



SPARKEN HILL ACADEMY

Minutes of the Full Governor's Meeting – Spring Term 2016 **held on Thursday 3 March 2016, 1.00pm, Conference Room 1, Sparken Hill Academy**

	<u>Present:</u>	Mrs S Cutts (Chair), Mr J Hemshall (Vice Chair), Mr R Lilley, Mrs E Rodgers, Mrs N Bloomer, Mr R Hattersley, Mrs Annette Phillipson, Mrs T Padley, Mrs A Kilroe. Clerk: Mrs B Thorpe. The meeting commenced at 1.00pm.	
			Action
1.	<u>Apologies</u>	Apologies were received and accepted from Mr P Gawthorpe and Mr J Shephard. <u>Future Apologies:</u> In order to keep a formal record of apologies the Clerk requested apologies are given in writing / sent via email from now on. <u>Resignation - Governor, Mr R Priestley:</u> Mrs S Cutts (Chair of Governors) informed she has received an email (3/3/16) from Mr R Priestley tendering his resignation with immediate effect. Mr Priestley is a Community Governor and has served as a governor for many years. He is also a member of the F&P, Audit and SIP Committees. The Clerk will send him letters of thanks from the Chair and Mr R Lilley. The Clerk will also: – ensure that Mr Priestley is asked to return any confidential papers for shredding – notify the Academy's IT Service – notify NCC Governor Services – notify the National Governors Association – amend the Academy's Membership.	All Clerk Clerk
2.	<u>Declaration of Interest</u>	There were no declarations of interest, either direct or indirect, for items of business on the agenda.	
3.	<u>Review of Membership</u> (Enc. with Agenda)	A copy of the SHA Governing Body Membership was enclosed with the agenda. <u>Amendment</u> Mr R Hattersley noted a very slight error in his address. (Clerk to amend.) <u>Vacancy (Community Governor)</u> Due to Mr Priestley's resignation there is now a Community Governor vacancy. Mrs N Bloomer asked Mr Lilley if it would help if a Parent Governor (providing	Clerk

		the criteria can be met) moved to Community Governor. Mr Lilley said he will give this consideration but felt now may be an appropriate time to do a skills audit linked to the School Development Plan and appoint someone into the vacancy who has the specific background knowledge/skills that is required. Governors were asked to think about anyone they knew who would be appropriate and let Mr Lilley or Mrs S Cutts know. <u>Committee Membership</u> <u>New Members</u> New governors, Mr R Hattersley and Mrs A Phillipson, have expressed an interest to join the F&P, Audit and SIP Committees. New staff governor, Mrs T Padley, has expressed an interest to join the SIP Committee. It was agreed to accept the new members onto the Committees of their choice. <u>Chair/Vice Chair (Committees)</u> Governors were informed that this will be an agenda item at the next Full Governor's meeting on the 23 June 2016 and will be reviewed annually in the Summer Term each year. This is to ensure roles and committee structure is in place for the beginning of each new academic year. In discussion it was felt the current committee structure works well but that all committees would benefit from having a Vice Chair as well as a Chair. Governors were asked to think about succession planning, their personal training needs, and whether they would like to stand for a Chair role in future.	Clerk (Agenda next FG mtg.) All
4.	<u>Minutes from Previous Meeting</u> (All minutes enc. with Agenda)	<u>Minutes of the Full Governors Meeting, 3 December 2015 (Autumn Term)</u> The Minutes of the Full Governors Meeting (Autumn Term 2015) held on the 3 December 2015, having been previously circulated with the agenda, were agreed as a true and accurate record and signed by the Chair, Mrs S Cutts. There were no amendments. Matters arising: Point 2. – <u>Pecuniary Interest Forms</u> Mrs A Kilroe's form has been received. Point 3. – <u>APO1 Forms</u> Mrs V Dashper has submitted the forms to Streets who will then submit to Companies House to update director records. Point 4. – <u>Review of Membership</u> Amendment: Mrs A Kilroe's telephone number has been amended. Invitation to the School Christmas Lunch 2015: Mrs C Beattie and Mrs J Kitchen were invited to attend. Point 6. – <u>Minutes from Previous Meeting</u> SIP Meeting 12 November 2015 – (Autumn Term 2015) Point 10 – <u>Key Holders</u>: Mrs V Dashper still to issue alarm/fob to Adele Needham.	

