



SPARKEN HILL ACADEMY

Minutes of the Full Governor's Meeting – Spring Term 2017 **held on Thursday 9 March 2017, 9.30am, Conference Room 1, Sparken Hill Academy**

	<u>Present:</u>	Mrs M Cutts (Chair) Mr R Lilley Mrs E Rodgers Mrs A Phillipson Mrs T Padley Mrs C Middleton. Clerk: Mrs B Thorpe. <u>In attendance:</u> Mrs V Dashper, Chief Financial Officer joined the meeting to report / advise on financial matters at agenda point 10. Onwards. The Chair welcomed everyone to the meeting. The meeting commenced at 9.30am.	
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1.	<u>Apologies</u>	Apologies were received and accepted from: Mr J Hemshall - on holiday Mr P Gawthorpe - work commitment meeting Mrs N Bloomer - home commitment Mr R Hattersley - unwell Mr J Shephard - injury.	
2.	<u>Declaration of Interest</u>	There were no Declarations of Interest for items of business on the agenda.	
3.	<u>Review of Membership</u> (Enc.)	A copy of SHA Governing Body Membership (effective date 9/3/17) was enclosed with the agenda. <u>Vacancy:</u> It was noted there is 1 vacancy for a Co-opted Governor. As the governing body was based on a skills basis, the need to appoint the right person into this vacancy was discussed briefly at agenda point 14.2. <u>3.1 Committee Membership</u> <u>New Member</u> Recently appointed governor, Mrs C Middleton, expressed her wish to join the F&P, Audit and SIP Committees. It was agreed to accept Mrs Middleton onto the Committees.	

4.	<u>Minutes from Previous Meeting</u> (Enc.)	<u>Minutes of the Full Governors Meeting, (Autumn Term 2016), 1 December 2016.</u> The Minutes of the Autumn Term Meeting held on the 1 December 2016, having been previously circulated on the 13 January 2017, were agreed as a true and accurate record and signed by the Chair of Governors, Mrs M Cutts. There were no amendments. Approved by: Mrs C Middleton Seconded by: Mrs A Phillipson All action points have been carried out. Matters arising: There were no matters arising.	
5.	<u>Minutes of Committee Meetings (Spring Term 2017)</u> (Encs.)	<u>F&P Meeting (Spring Term 2017) 9 February 2017</u> The minutes from the F&P Meeting (Spring Term 2017) held on the 9 February 2017, having been previously circulated with the agenda, were agreed as a true and accurate. (To be signed by Mr J Hemshall.) There were no amendments. Approved by: Mrs A Phillipson Seconded by: Mrs M Cutts Outstanding action point: Point 6: Staffing (Confidential Minutes) Re. High ability pupils (tuition): Mr Lilley is still to make enquiries to Worksop College and/or Ranby Preparatory School. Matters arising: Point 6: Staffing (Confidential Minutes) Point 8: Management Accounts - Reforecast Budget Re: Agree a carry forward figure, contingency figure, consider if Family Support extension is realistic/necessary. See Agenda Point 10. Point 9: Services for Schools (LA Buy Backs) <u>Fire Risk Assessment £830, (2 year cycle), to be added to S25 buy back.</u> Governors were notified that there is an additional Buy Back to be approved (as above), to those already approved at the F&P meeting 9/2/17. Approved by: Mrs C Middleton Seconded by: Mrs A Phillipson RESOLVED Point 11: Health & Safety re. Incident in School 27/2/15. Mr Lilley informed there is no current need for representation from the Academy to attend Court.	

