SPARKEN HILL
ACADEMY

Minutes of the Full Governor's Meeting – Autumn Term 2015

held on Thursday 3 December 2015, 1.00pm, Conference Room 1, Sparken Hill Academy

	Present:	Mrs S Cutts (Chair), Mr R Lilley, Mr J Hemshall, Mr P Gawthorpe, Mrs E Rodgers, Mr R Priestley, Mrs N Bloomer, Mr R Hattersley, Mrs Annette Phillipson. Mr J Shephard arrived at 1.30pm. Note: Mrs N Bloomer, Mrs A Phillipson and Mr R Priestley (all with children in school) had to leave the meeting at approximately 3.25pm. Clerk: Mrs B Thorpe. In attendance Mrs V Dashper, Chief Financial Officer.	
1.	**Apologies**:	Apologies were received from Mrs A Kilroe and Mrs T Padley.	
			Action
2.	**Declaration of Interest**	There were no declarations of interest, either direct or indirect, for items of business on the agenda. Pecuniary Interest Forms: Mr R Hattersley completed and signed his Pecuniary Interest Form. Mrs A Phillipson completed and signed her Pecuniary Interest Form. Mrs A Kilroe's is currently outstanding, the Clerk will follow this up.	Clerk
3.	**APO1 Forms**	Mr R Hattersley Mrs A Kilroe Mrs A Phillipson Mrs T Padley Information pertaining to AP01 forms for the above has been provisionally completed by Mrs V Dashper, to be checked and signed by the above after today's meeting. The completed AP01 forms will then be submitted to Streets for them to submit to Companies House to update director records.	VMD
5.	**Appointing of New Governors**	Note: Item 5. on the agenda was dealt with before item 4. Mr R Hattersley left the room for this item in the meeting. Appointment of new Governors Mr Roger Hattersley (Co-opted Governor) Mrs Angela Kilroe (Co-opted Governor)	

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		Mrs Annette Phillipson (Parent Governor) Mrs Tracey Padley (Staff Governor) Proposed by: Mr J Hemshall Seconded by: Mr R Priestley All present were in agreement. Mr Hattersley re-joined the meeting.	
4.	**<u>Review of Membership</u>** (Enc. with Agenda)	A copy of the SHA Governing Body Membership (effective date 3 December 2015) was circulated with the agenda. Membership is as follows: Mrs Marion Cutts — Community Mr R Priestley — Community Mr J Hemshall — Co-opted Mr R Hattersley — Co-opted Mrs A Kilroe — Co-opted Mr P Gawthorpe — Partnership Councillor J Shephard — Partnership Mrs A Phillipson — Parent Mrs N Bloomer — Parent Mr R Lilley — Principal Mrs E Rodgers — Staff (Teaching) Mrs T Padley — Staff (Support) <u>Amendment</u>: One amendment noted as follows: Re. Mrs A Kilroe – telephone number incorrect. The Clerk will amend. <u>Invitation to the School Christmas Lunch</u> Given Mrs C Beattie and Mrs J Kitchen, (2 governors who recently resigned and who served as governors for a considerable length of time), it was felt they should be invited to the School Christmas Lunch. The Clerk will invite.	Clerk Clerk
6.	**<u>Minutes from Previous Meeting</u>** (All minutes enc. with Agenda)	**<u>Full Governors Meeting, 25 June 2015</u> (Summer Term)** The Minutes of the Full Governors Meeting (Summer Term 2015) held on the 25 June 2015, having been previously circulated with the agenda, were agreed as a true and accurate record and signed by the Chair, Mrs S Cutts. <u>Amendments</u> One amendment noted, as follows: Point 9) – Re. Inset Days: Day 5 should read 'Monday 25 July **2016'** not 'Monday 25 July 2015'. Matters arising: Point 3) – <u>Membership</u>: Mrs N Bloomer and Mr R Priestley are now on the Membership list. – <u>Thanks</u>: Thank you letters from Mr Lilley and the Chair have been sent to Mrs J Kitchen following her resignation as governor. – <u>Disposal of Governor Papers</u>: The Clerk confirmed Mrs J Kitchen has returned any papers pertaining to her role as governor following her resignation and that these have been shredded.	

- Academy Email Access problems: The Clerk informed that she has liaised with the Academy's IT Service; everyone on the Full Governing Body was issued with a password and those who have had difficulty gaining access (Mrs C Beattie, Mrs N Bloomer and Mr J Shephard) have been given help in this matter. The Clerk informed that she has passwords for new governors Mr R Hattersley, Mrs A Kilroe and Mrs A Phillipson. Their passwords will be given to them following today's meeting and they will be shown how to gain access to Office 365. Mrs T Padley (new Staff Governor) already has SHA email access and has confirmed she already uses Office 365.

