



SPARKEN HILL ACADEMY

Minutes of the Full Governor's Meeting – Summer Term 2017 **held on Thursday 6 July 2017, 9.30am, Conference Room 1, Sparken Hill Academy**

	<u>Present:</u>	Mrs M Cutts (Chair) Mr J Hemshall (Vice-Chair) Mr R Lilley (Principal) Mrs E Rodgers Mrs A Phillipson Mrs C Middleton Mr P Gawthorpe Councillor J Shephard Clerk: Mrs B Thorpe. <u>In attendance:</u> Mrs S Sparks for part of the meeting only. The Chair welcomed everyone to the meeting. The meeting commenced at 9.30am.	
			Action
1.	<u>Apologies</u>	Apologies were received and accepted from: Mrs N Bloomer - work commitment Mrs T Padley - work commitments due to unforeseen supply absence. Mrs M Cutts informed she has tried to contact Mrs Bloomer by telephone on several occasions but had been unsuccessful however she will continue to try to get in touch as soon as possible.	
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 6.7.17) was enclosed with the agenda which highlighted 2 Co-opted Governor vacancies. (Refer to Agenda item 5.)	
4.	<u>Election of Vice-Chair of Governors</u>	Mr J Hemshall will continue as a governor and in his roles as Vice-Chair of Governors and Chair of the F&P and Audit Committees until new governors are on board and there is someone within the Governing Body ready and willing to take on the role. Mr Hemshall was thanked for his support and commitment. It is anticipated that at the next Full Governors' meeting	

		(30/11/2017) there will be someone within the Governing Body to take on the roles that Mr Hemshall has done for many years.	
5.	<u>Appointment of New governors and Allocation to Committees</u>	<u>Mrs S Sparks</u> Mrs M Cutts informed she had an informal meeting with Mrs Sparks on Friday 30 June 2017. Mrs Sparks currently works for BPBP (Bassetlaw Primary Behaviour Partnership). Mrs Sparks was introduced to everyone on the Governing Body and invited to share a little of her personal background and interests as well as her work experience and current role within BPBP. <i>At this point in the meeting Mrs Sparks was asked to leave the meeting.</i> Approval The Chair sought governors' approval to appoint Mrs Sparks as a Co-opted Governor. There was no objections. The decision was unanimous. Mrs Sparks was invited back into the meeting, informed of the decision and welcomed onto the Governing Body. The Chair asked Mrs Sparks to liaise with Mrs E Rodgers (Governor Training Co-ordinator) regarding her training needs. <u>Mr Matthew Burnell</u> Mrs M Cutts informed she had arranged to meet with Mr Burnell but unfortunately, due to an injury, Mr Burnell was unable to attend. However, Mr Burnell had provided Mrs Cutts with a brief summary of his background outlining some of the roles he has undertaken in the past as well as the role he currently does, a copy of which was distributed to everyone in the meeting. Mr Burnell is now a Church and Community Minister at St. Paul's Manton and works with the Priory Church Team. Mr Burnell also comes into school to delivery assemblies approximately once a month and is also a governor at St. Augustine's School, Worksop. Approval The Chair sought governors' approval to appoint Mr Burnell as a Co-opted Governor. There was no objections. The decision was unanimous. The Chair asked the Clerk to inform Mr Burnell of the decision. <u>Allocation to Committees</u> It was noted that apart from one governor, most governors serve on the majority of committees, and, bearing this in mind, a governor suggested if it would be reasonable therefore to change our 'Articles of Association' to state that new governors appointed would need to	Clerk

		stand on at least one of the committees or all. In respect to serving on the different committees, Mrs Sparks said she would ideally want to do what the majority of the other governors do. It was agreed that the two new governors should be encouraged to attend as many committee meetings in the Autumn Term 2017 and agenda this item for the next Full Governors' meeting 30/11/2017. <u>'Expression of Interest' for Governor Vacancy</u> It was noted that a gentleman (Mr Stephen Smith) emailed the Principal in June 2017 expressing interest in becoming a governor at the school should a vacancy arise in the future. Mr Smith is a Secondary School Teacher and has experience as a primary and secondary school governor. He is also on the Board of Directors for a Homeless Charity in Rotherham. It was agreed that the Chair would contact him. Mr Lilley was asked to provide the Chair with Mr Smith's contact details.	FGovs mtg. Nov 17 Chair/ RTL
6.	<u>Persons with Significant Control Register (Enc)</u>	The Clerk highlighted that the register, as it currently stands, was correct at the time prior to this meeting. There were no changes noted at this time apart from the amendments below. <u>Amendments:</u> The date of birth shown for Mr J Hemshall and Mr P Gawthorpe are not correct. Mr Hemshall's DOB has been put down as Mr Gawthorpe's DOB and vice-versa. The Clerk will email the CFO with the request to amend the document. Due to anticipated changes to the Governing Body and Committee structure at the end of November 2017, it was agreed that this would need to be an agenda item at the Full Governors' meeting 30/11/2017.	Clerk to email CFO FGovs mtg. Nov 17
7.	<u>Minutes from Previous Meeting (Enc.)</u>	<u>Minutes of the Full Governors Meeting, (Spring Term 2017), 9 March 2017</u> The Minutes of the Spring Term meeting held on the 9 March 2017, having been previously circulated, were agreed as a true and accurate record and signed by the Chair of Governors, Mrs M Cutts. There were no amendments. Approved by: Mr R Lilley Seconded by: Mr J Hemshall <i>At this point in the meeting (10.00am) Mrs Sparks left the meeting.</i>	
8.	<u>Minutes of</u>	<u>F&P Meeting (Summer Term 2017) 8 June 2017</u>	

