently retired. The Academy has contacted Gareth Parsons of Nottinghamshire County Council for a quote for the review and target setting. The cost is £900, almost double the cost compared to the cost of the previous external consultant. Emails have been received informing that Mrs Dot Stenson will undertake the Headteacher's appraisal. Mr

	Lilley will be in contact with her regarding possible ways forward. <u>Supervision</u>: Formal supervision has to be provided for staff who work in schools providing Foundation Stage and Early Years Provision. Supervision is focussed around 'safeguarding' and currently works well. Mr Lilley is considering developing this for staff throughout the <u>whole school</u>. <u>SEND</u>: Jess Hunter has successfully completed the National Award for SEND with 'Distinction'. The Clerk was asked to send her a letter of congratulations on behalf of the Governing Body. <u>Attendance</u>: Fines for absence have had an impact. Lateness has decreased. In regard to 'requests for absence', a system has been developed using a request sheet to ensure that everyone is treated the same. Rewards are given for children attaining 100% attendance. <u>Exclusions</u>: There has been just one single day full-time exclusion this term. <u>Persistent disruptive behaviour</u>: Mr Lilley reported that work to identify 'what is disruptive behaviour' and 'why systems are not working' has been looked into. An 'Exclusion Checklist' has been implemented outlining 10 steps to follow. This will provide evidence that staff are following the right form of action. <u>100% Alternative Provision</u>: Unfortunately there is one child in Year 6 who has required alternative provision as strategies employed by school have not had an impact. Rather than excluding the child altogether, alternative provision has been provided to the child in the community. After Christmas, with the aid of alternative provision, the child will be given the opportunity to come back into school to monitor his/her behaviour. <u>Behaviour Software</u>: 'Marvellous Me' has been trialled but there are cost implications. This was not proving effective so the classes are continuing the trial of "Class Dojo". There are no cost implications for this software. <u>Impact of Special Teaching Programmes</u>: Mr Lilley said Mrs A Flint undertakes work with children individually and/or in groups and, identifying a child's learning needs and specifically targeting those areas is working brilliantly. These are pupils who may be identified as 'vulnerable' or who are likely to miss national expectations without additional support. <u>Higher ability child requiring tuition for GCSE</u>: There is one child	Clerk
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in Year 3 who is currently needing to receive GCSE tuition for half a day each week. Currently this work is set by Mrs Flint. We will need the Tutor to set work that the child can do in class and at home. RTL to update at next meeting

Safeguarding: We recently hosted the 'accommodation' of two pupils from school. These are long-term pupils within the school (currently in Y5) and follows significant support and multi-agency working. We decided to host the accommodation to avoid potential police involvement at the family home. The procedure we have in place worked brilliantly. Unfortunately there are additional children in school who will be received into foster care within several days' time and a further family who have a final contested hearing in March 2017.

'Designated Persons' training: Mrs D White is to undertake training with Mr R Lilley. Mr Lilley commented that Mrs White's post, (a new post), has turned out to warrant 'full-time' hours adding Mrs White is "on the ball" with safeguarding.

Question

Safeguarding, the 'emotional impact' upon staff: Further to the supervision that is provided to staff, a governor raised the question about the emotional impact upon Mr Lilley and who supports him in this area of his role and responsibility.

Mr Lilley responded by saying that the Senior Leadership Team are "brilliant" and that he is able to talk to them.

Governors noted that safeguarding issues that come to light, Court decisions, and the impact these may have upon children, can have a bearing on safeguarding staff and that supervision must also include the Headteacher.

Looked After Children: funding it is a difficult area.

'Evidence of Impact Charts': 100% of Year 5 have been seen or required support from the Community Team and also a very high proportion of those children who are in Foundation.

Bright Start: is for children who have been 'abused' or who have suffered 'neglect'. Work involves more in-depth work than Think Children.

'Take 5' Ambassadors: 25 KS2 children recently completed training as part of the 'Take 5' breathing techniques.

Swimming: There are plans to increase swimming lessons. Mrs Paton is doing a brilliant with swimming lessons and is aware of each child's swimming ability. The aim is to get children in Year 5 and Year 6 swimming competitively by the time they leave school.