Point 10)

- Appointment / Re-Appointment of Link Governors: This still needs to be sorted. Mr Lilley suggested having a more dynamic approach to Link Governors – perhaps to have an annual agreement on a select few (detailed) Link Governor posts rather than have numerous posts which may / may not link to the current School Improvement Plan. He will bring a formal proposal to the next School Improvement Committee (SIC) meeting.

Point 9)

- Inset Days Academic Year 2015/16: Mr Lilley has informed parents.

Point 11)

- NCC Core Programme Training Courses: Course lists for Autumn Term 2015 as well as those for the Spring Term 2016 have been emailed to governors.
- Training Request Form: This has been emailed to all Governors.

Point 12)

- NCC Nottinghamshire Governing Body Self-Review April 2015: Governors have completed and returned.

Point 13)

- Re: Pupil Premium: Mr Lilley informed that Sparken Hill Academy receives the highest level of Pupil Premium for a Nottinghamshire Primary School. Estimated 2015-16 allocations are expected to be about £297,000. Mr P Gawthorpe stressed that this expenditure would be scrutinised therefore reminded the governors that it will be extremely important to be able to explain and justify this expenditure.

F&P Meeting 7 September 2015

The minutes from the F&P Meeting held on the 7 September 2015, having been previously circulated with the agenda were agreed as a true and accurate record and signed by the Chair, Mr J Hemshall.

There were no amendments.

Matters arising:

Point 5B

- Staff Governor Vacancy: The Clerk has liaised with Tracey Padley regarding forthcoming meetings and the request to attend the Full Governor's meeting on 3 December 2015.
- Mr R Priestley – Change from Parent to Community Governor: The Clerk has informed Governor Services of all relevant changes to Membership up to and including decisions pending the Full Governor's meeting 3 December 2015.
- Parent Governor Vacancy: Mr Lilley informed that only one parent expressed an interest in becoming a parent governor; Mrs Annette

		Phillipson. The Clerk has liaised with Mrs Phillipson informing her of forthcoming meetings and the request to attend the Full Governor's meeting on 3 December 2015. Point 6 (Confidential item) – Mrs V Dashper has liaised with the member of staff. Point 8 – <u>Credit Card Fraud Incident</u>: Mrs V Dashper informed that there have been no other incidents. Point 14 – <u>Alternative Payroll Provider</u>: Mrs V Dashper requested a couple of quotes from alternative providers; only one company (Dataplan) could offer a HR (contracts) service. Dataplan therefore were appointed. Currently work is being undertaken with the transition document - the changeover to commence on 1 January 2016. Point 14B – <u>Trustees & Members Information for Website & Public file</u>: Amendments, including amendments pending Full Governor's meeting 3 December 2015, have been done. **<u>SIP Meeting 12 November 2015</u> – (Autumn Term 2015)** The minutes from the SIP Meeting (Autumn Term 2015) held on 12 November 2015, having been previously circulated with the agenda were agreed as a true and accurate record and signed by the Chair, Mr P Gawthorpe. There were no amendments. Matters arising: Point 4 a) – <u>Automated Gates</u>: Mr J Hemshall noted that the automated gates were very slow to open as he entered the site in his car for the Full Governor's meeting today. Mr Lilley said this due to drivers becoming impatient, e.g. if a driver starts to edge closer to the gates in anticipation of them opening then this will cause the gates to begin to close again, for safety reasons. Unfortunately WASP is unable to increase the speed, for safety reasons. Point 4 b) – <u>Correspondence - Resignation, Governor, Mrs C Beattie</u>: Thank you letters from Mr Lilley and the Chair have been sent. The Clerk confirmed Mrs Beattie has returned any papers pertaining to her governor role and that these have been shredded. – <u>Co-opted Governor Vacancies</u>: Mrs S Cutts, Mr P Gawthorpe and Mr J Hemshall met with Mrs A Kilroe and Mr R Hattersley individually on the 17 November 2015 for a formal chat about their skills and the role of a governor. As a result of these meetings it was agreed to accept both onto the Board of Governors – pending approval at the Full Governor's meeting 3 December 2015. Point 5 b) – <u>Website</u>: Mr Lilley has amended the error in our Prevent Strategy on Extremism on our website. Point 10 – <u>Key Holders</u>: Adele Needham is still awaiting an alarm and fob. **<u>F&P Extraordinary Meeting 12 November 2015</u>** The minutes from the Extraordinary F&P Meeting held on the 12 November 2015, having been previously circulated with the agenda were agreed as a	RTL / VMD