	<u>Committee Meetings (Summer Term 2017)</u> (Encs.)	The minutes from the F&P Meeting (Summer Term Term 2017) held on the 8 June 2017, 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: Mrs M Cutts Review of Actions: Point 8: <u>Music Provision</u> Mr Lilley informed Mr M Thornton, (who is currently employed as an Inspire tutor for the Local Authority), has agreed to take on the music provision in school privately and commented what an inspirational music teacher he is. Mr Thornton can teach guitar, string instruments and digital music. Unfortunately Mr Thornton will not be able to start until January 2018 due to existing commitments within the team at Inspire. Inspire have recently sent the Academy an inventory of the instruments they have on record that are on loan to the school. Mr Lilley said the inventory was not correct and as a consequence Mr Thornton has undertaken an audit of all instruments held in school. <u>Areas of Additional Funding</u> Dulux Paint Company – See agenda item 9. <u>F&P Meeting, 13 June 2017 (One agenda item meeting)</u> The minutes from the F&P Meeting held on the 13 June 2017, 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 P Gawthorpe Seconded by: Mrs E Rodgerss Review of Actions: Point 3: <u>Update, Foundation Play Project</u> Mr Lilley informed David Wilson have agreed (verbally and in principle) to do the work and will supply the correct sand (play sand) needed for the project. It is hoped that all this work will be free of charge. <u>New Telephone/Communication System</u> Mr Lilley informed there has been an audit of the new telephone system this morning. It is anticipated that there will be a significant cost saving.	
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SIP Meeting (Summer Term 2017) 13 June 2017

The minutes from the SIP Meeting (Summer Term 2017) held on the 13 June 2017, 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: Mrs C Middleton

Seconded by: Mr R Lilley

Review of Actions:

Point 11: Local Authority's Annual Review of Safe-guarding Audit

The Chair reminded governors that all governors are invited to attend (11/9/2017, 3.30pm to 5pm).

Note: No Audit Committee meetings were held during the Summer Term 2017.

9.

Financial Reporting

Budget 2017/2018

Further to the F&P meetings held on the 8 June 2017 and again on the 13 June 2017, governors were distributed with the following documents -

a revised 2017/18 Year End Forecast Report and attached 2017/18 Budget Setting Review Summary.

2017/18 Year End Forecast Report

B/fwd Funds = **£307,864** (*as previously reported)

Forecast Surplus/Deficit (Incl Capital Funds) = **£325,848** (*not £309,466 as previously reported).

2017/18 Budget Setting Review Summary

Description	Version 2 Budget Allocation	Revised Budget Allocation	Notes
Premises Staff O/T re. BB callouts etc.	£1,500	0	
Finance/Admin O/T	£2,000	£1,000	
Agency Catering Cover	£1,000	0	
Cleaning Materials	£7,000	£6,000	
Rewards	£6,000	£4,000	
EAL	£1,000	£200	
Numeracy	£1,000	£1,000	
RE	£1,000	£500	
SEN	£1,000	£500	
Playworker	£2,000	£1,000	
Literacy	£5,000	£1,000	
Music (Instruments)	£5,000	£5,200	
IT Equipment Education (Teacher Laptops)	£3,000	£2,000	
Music Provision	£0	£5,000	

(I Mac Software – Fixed asset)			
Music Provision (Inspire)	£26,000	0	
CPD Teachers	£8,000	£5,000	
CPD Non-Teaching	£7,000	£5,000	

Notes:

Dulux Paint Company RTL

Apprenticeships

RTL was approached by Kath Walker (chair of the Big Local project for Langold / Carlton and Costhorpe). She had heard that we were already employing an apprentice who lived in Carlton (B.Nicolson) and indicated that this post could be funded by the LCC Big Local. Following a visit in the holidays, Kath also expanded the offer to a further 2 Apprentices - fully funded for 3 years (2 years for BN) and including £3,000 for training costs.