		Point 12: Air Conditioning re. further quotes. See Agenda Point 11. <u>Audit Committee Meeting (Spring Term 2017)</u> The minutes from the Audit Meeting (Spring Term 2017) held on the 9 February 2017, having been previously circulated with the agenda, were agreed as a true and accurate record. (To be signed by Mr R Hattersley.) There were no amendments. Approved by: Mrs S Cutts Seconded by: Mrs A Phillipson There were no action points to be carried out. Mr Lilley said this was a very positive internal audit report. There were no matters arising. <u>SIP Meeting (Spring Term 2017) 28 February 2017</u> The minutes from the SIP Meeting (Spring Term 2017) held on the 28 February 2017, having been previously circulated with the agenda, were agreed as a true and accurate record. (To be signed by Mr P Gawthorpe.) There were no amendments. Approved by: Mrs T Padley Seconded by: Mrs A Phillipson Outstanding Action point: Point 5a: Governor Monitoring Days – dates still to be confirmed. Point 8: re. Bullying Information Leaflet – Mr Lilley still to produce. Matters arising: Point 5a: Staff Monitoring Days: dates emailed to governors 2/3/17. Point 7: Governor Code of Conduct) see Agenda Point 12. Medical Needs Policy)	
6.	<u>Correspondence</u>	Dear Accounting Officer (Enc) Letter from Peter Lauener, Chief Executive, Education Funding Agency dated 9/12/2016: This was noted and discussed at the F&P meeting, 9 February 2017. No further 'Dear Accounting Officer' letters were received at the time of the meeting. Governor Newsletter (issue 1, Spring Term 2017) The governor newsletter was emailed to governors by the Clerk on the 10/1/17. Governor Newsletter (issue 2, Spring Term 2017) The governor newsletter was emailed to governors by the Clerk on the 23/2/17. Governors present confirmed they are receiving newsletters regularly from NCC by email and read them. The Clerk also emails a copy to them.	

7.	<u>Principal's Report</u> (Enc.)	<u>Principal's Report, including:</u> • Update on School Self-Evaluation and Development Plan and Pupil Targets • Progress of Vulnerable Groups are making • The Impact of Pupil Premium A copy of the Principal's Report (27 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 should they wish. The Principal talked through his report on screen, giving governors the opportunity to ask any questions. <u>Ofsted Visit:</u> The Principal informed governors he had no idea when Ofsted would come in for inspection although noted, he could, if he wished, ask them for an inspection. Points of note: <u>Number on role</u> = 520, including Foundation Stage. This are 4 pupils less compared to this time last year (as per Spring census date). The slight decrease is due to 4 children relocating out of area. A new family has recently been admitted into school that live on the new building estate adjacent to the school. Indications are that numbers are increasing daily, to the point that new admission numbers will be over-subscribed which may lead to possible appeals. If this happens then an Admissions Committee will be required. Mr Lilley took the opportunity to brief governors on the oversubscription criteria (as outlined in the Academy's Admissions Policy) advising the Academy has chosen to adopt the Local Authority's Admissions Policy. Mr Lilley explained the appeals process and gave examples of when special considerations can be taken into consideration. <u>Class Sizes:</u> Mr Lilley said it will be important to ensure class sizes are no greater than the number already set for Year 1, Reception and KS1 (infant class size limitations of 30). <u>Ethnicity:</u> The school has a good proportion of children from other cultures and backgrounds. Mr Lilley highlighted the Academy's commitment to a new 4 year initiative called 'Schools For Peace', (page 3); a new partnership of schools in Bosnia and Herzegovina, Serbia and the UK. The purpose of the partnership is to help each partner school to make 'peace making' an important part of its educational and community life. Run in partnership with Coventry Cathedral, the project aims to help pupils understand the causes of conflict and ways of resolve it. Achievement <u>Reading:</u> Every year group has made good progress. National Federation for Education Research (NFER) tests have been	
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introduced for the first time in Autumn Term. Progress data will be available in Summer term.

Mr Lilley highlighted a piece of work currently being undertaken in our Early Years Foundation stage (EYFS) to investigate the % of pupils at Age Related Expectations (ARE) in F1 and a comparable % when they exit FS2. A graph was shown highlighting that the attainment of F1 was year on year which was progressively decreasing. Comparable F2 figures (for the same cohort) were showing signs of improving, indicating that overall, progress within FS was increasing more than the final FS2 exit Good Level of Development figures. Compile for Ofsted.