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		true and accurate record and signed by the Chair, Mr J Hemshall. There were no amendments. **F&P Meeting 17 November 2015** **(Streets Presentation of Annual Accounts)** The minutes from the F&P Meeting held on the 17 November 2015, having been previously circulated with the agenda were agreed as a true and accurate record and signed by the Chair, Mr J Hemshall. There were no amendments. External Auditor's Comments: Mr Lilley said it was important to reiterate that we were commended by the external Auditors for the procedures we have in place and the way staff adhere to them. **Audit Committee** - No meetings took place during the Autumn Term 2015.	
7.	**Correspondence**	**Letter from Peter Lauener, Chief Executive, Education Funding Agency** (Received by email. Enc with the agenda.) Mr Lilley said the document highlights: The accountability framework – our need to be familiar with Academies Financial Handbook – understand the principles of public life; the 7 Nolan principles e.g. selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Governance and transparency – our response to increasing calls for greater transparency – the new Prevent duty. (It was noted we have now amended our Lettings Policy in response to this document and also have a Prevent Policy in place.) Independent judgement of trustees The financial challenge – efficiency toolkit for schools – principles in Managing Public Money – guidance in the Academies Accounts Direction The annual business cycle – EFA Information Exchange – annual accounts return. Other resources – now several new online presentations and webinars explaining the accountability framework and this year's changes as well as a presentation from an 'accounting officer' about how they go about their role. Question Mrs Dashper asked if everyone is receiving the EFA bulletin. All confirmed they are except Mr R Priestley. Mrs V Dashper will look into this. Governor DBS Checks: It was reported that due to John Shephard's DBS being rejected through the on-line application service, this had been queried with GB Group for a reason as to why. GB Group have confirmed that the role of 'Governor' is not eligible for an enhanced DBS check and therefore if	VMD

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		governors are attending school in a 'volunteering' capacity where they are working directly with children (unsupervised), a DBS should be applied for as 'a volunteer' and not 'a governor'. This is following a change in legislation. ➢ **See Confidential Items also.**	
8.	**<u>Principal's Report</u>** (Encs with Agenda)	Using power-point Mr Lilley presented his report inviting any questions. **<u>Points of note</u>** <u>Pupil Numbers</u> (as detailed in graph, page 1.) 466 pupils (census October 2014) within budget, lowest since October 2011. Next year (as per census October 2015) 492 pupils. Current numbers 505+ and is increasing, due to rise to approximately 520 when new starters commence in January 2016. Reason for pupil numbers leaving is usually due to culture, housing and employment. Of note is that 90% of those children who have left moved out of area. Numbers on roll is being closely monitored. <u>Class structure</u>: 15 classes. 5xKS1, 5x lower KS2, 5x upper KS2. Foundation structure: FS Unit divided into FS1 (6xgroups of 13 i.e. 3xam and 3xpm and FS2 (3 classes). This structure has been retained for some time to allow smaller class numbers per teacher/TA team. <u>New admissions</u>: Foundation will be full after Christmas. Mr P Gawthorpe said we must be proactive in ensuring that children already in Foundation have applied for a place in a school and then possibly find out if it is with us. He highlighted that if our admission numbers go beyond 75 then we will need to have a selection process in place so that by February 2016 we are in a position to implement the admissions procedure. As we have adopted the NCC admission criteria then County will give us data with which to apply the admission criteria. If we wish to change our admission criteria in the future we must ensure we do this in line with the admissions process and adhere to the prescribed time lines. <u>Achievement</u> The largest gaps appear in the youngest children in school. KS1 Focussing this year on – adjusting assessment systems to reflect "Assessment Without Levels" – modifying planning to reflect the more rigorous demands of the new National Curriculum – increasing the number of pupils identified as Higher Ability pupils – attempting to minimise the gender gap. KS2 – Reading 75.8%: (this is reflective of 5 pupils who could not speak English as a language but sat the test). Of note is if the 5 pupils were removed then the result would have been 84%. – Maths: 95.2%, this was very good. – Out of the current Y6 children, 64% of them receive FSM which is 3 times	