Mr Lilley sought governors' approval to take on 2 addition new apprentices and briefly discussed each candidate.

Proposed Apprentice 2: Young man, currently 15/16 years of age who is aspiring to become a music teacher.

Proposed Apprentice 3: Young lady, aged 18, who wants to work with young children in school ideally of Nursery/Foundation age.

Proposed Funding for 3 apprentices				
	Training Costs @ £1,000/yr	Year 1 Salary inc. on costs	Year 2 Salary inc. on costs	Year 3 Sallary inc. on cost
Apprentice 1 (Existing)	2,000	-	10,118.00	10,321.00
Apprentice 2	3,000	7,930.00	10,219.00	10,321.00
Apprentice 3	3,000	7,930.00	10,219.00	10,321.00
Total 3yr costs	85,379.00			

Mr Lilley also reminded the GB that the training would be delivered by BTA (family link as per Percuniary Interests)

Approval

Proposed by: Mr P Gawthorpe

Seconded by: Mr J Hemshall

Services to Academy – External Contracts 2017/18**Grounds Maintenance**

ND Services Ltd (current provider)

Cost £8,481.80 annual, £706.81 per month.

IT Support

		Jasmine IT (current provider) Cost £15,834.00 annual, £1319.50 per month. Staff Absence Insurance Schools Advisory Service (SAS) Cost £26,933.91 Mr Lilley and Mrs E Rodgers both commented that, in their opinion, this is a very good policy. Ratification / approval of Budget 2017/2018 & Services to Academy - External Contracts 2017/2018 Proposed by: Mr P Gawthorpe Seconded by: Mr J Hemshall All present were in agreement. RESOLVED Risk Register (Update) Governors were provided with a print out of the descriptors for 'high', 'medium' and 'low' impact and the probability of risk occurring. It was noted that an intensive spreadsheet is kept.	
10.	<u>Principal's Report</u> (Enc.)	<u>Principal's Report, including Pupil Premium Expenditure 2016/2017</u> Mr Lilley went through his report (17 pages) and gave governors the opportunity to raise any questions after each section. Points of note: Current number on roll 538 (including Foundation Stage). FS2 is technically 'Full' at 75, Y1 is over PAN with 77. Number of classes, 15, structure remains the same. <u>Achievement</u> EYFS teacher assessments have demonstrated a significant improvement on all recent results. We have managed to attain 50.2% GLD which represents a huge increase on our results but is still low compared with National expectations. This will be a continued focus for subsequent years. KS1 SATs: early indications are that results will be down on last year due to the nature of this cohort. Year 2 Assessment Summary RTL Mrs Middleton challenged Mr Lilley re. Year 3 Teacher expectations and whether targets had been established / shared with all staff members. Mr Lilley assured governors that this had already taken place and that progress for this group will be the priority over KS2.	