10	<u>To receive and approve pupil targets (if applicable)</u>	Not applicable.	
11	<u>To review Examination results, Admissions, Draft School Agenda (if applicable)</u>	Examination Results The percentages of children working at the expected standard or above in 2016 Key Stage 1 teacher assessments are as follows: • Reading 70.1 percent (67.6 percent for boys, 73.3 percent for girls) • Writing 56.7 percent (51.4 percent for boys, 63.3 percent for girls) • Mathematics 67.2 percent (64.9 percent for boys, 70 percent for girls) • Science 95.5 percent (91.9 percent for boys, 100 percent for girls) • Reading, Writing and Maths 56.7 percent (51.4 percent for boys, 63.3 percent for girls) • Reading, Writing, Maths and Science 56.7 percent (51.4 percent for boys, 63.3 percent for girls) Key Stage 2 The percentage of pupils achieving the expected standard in 2016 Key Stage 2 tests by subject are as follows: ○ GPS 54.7% (67.9% girls, 44.4% boys) ○ Reading 53.1% (53.6% girls, 52.8% boys) ○ Maths 68.8% (67.9% girls, 69.4% boys) ○ Reading, Writing & Maths 43.8% (46.4% girls, 41.7% boys) These are new KS2 tests for 2016, therefore a comparison between this years results and last years results cannot be made. As explained in the Gov. Report, these figures at KS2 will change slightly to account for a new EAL child who has been removed. Although lower than previously, they also represent a new child who arrived in the school from another local school in March / April (who was on the brink of pupil exclusion in that school). This child did not attain national expectations but because we had them on roll, the child's results were counted as ours. Admission Arrangements It was noted the Academy currently has adopted the Local Authority admissions policy. Mr P Gawthorpe said as an Academy we can adopt our own admissions criteria, but, in his opinion, would not recommend this.	

		Mr Gawthorpe talked about some of the things that we cannot do, for example; – we must not guarantee a child who has a Nursery place at the school the automatic right of a full-time place – because we are a 'Community School', we must allow children within our community to attend the school. Mr Gawthorpe said pressure will always come from first admissions adding that although we are not currently full, problems may arise in the next academic year. A brief discussion ensued about 'transfers', i.e. children wanting to leave a school to go to another school. Mr Lilley briefed everyone about the current process explaining that the system used does not capture the reason a parent may want their child to go to another school. As such, parents are offered a place at another school before this has come to light at the residing school by which time it is too late to try to resolve any problems. This issue has been raised with Admissions and more data is to be built into their system to ensure this information is captured which will then alert Headteachers of potential problems in advance. <u>Review of School Improvement Plan</u> (for information only) Mr Lilley said it was important governors understand that the School Improvement Plan (SIP) was a working document and constantly changing. He said it is reviewed every few weeks and that anything major will be brought to governors' attention.	
12	<u>Reports from the Corporate Director for consideration and action (Encs)</u>	Letter(s) and Reports from the Corporate Director Letter(s) and Reports circulated to Heads/Chairs and Clerks from the Corporate Director were emailed to the governing body on the 6/9/2016. The Clerk also emails the information to the Chief Financial Officer and Mrs K Gardiner, (Senior Family Worker) • Collective Worship Governors should: – Consider whether the school's policy on collective worship meets statutory requirements – Consider what their arrangements should be if parents or staff exercise the right of withdrawal – Understand the contribution collective worship makes to promoting 'British Values' and the impact it has on pupils' spiritual, moral, social and cultural development. It was noted that the Academy's RE Policy and Collective Worship Policy were discussed at the recent SIP Committee meeting (8/11/16) meeting and were due for ratification at agenda point 13, Policy Update. • Update on the Integrated Children's Disability Service	

		Governors should ensure: – Information regarding the new Integrated Children's Disability Service, Transitions Protocol and Information, Advice and Support Service is cascaded to relevant school colleagues – School colleagues are informed of launch events for colleagues, partners, providers and families and that they cascade this to families. • Schools Causing Concern – Coasting Schools Governors should: – (working with the Headteacher), ascertain whether the Academy is likely to be identified as a 'coasting school' – Ensure that the Headteacher and the Senior Leadership Team are working with the Local Authority on the preparation of the report, detailing the information requested by the RSC – Research different models of leadership and governance solutions, if this has not already been done – Consider and agree who are the key governors best placed to meet with the RSC or their representative. Although the Academy is not identified as a 'coasting school', Mr Gawthorpe briefed governors on what a 'coasting school' is. • Teachers Pay Scales September 2016 Governors are required to consider the following and decide on an outcome: - If the school accepts the recommendation to apply Table A, the school need take no further action. The 1% increase will be applied automatically to all pay points and allowances in the October payroll, backdated to 1 September 2016 for all teachers, including the headteacher and other teachers paid on the leadership range. - If the school does not accept the recommendation to apply Table A, the Headteacher must urgently discuss the implications for your school with your named HR Business Partner. Governors noted that this was agreed and Table A was <u>approved</u> at the F&P meeting held on the 3 October 2016.	
13	<u>Policy Update</u>	(To approve any policies referred from the previous meeting or committee meetings) As discussed at the SIP meeting on the 8 November 2016, the	