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		higher than the national average. <u>Teaching</u> The majority of lesson observations to date have been 'good' or 'outstanding' with just a couple requiring 'improvement'. Teachers assessed to need 'improvement' are given very structured feedback and re-observed within a 2 week timescale. In most cases these re-observations have resulted in good or better. Where concerns are noted, the situation is carefully monitored and supported at SLT level. Mr Gawthorpe challenged Mr Lilley - with no 'bespoke' person now employed within the Academy to undertake a specific HR function, it will be important that any situation regarding capability / probationary period is handled correctly. RTL confirmed that where necessary, delegated members of SLT undertook specific monitoring and Mrs Dashper took overall responsibility for HR. <u>Pupil work books</u> Mr Lilley informed that Ofsted will be taking more interest in the quality of work in pupil work books to help assess the quality of teaching they receive. For example pupil presentation, how work is marked by the teacher and to determine if a child is showing progress. Mr Gawthorpe agreed that Ofsted is now concentrating more on wanting to see 'pupil progress and outcomes'. <u>SEN</u> The school maintains a register of all pupils who require or may require school support. Currently there are 38 pupils receiving support. All pupils on the SEN list have an assessment confirming they have a barrier to learning which informs teachers in their planning. Just 2 pupils have 'statements'/ENC plans. Our SEN pupil progress is at least in line with national expectations but, where this is not the case, Miss J Hunter (SENCO) is currently assessing individual pupils more rigorously with recently purchased resources 'Beat Dyslexia' and 'Toe to Toe' to enable teachers to establish how best to improve a child's rate of progress. Mr Lilley said it is vital that Teachers 'teach' to the strengths of how a child learns. Children are not assessed for a specific learning difficulty until they reach the age of 7. <u>Attendance</u> Attendance has increased by 0.83%. Our attendance target has been increased to 97% from September 2015. Mr P Gawthorpe said it was vital to be consistent, persistent and to never give up. <u>Exclusions</u> There have been 7 fixed period exclusions since the last Head Teacher's report. Since September 2015 there has been an increase in fixed period exclusions but these have had a 'positive' effect on pupils who were having a detrimental effect on other pupils' learning. As outlined within this year's SIP, the aim is to reduce fixed period exclusions by 50%. In addition we are trialling the introduction of "Class Dojo" behaviour software to aid the positive reinforcement of behaviour in class. Other initiatives such as team points and the introduction of the "Mystery Shopper" are working well. <u>Racial incidents</u> Despite a relatively high percentage of ethnic mix in school no racial incidents	

		have been reported over the last term. <u>Impact of Special Programmes</u> Introduction of 'The Creative Learning Journey: Mr P Gawthorpe asked Mr Lilley if we have captured what we have done and achieved and if not, then to perhaps think about how this could be created. <u>School Life</u> – Parents Evening (Questionnaire): The first parents evening held this academic year was well attended. There was positive feedback from the Parents Questionnaire. In future the questionnaire will include the opportunity for parents/carers to put their name so that anything negative can be followed up. – Take 5 Ambassadors: 10 KS2 children have recently completed training as part of the Take 5 breathing techniques. Their role is to work in pairs to pass on breathing techniques to children in their own classroom. – Recent School Trips/Visits: The trip to London's West End to see 'The Lion King' and visit to 'Harry Potter World' were a great success and enjoyed by all children. – After School Club Choir: The children continue to attend regularly, are very committed to each other and are improving. The choir will be performing at several local places during the run up to Christmas and will be joining in with thousands of other school children from the East Midlands area to take part in the Young Voices event at the Sheffield Arena in January 2016. – Bassetlaw Primary Behaviour Partnership: Mr Lilley is to continue to act as Chair. He said it is a challenging role but one that he feels is valuable to establish consistency across the District to improve behaviour support in Bassetlaw.	
9.	**<u>Reports from the Corporate Director for Consideration / Action</u>** (Encs with Agenda)	Copies of the reports were emailed to all governors following the Clerks' meeting held at the beginning of the Autumn Term. The Clerk also ensures Mrs K Gardiner receives a copy of anything relevant to her role. **<u>Leadership and Governance Solutions for Improving Pupil Outcomes and Securing School Viability for Primary Schools</u>** Report for action: Autumn Term 2015 The report challenges the governing body to think about the following: • does the Governing Body have a vision for the school? • what would the Governing Body do if the Principal gave notice for the end of the term? • does the Academy have a leadership succession plan? The report highlights the importance for the Governing Body to play a significant role in setting the vision and long-term plan for the future of the school and explains that governors should consider, as part of their strategic planning, opportunities for working in partnership and alternative models of leadership and governance arrangements. Action for Governors: – review the school's leadership succession plan and update if necessary considering appropriate models of future leadership and governance – identify at least one governor to attend one of the 'hot topic' training events on alternative models of leadership and governance – consider whether it would be appropriate for the governing body to undertake bespoke training on alternative leadership and governance	