	(Note: For info. 30/3/16: Mrs V Dashper confirmed that this matter has been dealt with.) Point 7. – <u>Governor DBS Checks</u> Councillor J Shephard's DBS was resubmitted as 'volunteer' and has now been completed satisfactorily. Point 9. – <u>The Prevent Strategy: Report for action/information Autumn Term 2015</u> Governor's will receive online training from Mr R Lilley at the Full Governors' meeting 3/3/16. Point 12. – <u>Safeguarding Children in Education</u> The Governor Compliance Checklist has been completed and returned to Philip Walmsley, Safeguarding Children in Education Officer. Point 13. – <u>Safer Working Pre-Ofsted Checklist for Schools 15-16</u> Jon Coales has not responded to Mr Lilley's email requesting the exact date he undertook his training. Mr Lilley will email him again. Point 14. – <u>Governor Training</u> Mrs T Padley has been booked onto the 3 courses she requested. Induction Packs have been issued to all new governors. Governors have also been shown how to request training and find training/governor information on the NCC website. National Governors Association (NGA): NGA have been emailed with the Academy's Governor Membership information they requested. Point 16. – (see Confidential items.) Point 21. & 22. – Action outstanding. <u>Minutes of other Committees</u> <u>F&P Committee Meeting 11 February 2016 (Spring Term)</u> The minutes from the F&P Committee Meeting held on the 11 February 2016, having been previously circulated with the agenda, were agreed as a true and accurate record. There were no amendments. They will be signed by Mr P Gawthorpe, Acting Chair, on his return from holiday. Matters arising: Point 7 – <u>Budget</u> (Update) Mr Lilley informed budget information for the next academic year has been received and shows an increase of approx. £59,000. This was not as high as expected considering the increase in pupil numbers. A detailed budget update will be provided at the next F&P meeting (16/6/2016). Point 8 – <u>Services for Schools (LA Buy Backs)</u> Music - Mr Lilley said there is nothing further to report. Pont 10 – <u>Online Uniform Proposal</u> (Update) re. SUS (School Uniform Supplier) A contract has been agreed with SUS. The company have also agreed to buy back our current stock for re-sale. The room used to store uniform	RTL RTL
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stock will now return to its original function as a designated First Aid Room.

Re: sale of second-hand uniform items: Mrs V Dashper, Mrs A Phillipson & Mrs N Bloomer met on the 23 February 2016 to discuss the possibility of parents selling 'newly new' items of uniform. A system was prepared, date set and parents informed via letter, text and email. Unfortunately however only one parent turned up with just one uniform item for sale. It was felt that holding a sale on a day such as the School 'Summer Fair' may be more successful.

Point 11

– Health and Safety

3) Lockdown Practice

(Update) Mr Lilley said he has asked for a quote for fob access on every exterior door and every storeroom and toilet door in school. The plan is to implement lock down on these doors between 8.45 am and 9.15am as well as after school. He said that there is sufficient money in the budget and that in his opinion anything to improve the safety of our children in school is worthwhile.

4) Triage Gates

(Update) All gates have been fully serviced and certificates of safety issued. One gate had no arm wing which was dangerous.

Re. Cable Damage: (As discussed at the SIP Meeting, 12/11/15). Whilst discussing gates, Mr Lilley informed the school has recently had a visit from the architects. On investigation it appears that cable supplying power to the school crept outside the school boundary. This could have occurred at the point when the boundary line was defined and fencing erected. It may well transpire that there is further cabling on the adjacent land to the school where building work has now begun to erect new houses. The damaged cable has now been replaced and put on our side of the boundary. Unfortunately there is a dispute between the Local Authority and Interserve regarding who is liable for the Mains/Water/Lights and will have to pay the bill. The Architect, Local Authority and Interserve are attempting to resolve this issue.

BPBP – Bassetlaw Primary Behaviour Partnership

(Update) Mr Lilley said BPBP is currently forging ahead to become a Company. The plan is to be up and running by 1 April 2016. Budget: £111,000 cfwd + £92,500PA. The provision is for the 52 Bassetlaw schools. Some of the money will be invested in Real Education to provide the support needed for a child who currently attends the Academy.

The Clerk confirmed Mrs V Dashper has contacted Streets (the Academy's external Auditor). Streets have informed Mr Lilley can be a Director for BPBP providing:

- a) BPBP is a non-profit making company.
- b) The 'Best Value' procedure (i.e. of getting 3 quotes) is adhered to before any services from BPBP is agreed.
- c) All related parties must be recorded in the Academy's year-end accounts.

Mr J Hemshall asked Mr Lilley if he would also need to declare this on his Pecuniary Interest form. Mr Lilley thought he would and said he will check this out with Streets but was accepting that any relationships should be clear and transparent.

Point 12

- Meetings for Academic Year 2016/17: Draft list done, emailed to governors and agended for Full Governors' meeting 3/3/16.