Mr Lilley explained that most pupils at KS2 do well during the 4 years they are at the Academy. However a significant number have a very difficult 4 years (home life / social care / accommodation / foster care / bereavement etc). These difficult circumstances affect many of our children which invariably impacts on some pupil's progress despite the significant support afforded to them and their families.

Triangulation Data: this was looked through and discussed on screen.

Question: A governor asked Mr Lilley if he expected the LA external moderators in school during the Summer Term. Mr Lilley said he would not know but that the LA have an annual duty to visit 10% of maintained Primaries (LA and Academies).

Maths: the re-establishment of a calculation policy and monitoring of progress figures (especially for high ability girls) means that this is now in line with other subjects.

Attainment in maths in May 2016 was the best of all subjects and was broadly at National levels.

Teaching: Autumn term lesson observations were completed for all teachers. Only one teacher was deemed to be 'requiring improvement', all others were rated 'good' or 'better'. Other teaching staff are encouraged to take part in lesson observations, not just the Principal.

Attendance: New initiatives, especially introducing home visits on day 2 of absence where attendance falls below 85% or where pupils are subject to multi-agency input, have had an impact. Attendance has now reached an average of 95% and is increasing. The attendance for the 2016 Autumn Term was the second highest in the last 10 years.

Special Educational Needs (SEND): currently there are 64 pupils on the SEND list. 36 of these pupils receive SEND Support, 28 pupils receive school support.

Punctuality: The Autumn Term combined totals of pupils arriving late into school was 0.65% of pupils on role. This is the lowest ever term in the last 10 years. Historically this has been as high as 3.65% of pupils on role.

Exclusions: Since December 2016, there have been no fixed term exclusions. This follows just one x 1day FT exclusion in September 2016. This is the lowest on record.

Violence: There has been 2 episodes of 'violence to staff' since September 2016. Acts of violence can include lashing out to a member of staff or being verbally aggressive.

Racial Incidents: There have been 2 racial incidents over the past term. One was the use of a derogatory term to another child and one was a description of a shop by a KS1 pupil. All incidents are reported to NCC according to the advice from Ethnic Minority Achievement Service (EMAS).

Community Team

Busy Bees Playgroup: (run by the Manton Children Centre staff). The playgroup has now extended to 2 sessions per week due to popularity.

Increasing development level on entry into Nursery: Karen Gardiner and Kate Phoenix are to start planning on Foundation Stage being an inclusive setting from 'birth to 3 years' with the emphasis on reaching pupils at a younger age to increase development levels on entry.

Child Looked After Data: There are two CLA children on roll, one of these children was accommodated out of area in November 2016 however is still not in education therefore remains on our roll. A new CLA child arrived at the end of January 2017. This pupil has been given 1:1 teaching support and ongoing pastoral support utilising 'Nancy', the Academy's dog.

A further family (4 children in total) are currently at court with final contested hearing planned for August. Mr Lilley represents school at all Court requests.

Safeguarding: Mrs D White's attendance at meetings continues to be a significant element of safeguarding within school. Pupil voice is an identified area of renewed focus that Mrs White is undertaking with all children open under the safeguarding remit.

Mrs White is now a Designated Person for safeguarding along with Mr Lilley and Mrs Gardiner.

Light Touch: Contacts have remained similar to previous months although light touch workload has increased for Karen Gardiner and Claire Campbell due to the differentiation between Mrs D White's role and Mrs S Booker's role.

Staffing

Mrs A Chick retired at the end of Autumn Term.

Mrs K Bown (F2) is due to start her maternity leave at Easter. Changes will be required in the Foundation setting. An advertisement has been placed for 2x teachers on fixed term contracts, to start (if possible) after Easter.