		Governing Body was asked to ratify the following policies: • RE Policy • Collective Worship • Staff (and Volunteer) "Acceptable Use" Policy Agreement / Technical Security Policy • SEN Local Offer (online document) • SEN Annual Report • Anti-Bullying Policy • Sex and Relationships Policy • Safeguarding Policy • Whistleblowing Policy • P.E. Policy • EAL (English as an Additional Language) Policy In addition to the above policies the Governing Body were also asked to approve the • Finance Policy (adopted Nov 2015, reviewed Nov 2016) The above policies were duly ratified. Proposed by: Mr P Gawthorpe Seconded by: Mr R Hattersley All present in agreement.	
14	<u>Receive a report from the Designated LAC Teacher</u>	a. Definitions b. Number of LAC / Post LAC – (excl. EYFS) c. Methods of tracking progress including PRM / PPG forms / EAZMAG factor <u>Definitions</u> Mr Lilley explained the different acronyms and the type of children this includes. <u>Looked After Children (LAC)</u> Children who are taken from their parents and placed in long-term fostercare. LAC children receive a Progress Review Meeting (PRM). This ensures that their attainment and progress is kept under strict scrutiny. LAC children have a 'Personal Education Plan' (PEP) which is led by the Social Worker. It was noted that our LAC children do extremely well in school. <u>Post Looked After Children (Post LAC)</u> These are children who have been temporarily taken from their	

		parents to be looked after, but where a permanent decision has not been made. For example, if a parent was found drunk or had a drinking problem and a decision was taken that the parent(s) was not capable of looking after their child/children. Currently there are 13 Post LAC children in school. Funding is not received for all these children. <u>Special Guardianship Order</u> This is an order that transfers parental rights. <u>Early Years Family Support (EYFS)</u> No funding is received for children who require EYFS. Pupils who are LAC / Post LAC are “tagged” as persistent factors using EAZMAG which means that pupils' progress and attainment is tracked carefully. Sue Denholm is the Nottinghamshire County Council Co-ordinator of the Virtual School and she coordinates the tracking information for all LAC and Post LAC children.	
15	<u>Safeguarding Children in Education, Governors' Compliance Checklist</u> (Enc)	A copy of the completed Governors' Compliance Checklist was attached with the agenda. Amendment: It was noted that a 'tick' was missing at no.19 and that this was omitted in error. Mr P Gawthorpe corrected the document and thereby signed by Mr P Gawthorpe, Safeguarding Governor and Mrs S Cutts, Chair of Governors. The Clerk will post it to the 'Safeguarding Children in Education Officer at Meadow House, Littleworth, Mansfield before the deadline (16/12/2016). Mr Lilley commented that the audit was not easy to complete and that it had been “challenging” with respect to ‘thinking about’ and ‘evidencing’. Mr Lilley said there is an action plan for Safeguarding which is constantly being kept up-to-date. Many of the outstanding features of our Safeguarding procedures are due to this live action plan. Mr Lilley highlighted several recent additions (for example), • an occasion when it came to light that the Academy had been removed from a 'School-Safe List'. This led to Mr Lilley raising his concerns with Steve Edwards (Service director for Safeguarding at Nottinghamshire County Council) , and	Clerk

		questioning why any school would wish to 'opt out' of receiving safeguarding incidents. This is currently being looked into. In addition, a recent court case of a Section 47 family has stressed the importance of accurate record keeping relating to accidents in school. This is being reviewed. Safeguarding: Mr Lilley said Karen Gardiner keeps a file.	
16	<u>Governor Training</u> (Enc)	Report from Training Co-ordinator A copy of the Training Update, Autumn Term 2016, prepared by Mrs B Thorpe, was circulated with the agenda prior to the meeting. <u>NCC Autumn Term Courses 2016</u>: the course list was emailed to governors on the 5/7/2016. An additional email, highlighting the courses available to governors in Bassetlaw only was emailed to governors on the 20/10/16. <u>Course: The Effective Management of Complaints, 24/11/16, St. Anne's Primary School.</u> Mrs A Phillipson requested a place, however due to major roadworks near to her home cancelled her place. <u>Course: 'Essential Skills for Chairs'</u> Mrs Phillipson emailed the Clerk to ask if this was something she could attend even though she was not a Chair. On enquiring with Jon Coales at NCC, he confirmed the course was for Chairs only and recommended Mrs Phillipson look at the NGA's Chair's handbook to gain an insight into the Chair role in the first instance. <u>NCC Spring Term Courses 2017</u>: The Clerk informed that the courses for Spring Term are on the website but at the time of writing her report noted that the 'at a glance' guide is not. The Clerk has emailed Jon Coales about this and to date has received no response. <u>National College for Teaching and Leadership – 'Chair of Governors Development Course', Leeds Beckett University:</u> Following inquiry at Leeds Beckett University, it was confirmed that the course is offered through the University at a cost of £79, (full price £399 less scholarship of £320) Governors were emailed with details at the beginning of September with a contact name telephone number of someone they could speak to about the course. Also, following further inquiry with the University, it was confirmed that providing there are sufficient numbers, courses could potentially run in the Spring and Summer of 2017.	