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		models. Action taken: see item 14. Governor Training. **The Prevent Strategy: Report for action/information: Autumn Term 2015** The information in the report gives information about the Counter Terrorism and Security Act and our statutory duty as an academy to have a regard to the need to prevent people from being drawn into terrorism. It highlights action for governors as well as: – background information – a risk based approach – staff training – ICT – building resilience – legal basis – advice and training – equal opportunities implications – contact details. The Clerk also distributed notes given to her in regard to the Prevent Strategy from the Clerk's Meeting she attended at the beginning of the Autumn Term. Action taken: The Academy now has a Prevent Strategy Policy in place and Mr Lilley informed Governors that bespoke online training would be undertaken by all staff and governors in the Spring Term.	RTL
10.	**Policy Update** (Encs with Agenda)	Pecuniary Interest Policy This has been amended to reflect the revised Academies Financial Handbook. Finance Policy There are 2 amendments; 1) Petty Cash: The Academy now has only one petty cash tin (as discussed at the F&P meeting 7 September 2015) 2) Change of title: 'Business Manager' to 'Chief Financial Officer'. This is to reflect the Academies Financial Handbook amendment and advice given by Streets (the Academy's External Auditor) at the annual presentation of accounts meeting held on 17 November 2015. Lettings Policy This has been amended to ensure that school facilities are not let out to any political organisations/radical groups, or any individuals as outlined in the new statutory prevent duties. Staff Code of Conduct This has been implemented to give clear guidance on the standards of behaviour that all SHA staff is expected to observe. Records Management Policy Background: This policy was suggested from the Information and Records Management Society and refers to their 'toolkit' for schools with regards to the retention of data and documents. This has since been revised and they now provide a template policy which has been reviewed. It was therefore proposed that the Academy should adopt. The SHA policy provides a framework through which effective management can be achieved and audited and covers scope, responsibilities and relationships with existing policies.	
11.	**Report from**	A comprehensive report to the Governing Body 2014-2015 was produced by	

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	Designated LAC Teacher **(**Enc)	Mr R Lilley, Principal. – Mr Lilley is the Named Designated Teacher for Children Looked After. – Mr P Gawthorpe is the Named Governor for Looked After Children. Mr Lilley informed that the number of 'Looked After' children in Nottinghamshire has increased. Termly Coffee Mornings: Mr Lilley said we have been approached by one of our adoptive parents to run a coffee morning for other carers (including grandparents/other extended family members and foster carers). We hope to be able to facilitate the coffee mornings on a termly basis. The aim is to include signposting/advice, and to have guest speakers to offer support.	
12.	**Safeguarding Children in Education** (Enc. with Agenda)	Document: **Nottinghamshire Safeguarding Children Board (NSCB) SAFEGUARDING CHILDREN IN EDUCATION AUDIT 2015/16 & Governor Compliance Checklist** A copy of the completed check list was attached with the agenda. To be returned to Philip Walmsley, Safeguarding Children in Education Officer by 18 December 2015. Mr Lilley informed our Safeguarding Policy is currently 67 pages long, consequently the 'child protection process' can there get lost within it. We are in the process of reviewing the policy in order to ensure that the 'safeguarding' elements are paramount. This may include the development of a specific child protection policy in future but, for now, we have been advised that the standard Local Authority Safeguarding Policy is suffice.	RTL
13.	**Safer Working Pre Ofsted Checklist for Schools 15-16** (Enc. with Agenda)	A letter, and introduction about the key issues, including a blank check list, was sent to all Head Teachers and Chairs of Governors at the end of June 2015. A copy of the completed checklist (completed by Mr Lilley) was attached to the agenda. There is just the date to input at item 10 which records when Mr Lilley undertook his Safer Recruitment Training. He is awaiting confirmation of the exact date from Mr Jon Coales from NCC Training. Mrs Annette Phillipson, new Parent Governor, said she has undertaken some child protection training.	RTL
14.	**Governor Training** (Enc)	Mrs B Thorpe, Governor Training Officer, prepared a report for the meeting which covered the following: Governors Ofsted Health Check 19 October 2015 This was a really positive experience for everyone. We agreed to: – broaden Link Governors – re-establish Code of Conduct / Induction information for Governors. In preparation for the health check, Mrs S Cutts (Chair), with input from all governors, compiled a Governor Self Evaluation Report (attached with this report.)	