Miss K Wardle left to take up a new post as a Nursery Teacher at the end of last term. The vacancy was advertised before Christmas and Mrs V Marshall (a parent!) has been appointed to the position. Mrs Marshall is currently on maternity leave and will not be able to

		commence her roll until September. In the meantime a supply teacher (Mrs K Haythorn) will cover the position of Y4 Teacher between now and the end of the Summer Term 2017. Mrs J Lee is to retire at the end of the Spring Term 2017. Mrs Lee has been in post for over 24 years. Mrs P Sharpe (supply mid-day) also retires (for a second time!) during the Spring Term 2017. School Life <u>Second Parents Evening</u>: This is due to be held on Tuesday 20th and Tuesday 21st April 2017. <u>Dream Team Theatre Company</u>: The company visited school in December and performed a fantastic 'Cinderella' production. Holy Family School joined us in the event again. <u>Young Acorn Theatre Company</u>: Year 5 undertook a 'play in a week' entitled 'What a Knight'. Mr Lilley commented on how fantastic the production was and said governors will be invited to attend the next production. <u>School 'After School Club' Choir</u>: Members of the choir performed at the inaugural 2017 'Young Voices' held at Sheffield Arena in January 2017. <u>School Council</u>: Mr Lilley highlighted the incredible work of the School Council (as detailed in page 24, paragraph 3), commenting that the 'Rainbow Rewards' initiative is something the School Council have undertaken entirely on their own. <u>Visit from Mrs Julie Taylor from the DfE</u>: Mr Lilley highlighted the visit on Monday 20th February 2017 from Mrs J Taylor who is the Deputy Director, East Midlands & Humber Regional Team, Academies Regional Delivery Group. A brief discussion took place regarding the purpose of her visit. Discussion also took place regarding multi-academies, sharing good practice and working alongside other 'stand alone' academies. Mrs Middleton requested that future requests for support from Sparken Hill Academy (e.g. another local struggling school) might come to FGB or committee. As a practicing Head Teacher, Mrs Middleton currently supports another local school and the work is not onerous. The fact that Sparken Hill Academy / Mr Lilley has been asked to support another school demonstrates confidence from the Local Authority in the ability to elicit positive change. The request was noted. <u>Principal's Comments</u>: Mr Lilley concluded by saying this is a new section and felt it was important to highlight the fact that we now hold an entirely 'different reputation' and one to be very proud of.	
8.	<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 10/1/17. The Clerk also emails the information to the Chief Financial Officer and Mrs K Gardiner, (Senior Family Worker)	

- **Changes to Ofsted Inspections 2016-17**

Governors noted the report and action for governors to prepare for inspection by ensuring the Academy's

- Safeguarding, in particular, the single Central Record is up to date and meets the latest requirements.
- Website meets all statutory requirements, especially reporting the use and impact of the pupil premium fully.
- Inspection dashboard has been used to predict key lines of enquiry and governors understand pupil's performance. Governors know the outcomes well, especially for disadvantaged pupils.
- Summary self-evaluation (SEF) has been shared with governors and school leaders and all agree this is accurate.

- **Safeguarding: a reminder for Governors and School Leaders**

Governors noted the report and action for governors to

- Meet regularly with safeguarding leads to discuss and monitor actions and how the school maintains a high quality of safeguarding arrangements.
- Ensure all staff, but particularly those with Designated Safeguarding responsibilities, access up to date and statutory training and that information is shared with the wider staff team.
- Ensure that the school has a Child Protection Policy which should be reviewed annually and read, understood and signed by all staff. The Headteacher should keep a copy of the signed declaration from each member of staff.
- The policy should be signed off within the first full governing body meeting in the Autumn Term and this should be recorded in the minutes of the meeting.
- All schools should have completed and returned the Safeguarding Audit (formerly known as the governor Compliance checklist) requested by the Safeguarding Children Board and the LA by 17 December 2016 to philip.walmsley@nottscb.gov.uk. Governors should check that this has been actioned and that the school is compliant. In particular, governors should see the evidence for the judgements being made on compliance and should ensure that this is recorded on the Audit checklist. If this has not been done, then please ensure it is completed and returned by February half-term.
- Governors should ensure that the Headteacher adds the monitoring of safeguarding procedures into their monitoring calendar for each term and provides a termly report for governors on the outcome and actions required. This should include ensuring all staff and those with designated safeguarding responsibilities access timely, specified training, in accordance with the LA and the NSCB guidance.