		RTL pointed out that a large proportion of children were just below. Not exceeding in writing. Bar set incredibly high in writing and requiring children to not only read but to be able to understand the text. PG challenged RTL over why the results were quite so low. RTL stated that turnover from F2 to Y2 had been high; ten students had been admitted who were new to the country. A number of GLD students had left (transience is a feature of the school) meaning that this was effectively a 'perfect storm' affecting (acutely) this particular year group. It should, however, form a very strong basis for outstanding progress over time. Year 6 SATs: all children in year 6 completed SATs tests. Results were not yet in but we were not surprised by the tests this year. Moreover, due to Mrs Joanna Michalowska and Miss Kate Curry (both Y5 members of staff) being off, the decision was made to split the cohort in order to maintain test integrity. This was undertaken and though difficult (logistically), it was felt that pupils preferred smaller groups. RTL confirmed that the group was separated throughout the tests and all permissions were sought from the National Curriculum Assessment Tools website (NCA Tools) beforehand. LA Monitoring Visits: there have been no visits from the Local Authority for KS2 monitoring this year. The Academy has continued to work with a number of schools to jointly moderate work. National focus on SPAG next year. Initial progress measure looks good. <u>Teaching</u> Lessons observations for the Spring/Summer Term have been completed for most staff and so far all have been positive observations. Mr Lilley commented that the teaching structure in school is very stable and work in books is very good. Attendance: Attendance reached the second highest total at 94.51%. Home visits are going exceptionally well. Exclusions: Exclusions this year have remained at an all-time low. There has been only 2 fixed-term exclusions which is the lowest FT exclusion rate on record for the school. The Academy recently hosted a Traveller play called 'The Crystal Vardo' which explained the history of Gypsy Roma Travellers and the associated issues that this culture has had to ensure over the ages. This was arranged at short notice by the Local Authority TECT team (Trackling Emerging Threats to Children Team). We were joined by St. Annes CofE Primary School and Holy Family Primary School. The Academy is also hosting some Prevent Training, 'Remember,	
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		Learn, Pledge' on Friday 14 July 2017. Whole School Training Delivery: Mid-day staff completed 'Neglect in Serious Case Reviews' training with Mrs K Gardiner in response to Nottinghamshire Safeguarding Children Board advice and NSPCC research re. 'How Safe are our Children?'. The training will be disseminated to Teachers and Teaching Assistants next academic year. Parenting Courses/Involvement: Solihull has been running for 6 weeks and has been regularly attended by 11 parents. Weekly feedback is 100% positive. Safeguarding: The reports highlights the safeguarding team's identified areas within their remit requiring attention and any recommended actions. School Life: Year 5/6 children are due to complete a 'Play in a Week' called 'Pirates of the Curry Bean'. All governors were invited to attend. Sporting Events / P.E.: The report highlights key achievements in sporting events with a special mention to Mrs Paton and Mrs Johnson who have co-ordinated sport provision full-time again this year and, as a result of their hard work, the Academy is proud to be recipients of the 'Saninsbury's School Games Gold Award'. Swimming: It was noted that 92% of our Y6 children will leave school having attained their 25m swimming certificate. It is hoped that it will be 100% by the end of this term. Governors were also provided with a separate report entitled 'PE and Sport Review 2016 to 2017'. ➤ See Confidential items.	
11.	<u>School Improvement Plan (Draft) 2017/2018</u>	School Improvement Plan (Draft) 2017-18 including Pupil Premium Planned Expenditure 2017-18 Mr Lilley went through the Draft School Improvement Plan 2017-18 on screen giving governors the chance to raise any questions. Points of note: Commitments are the same as last year. Multi-Academy Trusts (MATs) - raised this as any alternative available funding currently seems only available to MATs. Mr Lilley is to raise MATs at the next Heads meeting. A very brief discussion ensued re. models of working, e.g. the 'Co-op' model. SAG: to raise PE: introduced PE into this year's SIP – C Johnson to finalise and deliver to Gobs when ready. Maths: focus on reasoning and higher ability pupils. Behaviour: to cut fixed term exclusions to zero Continuation of positive reinforcement or rewards including 'Rainbow Rewards'	

		To reduce T3 and T4 children by 50% Attendance: there are lots of targets to retain and increase the current level of attendance. Data pages: these are not included on the front pages as they have not been released yet. The SIP was noted and approved by Governors.	
12.	<u>Reports from the Corporate Director (Encs)</u>	Copies of the 3 reports were enclosed with the agenda and also emailed to governors on the 18th April 2017. Competency Framework for Governance Governors noted that the framework is non-statutory, and is designed to be read alongside the Governance Handbook and the Academies Financial Handbook for academy boards and trustees and the action for governors to consider. Construction Work in Schools – A Guide to Self-Managed Projects Governors noted the report. Keeping Children Safe in Education Governors noted the report and the action for governors. The Academy does not purchase NCC HR Service. The Clerk informed that the Academy's Safeguarding Lead and CFO is emailed with all documents sent to her from the Corporate Director.	
13.	<u>Communication</u>	13.1 Dear Accounting Officer (Enc x 1) Governors noted the email sent to Dear Accounting Officers/CFOs on the 26 June 2017 regarding the Budget forecast return (BFR) 2017/18. 13.2 From the Chair Other than the brief summary received from Mr M Burnell re. the Co-opted Governor Vacancy as discussed at agenda item 5, no other communication to report from the Chair. Confidential - Removed Proposed by: Mrs C Middleton Seconded by: Mrs S Cutts All present were in agreement. <u>Potential request to retain a current Year 6 Pupil for a further year in 2017/2018</u> Mr Lilley informed governors that there is a very strong likelihood that the Local Authority will ask the Academy to retain a Year 6 child for a further year and explained the	