		To date no governors have expressed interest in doing the course. <u>National College for Teaching and Leadership – ‘Clerks Development Course’, Leeds Beckett University</u>: The Clerk attended Day 2 on the 29 September 2016. Day 3 (the last day) will take place on the 6 February 2017. Review of Training Requirements 2016/17 & Governing Body Self-Review Two self-review forms were outstanding prior to the meeting, however Mrs N Bloomer handed in her self-review evaluation in the meeting. Mr P Gawthorpe's is still outstanding. Unfortunately Mr Lilley was not able to analyse results in time for the meeting.	RTL
17	<u>Governor Visits and Monitor Reports</u> (Encs)	Two monitoring reports (as noted at the SIP meeting held on the 8 November 2016) were enclosed with the agenda. 1) Attendance - ‘How are we improving attendance of pupils’ Date of Report: 15 July 2016 Report by: Mrs S Cutts Summary: Attendance is improving but still needs work throughout the school, with some persistent non-attenders. Will monitor at the end of each Term. Incentives for attendance seems to be working. 2) SEN - Attainment & Progress with Jess Hunter (SENCO) (This is the first visit and meeting for SEN Attainment and Progress.) Date of Report: 3 November 2016 Report by: Mrs A Phillipson and Mrs T Padley A further meeting has been arranged for January 2017. Dyslexia (Staff Training): Mr Lilley said the Academy is investing a lot of money on dyslexia training for staff.	
18	<u>Staffing Update</u>	Apprentice TA (Business interest declared at agenda item 2) Confidential – Removed Temporary Care Assistant, P/T (Business interest declared at agenda item 2) Mr Lilley said there is a child in Year 1 who requires temporary part-time care and briefed governors on the child's needs and circumstances.	

		Carianne Millard has been given the role. She has already established a good relationship with the child and the plans in place to support the child's progress are working well. Class Teacher Vacancy Following an advert placed on the NCC website four to five applications have been received to date. Interviews will be held on the 16 December 2016. Most applicants have arranged to visit the school. Foundation Stage Teaching Assistant / Class Teacher A new plan, from the one previously discussed, will be in place until Easter 2017. There will be 3 groups am and 2 groups pm. Jenny Walker who currently works full-time with a child with ASD will work with this child am only. Mr Lilley assured governors that this will be sufficient support for the child and the interim plans will work well until Easter. ➤ See also 'Confidential Minutes'.	
19	<u>Internal Audit Testing</u> (Enc)	Due to the annual presentation of the year-end accounts no audit committee meeting took place during the Autumn term. Governors noted the Sparken Hill Academy Internal Audit Testing Control Report July 2016 to September 2016, previously emailed to Audit Committee members on the 14/11/16. A summary, compiled by the Chief Financial Officer, of the points raised from the internal audit and action taken subsequently, was attached for reference. No questions from Audit Committee members were raised.	
20	<u>Review of Meeting</u>	• What has been done to impact on outcomes for pupils? • How has the Governing Body held the School Leaders to account? Mr Lilley will update the 'review of meeting ongoing record'.	
21	<u>Notification of AGM</u>	Governors were informed that there would be an Annual General Meeting (for Members only) directly after today's Full Governors' meeting.	
22	<u>Date and Time of Next Meeting</u> (Enc)	The next Full Governor's meeting will be held on Thursday 9 March 2017, 9.30am. A list of all meetings (Full Governing Body and Committees), up to the remainder of this Academic Year was enclosed with the agenda.	

		<u>Christmas Lunch</u> Governors were informed that the School Christmas lunch will take place on Wednesday 14 December 2016 (12noon) to which they are invited to attend. A formal invitation will be emailed to them shortly. <u>School Christmas Fair</u> Governors were informed that the Christmas Fair will take place on Monday 5 December 2016 at the end of the school day.	Clerk
23	<u>Determination of Confidentiality of Business</u>	The Governing Body considered that one item, discussed under 'Staffing Update' (agenda item 18) was confidential and should be recorded separately.	
		There was no other business. Governors were thanked for their attendance and the meeting closed at approximately 12.35pm.	