		– Governors should ensure that an annual audit is carried out as part of the robust actions necessary to maintain and develop greater safeguards. • Schools Causing Concern Strategy Governors noted the report and action for governors.	
9.	<u>Governing Body Committee Structure</u>	Mr Lilley asked governors for their thoughts in regard to the present committee structure and whether it would be worth looking into and considering an alternative structure. For example, regular monthly meetings for the full governing body with no committees. This way of working is something the Clerk has noted many academies have now adopted from her discussions with colleagues and trainer at the Clerks' Development Course in Leeds. Hence the Clerk has discussed this with Mr Lilley and the CFO. It is noteworthy however that many of the Clerks attending the training are employed in multi-academies and not 'stand alone' academies. It was also highlighted that the Academy's 'articles of association' would need to be changed if this way of working was felt to be a way forward and that there would likely be a cost implication. Mr Lilley asked if would be worth having a 'working party' to look more in-depth into this, i.e. the 'pros' and 'cons', and then bringing back findings at the next full governors' meeting. Mr Lilley said he would be willing to be on the working party and felt 1 or 2 governors to form a working party would be sufficient. Unfortunately, and also taking into consideration the number of governors who were unable to attend the meeting, no one was forthcoming at this time. Mr Lilley will send an email out to governors with a request for their thoughts on this matter.	RTL
		At this point in the meeting Mrs V Dashper, Chief Financial Officer, joined the meeting.	
10.	<u>Carry Forward Figure / Contingency Figure Consider if Family Support Extension Realistic / Necessary</u>	The CFO advised the meeting: – the current carry forward figure is £340,000. – from discussion with Streets, the Academy's Auditors, the current monthly running costs is now £221,000 – a contingency of between one to two months running costs is considered sufficient. Because the Academy is fortunate to have a significant carry forward the EFA would expect this to be managed appropriately and a contingency to be in place to reduce any future risk. – Short-term and long-term planning should continue to be reviewed. The Principal advised governors that this year's budget (2017/18) has been received and there is difference of +£73,000 (increase due to difference in pupil numbers).	

		Governors were advised that the current staff costs are not eating into the carry forward figure, also that there will always be lulls and peaks. Governors were also advised that they will need to prioritise capital projects in future to ensure the level of contingency remains stable. However, 'Learning and Development' should not be put at risk. Mr Lilley proposed a minimum c/f figure of £220,000 and that this should be the 'zero line' i.e. no further spending agreed beyond this figure. Proposed by: Mr R Lilley Seconded by: Mrs M Cutts All present were in agreement. Strategic Budget and proposed CFWD figure: It was decided that the outline costs for the extension for the Community Team, coupled with a reducing contingency and predicted losses as a result of a National Funding Agreement, means that for now, the capital extension plans will now not be realised.	
11.	<u>Air Conditioning</u> (Encs)	All 3 quotes (as detailed below) were circulated with the agenda and emailed to governors prior to the meeting. The CFO said she has contacted Firbeck as recommended at the F&P meeting but were informed they do not do air conditioning. However they recommended two other companies (Greenhill Air Conditioning Ltd and Bradley Refrigeration) and they were contacted to survey the work and give a quote. MRAC (Mansfield Refrigeration & Air Condition Company Ltd) (As discussed at F&P meeting 9/2/17) £29,959.00 + VAT £3,170+VAT (additional cost for ground floor server room) £1,975+VAT Electrical Work (HAWLEC Electricals quote) = £35,104 + VAT GAC (Greenhill Air Conditioning Ltd) £ 29,998.00 + VAT £3,975.00 + VAT (for Electrics) = £33,973 + VAT Bradley Refrigeration £26882 + VAT (includes electrics) The CFO informed all 3 companies are able to commence the work during the Easter holidays.	