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		<u>NCC Governor Courses attended during the Autumn Term 2015</u> Mr P Gawthorpe attended: 1) Measuring the Impact a Governing Body Makes: Tuesday 20/10/2015 6.30pm (2hrs) St. Anne's CofE Worksop 2) Head Teacher Appraisal: Monday 23/11/2015 6.30pm (2hrs) St. Anne's CofE Worksop Governors have been emailed and given NCC governor training courses available for the Spring Term 2016. <u>Course: Leadership and Governance Solutions</u> Unfortunately Mr P Gawthorpe, Mrs S Cutts and Mr R Priestley were not able to attend this course at Edwinstowe House on the 17 November 2015 as the course was fully booked. However 2 new dates for the course (one of them scheduled to take place at Edwinstowe House on the 27 January 2016, 6pm – 8pm) have been arranged for the Spring Term 2016. This information has been emailed to all governors. This course links to item 9. Directors Report: Leadership and Governance Solutions for Improving Pupil Outcomes and Securing School Viability for Primary Schools, Report for action: Autumn Term 2015. <u>New Governor Training</u> Mrs T Padley, Mrs A Phillipson, Mrs A Kilroe and Mr R Hattersley have been emailed with NCC Governor courses available Spring Term 2016. Mrs T Padley Mrs Padley wishes to attend the following courses: 1) New Governor Module 1, St. Anne's School, 2/2/16 2) New Governor Module 2, St. Anne's School 21/3/16 3) How to support and challenge, Ordsall Primary School 10/2/16 The Clerk will ensure she is booked on the courses. Mrs A Phillipson Mrs Phillipson is unsure if she needs to undertake New Governor induction training modules 1 & 2. Although she has not been a governor for approximately 1 year she previously served for 5 years as a governor at another school which included Vice Chair role. Mrs Phillipson is willing to do the induction training again if necessary but feels there are other courses that would be more helpful to her. Mrs Thorpe has checked with Mr Jon Coales at NCC Governor Training who has advised it is up to the governor and is of the view that although there have been changes over the last year, the fundamental role of governor, (already familiar to Mrs Phillipson), has not changed that much. Mrs Thorpe will arrange a meeting with new governors to go through the process to request training, find information about governance/training events on NCC website, access their Sparken Hill Academy emails and issue their induction pack. <u>Clerk Training</u>	Clerk

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		Mrs Thorpe will look into courses to aid her Clerk to Governors role. Kathryne Rangeley, who recently came to do the Governor Ofsted Health Check, recommended a course. Mrs Thorpe will contact her in the New Year. <u>National Governors Association</u> SHA have now joined. Gold Membership details were attached with this report. Request for Governor Information – re. Membership: NGA require a list of current governors as well as each member's • home telephone, home address and Sparken Hill Academy email address NGA have advised that this information <u>will not</u> be shared with anyone else. Mrs Thorpe asked all present for their consent to give this information to NGA. All present were in agreement. Mrs Thorpe will email NGA with the information they require. **RESOLVED**	B Thorpe, Gov. Training B Thorpe, Gov. Training
15.	**<u>Governor Visits & Monitoring</u>**	No formal monitoring reports were received. Governors were reminded that all Governor Monitoring activities should result in a monitoring report at this meeting. Mrs S Cutts reminded governors that recording pro-formas were appended to the back of the Governor Visits Policy.	
16.	**<u>Approval of Salary Changes</u>**	Confidential item.	
17.	**<u>Review of Risk Management arrangements</u>**	Mrs V Dashper informed this was previously completed as part of the conversation process and submitted to the EFA. There are no significant changes to identify or amend following review. Therefore it was proposed to accept current arrangements but ensure they are reviewed annually or sooner if there are any changes prior to review.	
18.	**<u>Approval of:</u>**	• **Other insurance**, sought through the CPC Insurance Framework for academies, identified by the RPA insurance information received: Mini Bus renewed **£900**, other insurance purchased to include, Lift & Boiler inspections **£275** (not maintenance - this is already in place), Occasional Business Use **£165** insurance for staff having to transport children in their vehicles for example, emergency hospital visit, collecting or dropping off a child before and after, not for school trips. Zurich are the provider of the additional elements, other quotes were received from Wrightsure who was the previous mini bus insurance £1170 but could not offer the additional elements as well. • **Teacher Pension Contribution (Employers)**: As previously mentioned in the training given by Vicki Lievesley (Internal auditor), Teacher pension contribution re employers contributions have increased from 14.11% to 16.48% and the relief of approx. 3.4% has now been withdrawn, however all of this is built into the current budget and the revised carry forward figure as per my email of <u>24 November 2015</u>.	
19.	**<u>End of Year Accounts 14/15</u>**	These were presented at the F&P meeting on the 17 November 2015 to which <u>all governors</u> were invited to attend. The Committee was informed that the accounts will be formally approved and signed by the members at the AGM which will be held directly after the Full	