		circumstances and nature of the child's difficulties. Governors were assured that if this was the case, then the Academy would be able to accommodate this request. 13.4 From the Clerk Governor Newsletter (issue 1, Summer Term 2017) The governor newsletter was emailed to governors by the Clerk on the 18/4/17 and 4/5/17. Governor Newsletter (issue 2, Summer Term 2017) The governor newsletter was emailed to governors by the Clerk on the 23/6/17. 13.5 <u>Email 27/6/17 to RPA members re. Tragic Fire in Kensington</u> Governors were given a copy of the email sent to all RPA members as well as the attached document from Mike Green, Director of Capital Education & Skills Funding Agency regarding the Grenfell Tower Fire - Advice and Information Request for Schools noting that Mr Lilley has responded to the request.	
14.	<u>Approval of In-Service Training Days</u> (Encs)	Governors noted the In-Service Training Days 2017/2018, as discussed at the SI Meeting on the 13/6/2017.	
15.	<u>Receive a Report from the Designated LAC Teacher</u>	This was covered in Agenda item 10. Principal's Report	
16.	<u>Review of Delegation and Organisation of Committees</u> (Encs)	16.1 Agree Committee Structure and Membership of Committees (Including Chairs/Vice Chairs) Item deferred until the next Full Governors' meeting. 16.2 Approval of Delegation – Decision Planner 2017/2018 Governors noted and approved the Decision Planner 2017/18. 16.3 Note Annual Planner 2017/2018 to Support Agenda Setting This was discussed at the last SIP meeting (13/6/2017). 16.4 To Approve any Policies referred from the previous meeting or Committee Meetings The following policies were noted and ratified. Lettings Policy Science Policy Governor School Visits Policy Staff handbook Staff Induction School 'Lock Down' Policy	FGovs mtg. Nov 17

		<u>Therapy / Reading Dog Policy</u> Mr Lilley informed governors the Academy has a Therapy / Reading Dog Policy and commented on how beneficial 'Nancy' (the Academy's school dog) has been both educationally and emotionally for our young people in school. 16.5 To note the updated 2017/2018 Policy Checklist and agree arrangements for reviewing policies This was discussed at the last SIP meeting (13/6/2017). 16.6 Appointment/re-appointment of Link Governors It was agreed that governors would carry on in their current link roles. <u>Health & Safety Governor</u> Mrs A Phillipson agreed to take on this role. Mr Lilley offered his thanks to her.	
17.	<u>Report from the Training Co-ordinator</u>	Shared Training Course with St. Anne's CofE Primary School Workso <u>Title:</u> Moving to Good and Outstanding Governance <u>Date:</u> 15 June 2017 Five 5 governors from Sparken Hill Academy attended the above course. 17.1 NGA Gold Membership (Nov 2017 to October 2018) The Clerk informed that membership will be due for renewal in November 2017 and asked governors if they wanted to renew membership for a further year. The cost is £260.00. It was agreed to renew Gold membership for a further year.	
18.	<u>Governor Visits and Monitor Reports</u>	Although no governing monitoring reports were brought to the meeting it was noted that there have been 3 governor monitoring visits this term as follows: Mrs A Phillipson: Literacy (Mrs E Rodgers' class) Mrs A Phillipson: SEN (Mrs J Hunter) Mrs M Cutts: Attendance (Mrs S Booker) Governors were asked to bring/submit their monitoring reports to the next meeting (Committee or Full Governors'). Mr J Hemshall informed he has arranged to meet with Mrs K Owens to undertake Maths monitoring on the 11 July 2017. <u>Costing: Family Support Team/Pupil Premium</u> At this stage in the meeting Mr Lilley briefly showed governors on screen a costing analysis re. Family Support Team / pupil premium. This would be reflected in the Pupil Premium Expenditure Report.	AP/SC JH

19.	<u>Review of Individual 'Meet the Governor' information (School Website)</u>	Governors were reminded to email the Clerk with any amendments to their personal 'Meet the Governor' information on the Academy's website so that this can be updated/amended by Mr Lilley in time for the start of the new academic year. It was noted that some information on the Academy's website is out of date and that this should be amended/taken off as soon as possible, certainly before the start of the new academic year.	All govs RTL
20.	<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 challenged the Principal regarding - strategic direction - data results, in particular KS1 stats results.	
21.	<u>Date and Time of Next Meeting</u>	<u>Thursday 30 November 2017</u>, 9.30am. 21.1 Confirmation of all meetings (Full Governing Body & Committees) Academic Year 2017/2018 Governors agreed the meeting date and time of all meetings on the list from September 2017 upto and including 30 November 2017. It was agreed to confirm the times of remaining meetings at the next Full Governors' meeting on the 30 November 2017.	FGovs mtg. Nov 17
22.	<u>Determination of Confidentiality of Business</u>		
		There was no other business. Governors were thanked for their attendance and the meeting closed at approximately 12.15pm.	