		After careful consideration it was felt that Bradley Refrigeration offer the best value and it was agreed that they should be appointed to carry out the work. No approval was necessary as this was approved at the F&P meeting.	
12.	<u>Policy Update</u> (Encs)	(To approve any policies referred from the previous meeting or committee meetings) Copies of the following policies were emailed to governors prior to the meeting. * Revised Governor Code of Conduct * Gift and Hospitality Policy (new policy) * Behaviour Management Policy * Anti-Bullying Policy * Medical Needs Policy The Pupil Attendance Policy was discussed on screen only. Revised Governor Code of Conduct (Approve and Chair to sign) This was circulated and amendments discussed at the SIP meeting on 28 February 2017. Gift and Hospitality Policy Mr Lilley went through this new policy with governors on screen. The policy includes information on the following: <u>Background:</u> covers the Academy's commitment to ensure the highest levels of integrity, honesty and accountability in all its business dealings, gives the standards of propriety and professionalism that all staff, trustees and governors are expected to maintain. Includes information re. the Prevention of Fraud and Bribery Act 2010 and covers what this Act states is a 'criminal offence'. Confirms that the academy holds a 'Gifts and Hospitality Register' and that all gifts/hospitality accepted with a value of between £20-£50 must be recorded in the registers and that gifts valued over £50 should be reported to the Accounting Officer (the Principal) for consideration and approval prior to acceptance. <u>Definition:</u> covers meaning of 'gift' and 'hospitality'. <u>Dealing with Gifts and Hospitality</u> <u>Non Compliance.</u> Behaviour Management Policy Briefly the policy contains sections on the following: principles, aims and expectations, rewards and sanctions, the role of the Class Teacher, the role of the Principal, the role of Parents, the role of Governors, fixed-term and permanent exclusions, monitoring and review (every 2 years). Pupil Attendance Policy	

		Mr Lilley went through this policy on screen. Anti-bullying Policy Mr Lilley went briefly through the policy highlighting the STOP campaign which the school uses. This policy should be reviewed every 2 years. Medical Needs Policy Mr Lilley informed that having reviewed the policy he has made changes to a child's care plan in respect of how the child's Epipen was transferred throughout the lunch-time period. Relevant staff receive training to use the Epipen. Miss J Hunter ensures that she has all healthcare information from parents. Medicines are recorded on a form and kept in safe storage. The above policies were approved. Proposed by: Mr P Gawthorpe Seconded by: Mrs S Cutts All present in agreement. <u>Governor Code of Conduct Annual Signing of Disclaimer Form</u> Governors present signed their annual disclaimer form confirming they had read the revised Governor Code of Conduct and agreed to its contents. Those governors who were not present will be contacted with a request for them to sign their form.	Clerk
13.	<u>Report from Designated LAC Teacher</u>	This was covered in the Headteacher's Report.	
14.	<u>Governor Training</u> (Enc)	• Report from the Training Co-ordinator A copy of the Training Update, Spring Term 2017, prepared by Mrs B Thorpe, was circulated with the agenda prior to the meeting. <u>NCC Spring Term Courses 2017</u>: the course list was emailed to governors on the 1/12/16. <u>NCC Summer Term Courses 2017</u>: the course list was emailed to governors on the 20/2/17. The Clerk informed that the courses for Summer Term are on the website but at the time of writing her report noted that the useful 'at a glance' guide is not. The Clerk has emailed Jon Coales about this and to date has received no response. <u>Course: 'Essential Skills for Chairs'</u> - 1/2/17, 6.30pm, Ordsall Primary School, Retford Unfortunately Mrs A Phillipson was unable to attend due to a Y6 SATs meeting after school.	