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		Governor's meeting today (3 December 2015).	
20.	**<u>Review Management Accounts 15/16</u>** (Encs with Agenda & emailed to F&P Committee Members 24/11/15)	Mrs V Dashper informed of the following adjustments to the original budget set and approved by the F&P Committee on the 2 June 2015. With the revised allocations as detailed this suggests a present c/f figure of £571,705 (previously £472,765 as per budget set). **Income Revisions:** • increased SEN re one additional HLN Plus pupil £7325 • actual AFN received higher than original budget additional £16693 (actual £65473 instead of £48780) • revised carry forward figure increased by 112K (due to 2014/15 year end accounts being completed) • Comenius – Final payment received 2K, project complete so unrestricted. • Risk Protection Income 10K - re cable damage works (off set against the expenditure to repair) • uniform sales increased by 2.5K as almost received initial projection. **Expenditure Revisions:** • cable damage works (off set against income from RP) • additional maintenance works 15K for additional access control and further gate works to support Safeguarding and H&S • Student rewards increased by 2k • Visit subsidy increased by 2.3K • IT Equipment re Website changes & podcasting costs came in at more than planned 4.K increase • Catering equipment increased by 6K (Lunch-time units x 3) • Marketing – additional signage and FST brochure (5.5K) plus no accrual included at year end for balance of prospectus (4.5K) as invoice expected to be paid in full. 10K in total • ICT non educational staff laptop 1.8K • Pupil uniform increased by 25K as although considered blazers would be required as a commitment additional stock holding not considered and required due to 12 week turn around on tartan and required for throughout year intakes**. Note: Further suppliers being looked at to enable an online ordering process for future which would reduce the need for stock holding at academy level.** • Staffing amendments to include proposed salary changes, leavers & starters plus maternity adjustments.	
21. **22.**	**<u>What has been done to impact on outcomes for pupils</u>?** **&** **<u>How has the Governing Body held the School Leaders to account?</u>**	Mr Lilley said he will do a summary for the next meeting.	RTL
23.	**<u>Determination of</u>**	The Committee considered that items relating to staff were confidential and	

	Confidentiality of Business	should be recorded separately. Confidential items were recorded at agenda items 6. 7. and 16.	
24.	**Date and time of Next Meeting**	The next Full Governor's meeting will be held on Thursday 3 March 2016, **1pm**.	
		There was no other business. The meeting closed at approximately 4.00pm	

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SPARKEN HILL
ACADEMY

CONFIDENTIAL ITEMS

			Action
6.	**<u>Minutes from the Previous Meeting</u>**	**<u>Recording salary increases / figures relating to staff under Confidential Items</u>** When discussing the minutes from previous meetings, Mr Priestley said he was not comfortable showing any figures relating to a member of staff's salary. Mr Lilley pointed out that these matters are recorded separately under 'Confidential items', therefore they are not on the website, nor do other members of staff or parents have access to this information. Mr P Gawthorpe said as members of the Governing Body we have a 'Code of Conduct' which sets out our duty and lets us know our responsibility. In this instance he felt we have been consistent in the way we have recorded matters.	
7.	**<u>Correspondence</u>**	<u>Resignation</u> Mr Lilley informed he has received a letter from Sophie Johnson, Lead Behaviour Therapist, tending in her resignation. Currently Sophie is on maternity leave. Her reason to leave the Academy is because she plans to emigrate to Australia. Mr Lilley said that Kim Wilson is currently covering Sophie's maternity leave working 3 afternoons per week undertaking office based monitoring. The remainder of Kim's working time is spent in her role as a Teaching Assistant.	
16.	**<u>Approval of Salary Changes</u>**	At this point in the meeting all staff members (Mr R Lilley, Mrs E Rodgers and Mrs V Dashper) left the room. **<u>Salary Changes</u>** **Mr R Lilley** (Principal) As there were new governors present in the meeting Mr P Gawthorpe ensured that everyone fully understood the history leading to the proposal to increase the present Principal's salary and were invited to ask any questions. The minutes from the Extraordinary F&P Meeting held on the 12 November 2015, which was purposely arranged to discuss this item, gives background information and any issues raised in the meeting. Mr J Shephard raised concern that given many people who work in the public sector have not received a pay increase also for a considerable time, and questioned whether we should be considering such increases ourselves. However, as mentioned above, he was given a clear picture	