		<u>Course: 'Improving Governor Knowledge & Skills' - 20/2/17, 6.30am, St. Anne's CofE Primary School, Worksop</u> Mrs A Phillipson attended this training. <u>Course: New governor Hub training</u> (free places for all governors) - 22/2/17, Edwinstowe House, Edwinstowe Mrs A Phillipson attended the training. <u>Course: RAISEonline</u> - 9/3/16, St. Anne's CofE Primary School, Worksop Mrs A Phillipson is booked to attend this training. <u>National College for Teaching and Leadership</u> - 'Clerks Development Course', Leeds Beckett University: The Clerk attended Day 3 (the last day) on the 6 February 2017. <u>Shared training course with St. Anne's CofE Primary School Governing Body</u> The Clerk was contacted by Mrs D Bates who is a governor and also acts as the governor training co-ordinator at St. Anne's School, Worksop. Mrs Bates wanted to know if our governors would be interested in sharing the cost for the following school-based training course: Title: Moving to Good and Outstanding Governance Venue: St. Anne's CofE Primary School, Worksop Start time: 6.30pm (approx. 2 hours duration) Dates: Either 27 April 2017 to 4 May 2017. Governors were emailed with information prior to the meeting. It was felt the course would be useful as well as cost-effective and is a good way of sharing knowledge and building a strong relationship between our two local schools. Governors present confirmed their availability for the dates given. The Clerk will email governors not present for their availability and will get back to Mrs Bates who will then liaise with St. Anne's governors and get back to governors. Once confirmation of a date has been received the Clerk will email governors. • Governor Training Co-ordinator Mr Lilley asked if there was any governor who would be willing to take on the role of 'Governor Training Co-ordinator' highlighting that the Clerk took on the role when Mrs A Buffrey (staff governor) resigned but ideally the role would be more suited to a governor as is the usual case on many governing bodies. Mrs E Rodgers agreed to take on the role. The Clerk offered her help and support with the handover. • Review of Training Requirements 2017/18 & Governing Body Self-Review	Clerk
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		Mr Lilley went through the results on screen from the Governing Body Self-Review questionnaire undertaken in the Autumn Term 2016. This was emailed out to governors prior to the meeting. The questionnaire highlighted that any person appointed into the 'Co-opted' governor vacancy or future vacancies should ideally have experience of some and/or all of the following: • previous governor/trustee experience at another school/academy • has experience of Chairing • Leadership experience • Performance management experience • has links within the community • is a local business person or has links with local businesses.	
15.	<u>Governor Visits and Monitor Reports</u>	<u>Note:</u> There have been 4 Governor Monitoring Visits this term to date, 3 of which were circulated and discussed at the SI Meeting held on the 28 February 2017. <u>Governor Monitoring Summary Report – 3/3/17 completed by Mrs M Cutts</u> Mrs Cutts distributed a copy of her report in the meeting. The purpose of her meeting was to discuss with Mrs D Moore ICT usage and future updates. Mrs Cutts briefed governors on her visit highlighting the main points as follows: • more sound recorders and listening centres are needed • an ICT storage trolley is needed • screens are starting to go. (It was noted that most were purchased in 2011, therefore lifespan is similar. Also that disposing of them is difficult as they are extremely heavy and that the manufacturer has a duty to dispose of them.) • Mrs Moore has attended a course in Newcastle regarding computer safety. She is now an 'ambassador' for training teachers and parents in computer safety and intends to work with parents to pass on her knowledge in this area.	
16.	<u>Review of Meeting</u>	Governing Body to determine • What has been done to impact on outcomes for pupils? • How has the Governing Body held the School Leaders to account? Governors felt they: - considered and agreed the carry forward figure - approved, (taking into consideration 'best value'), the air conditioning - approved Teacher (Year 4) - viewed the current admission criteria arrangements.	

	<u>Date and Time of Next Meeting</u>	It was agreed that the next Full Governor's meeting should be changed from Thursday 29 th June 2017, 9.30am to <u>Thursday 6 July 2017</u> , 9.30am. This is because the 29/6/17 conflicts with the School Sports Day. The Clerk will notify governors of the change of date.	Clerk
	<u>Determination of Confidentiality of Business</u>	The Governing Body considered that no items of business discussed were confidential and should be recorded separately.	
		There was no other business. Governors were thanked for their attendance and the meeting closed at approximately 1pm.	