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		of the circumstances leading to the proposal and reassured that the increase was well overdue and has been given careful consideration. It was proposed that the present Principal's pay is increased to – Point L32 on Table A – Nottinghamshire Recommended Pay Ranges 2015. This represents a 3.51% increase – is backdated to 1 September 2015 – from now on, through appraisal (providing Mr Lilley meets targets set) his salary can increase by 1 point on the leadership spine. Therefore there is no range. Proposed by Mr R Priestley Seconded by Mrs S Cutts All present in agreement. RESOLVED **Mrs V Dashper** (Chief Financial Officer) Again Mr P Gawthorpe explained the reasons to the proposal to increase Mrs Dashper's salary and invited any questions. The minutes from the F&P Committee Meeting held on the 7 September 2015 contain a brief history and any discussion points raised. It was proposed that Mrs Dashper's salary should – move to Band D point 44 £38,422 – point 47 £40,254 – increase to be backdated to 1 September 2015. Proposed by Mr J Hemshall Seconded by Mr R Hattersley All present in agreement. RESOLVED **Mr J Cordall** (Unqualified Teacher) Increase is for additional responsibility in managing all teacher and teaching assistant absence from 1 September 2015. Annual allowance of £1000 (FTE) which equates to £800 annually for Jeremy as he is 0.8FTE – 4 days a week. Proposed by Mr R Hattersley Seconded by Mr R Priestley All present in agreement. RESOLVED **Mrs K Bown** (Class Teacher, Foundation) Mrs Bown is now a TLR (Teacher with learning responsibilities) therefore it was proposed to increase her salary by £2613 p.a. This is to undertake "E-Cadet" scheme throughout school by July 2016. Proposed by Mrs N Bloomer Seconded by Mr R Priestley All present in agreement. RESOLVED **Miss J Hunter** (Teacher & SEND Co-ordinator) Following Mrs Naylor's retirement at the end of the last academic year,	

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		Miss Hunter has taken on the SEND Co-ordinator role. It was proposed to increase her salary by £2613 p.a. (SEN allowance). Proposed by Mr J Hemshall Seconded by Mrs S Cutts All present in agreement RESOLVED **NCC Notification of Change to Living Wage (Enc)** Propose no change. Issues re sustaining from budgetary implications and also the impact of staff in middle/senior supervisory roles. Staff affected is Cleaning, Catering, Admin. However also to note that JL, KJW, AN, DS with regards to less variance in role for responsibility. As an Academy the Trustees must make the decision whether to adopt or not. Vicki Lievesley, Internal Auditor, suggested that not all schools and academies are adopting for the reasons outlined. **Salary Overpayments, Staff** It was acknowledged that there have been on-going payroll issues since moving away from County payroll, (some minor, others more significant), and that although payroll is checked every month, due to the sheer volume of errors that are identified and the lengthy process of checking, some errors have gone undetected. A full internal data cleanse exercise has been undertaken as part of the transition to a new payroll provider (Dataplan). However this has then identified the following errors, of which all have been resolved and now paid correctly but leaves the question of 'recovery'. It is recognised that none of this has been the fault of any member of staff concerned. Also that due to lack of understanding on their part of equated weeks calculations, an error would not necessarily be obvious to them that they have been paid incorrectly. Overpayments are as follows: **Joanne Morrison: £5.78 per month overpayment. Total overpaid £57.80** Due to an error on equated weeks. SAAF have historically converted these to percentages as their software does not seem to recognise equated weeks from the conversations held with regards to on-going queries. Therefore resulting in slight variations. **Samantha Turton: As above, £3.81 per month overpayment. Total overpaid £41.91** **Kelly Wolf: £51.77 per month overpayment. Total overpaid £517.77** No equated weeks entered at all, paid all year. **Amanda Tweed: £24.38 - £41.46 Approximate total overpaid £344.00** Due to change in hours per month against Library position only. No	

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		equated weeks entered at all, paid all year. **Adele Needham: Total £199.22** Current Living Wage is paid to all staff up to point 10. In April Adele moved to pint 11 however they continued to pay Living Wage of £28.46 per month. The Committee noted that the above miscalculations amounted to approximately £1100 but recognised it was not the member of staff's fault. Also that the members of staff concerned were on relatively low salaries and it would not morally be acceptable to reclaim the amount back from them. However it was felt that each member of staff must be made aware of the error(s) that has occurred and the amount that they have been overpaid as well as the decision made on this occasion to not reclaim the overpayment(s). Mrs V Dashper will inform the relevant members of staff. Proposed by Mr P Gawthorpe Seconded by Mr J Hemshall All present were in agreement. **RESOLVED**	VMD

Confidentiality

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