RTL

		<u>Audit Committee 11 February 2016 (Spring Term)</u> The minutes from the Audit Committee Meeting held on the 11 February 2016, having been previously circulated with the agenda, were agreed as a true and accurate record. There were no amendments. They will be signed by Mr P Gawthorpe, Acting Chair, on his return from holiday. Matters arising: None. <u>SIP Committee Meeting 25 February 2016 (Spring Term)</u> The minutes from the SIP Meeting held on the 25 February 2016, having been previously circulated with the agenda, were agreed as a true and accurate record. There were no amendments. They will be signed by Mr P Gawthorpe, Chair on his return from holiday. Matters arising: Point 3 – <u>Pecuniary Interests</u> Re: Pecuniary Interests of Members, Trustees and Company Secretary – information on the SHA Website: Mrs V Dashper has updated the Pecuniary Interests information for the school website. Point 4 – b) <u>Correspondence (For information)</u> - (see Confidential items) Point 8 – <u>Bright Start Study 'Parent Child Attachment Play'</u> Mr Lilley has notified Zoe Hebden of the Committee's approval. Point 11 – <u>Policies for Discussion / Agreement</u> Governor Code of Conduct (Revised) + attachment Governor 'Declaration Form': Agended for Full Governors' meeting 3/3/16. School Governor Committee Information: Mr Lilley informed that Mrs D Moore is in the process of checking / updating information on the school website and assured governors that this work will be completed in good time before the next Ofsted inspection. 'Meet the Governors' Website Information: A form and sample of what information is required from each governor has been emailed to governors. Agended for Full Governors' meeting 3/3/16. Point 14 – Meetings for Academic Year 2016/17: Draft list done, emailed to governors and agended for Full Governors' meeting 3/3/16. – Principal's Report for Full Governors' meeting 3/3/16: This was emailed to all governors in the new format prior to the meeting.	
5	<u>Correspondence</u>	• <u>Dear Accounting Officer</u> No correspondence received.	
6.	<u>Principal's Report</u> (Encs with Agenda)	A copy of the Principal's Report (21 pages) was circulated with the agenda and emailed out to governors prior to the meeting. Governors were informed prior to the meeting that this report would be in a new format and that there is a place after each section for governors to write any questions/comments they may have. These can then be emailed to Mr Lilley prior to the meeting. <u>GENERAL SECTION</u> This section covered pupil numbers, census return numbers, class numbers, ethnicity, EAL information.	

Points of note:

Pupil numbers: Current number on roll 524 including Foundation Stage. This is +32 pupils compared to this time last year (as per Spring Census date). Mr Lilley said "the trend is upwards".

New Starters: There have been 9 recent new starters.

Foundation: 39 pupils in both AM and FM with 3 groups of 13 in each session.

Class Size KS1, LKS2 & UKS2: 15 classes in all. 5 classes in each KS.

Ethnicity: We continue to enjoy a wide ethnic mix in school.

EAL: The 'Together for Worksoop' initiative is currently analysing the impact of EAL students in Worksoop schools. There are 95 polish children in school (21% of our total number on roll). In view of the number of polish children in school a proportion of the money raised for 'Children In Need' went to a similar charity in Poland. As a consequence however negative comments were posted on the internet resulting in Mr Lilley having to send a letter to all parents and inform the Police.

BCVS email re. 'Wings over Worksoop': Mr Lilley informed he has received an email from BVCS inviting the Academy to take part in a forthcoming celebration called 'Wings over Worksoop'. There is a local Polish man living in Worksoop who was the first polish fighter pilot to take part in the German bombings. When the war ended he settled in Worksoop and set up a business (a local shop). Sparken Hill Academy is the only school to have been invited to take part.

Questions / Comments: There were none.

ACHIEVEMENT

This section covered Achievement SIP Review, Summary re. Fischer Family Trust (FFT) data highlighting relative strengths and areas for development across the school and Impact of Special Programmes.

Points of note:

Pupil Progress: Mr Lilley said pupil progress in each year group is satisfactory for this point in the academic year.

Miss K Owens: Miss Owens initiated running the "Pupil Progress Summary" report and completing it herself. Her action has resulted in all teachers being asked to do this. The system for this includes the annotated reports being given to Mr Lilley by the penultimate Thursday of each half term. This allows efficient data analysis by Mr Lilley before the end of each half term. In addition, Age Related Summary reports are compiled and analysed.

New Curriculum: 'Life without Levels'. Timeframes are high with very little time. This is a view shared with other schools. Mr Lilley informed governors that cross school moderation would now take place on a half termly basis where professionals from numerous schools would aid the moderation of work at Sparken Hill Academy.

Higher Ability Children: Currently there are 3 children in school who are 'outside of the norm' and have higher ability needs. They need a Teacher in maths who can teach them to their academic ability as well as taking into consideration their age level development.

Questions / Comments: There were none.

TEACHING

This section covered Teaching and SIP Review, SEN and the Quality of

		Teaching. Points of note: <u>Staffing (Teachers/TA's)</u>: There is a very good teaching team presently in school as well as a solid solution for cover and any staff circumstances that may arise. <u>Quality of Teaching</u>: From lesson observations (Autumn Term 2015) only one teacher observed was deemed to be 'requiring improvement', all others were good or better. <u>Teamwork</u>: Teachers are working to consolidate knowledge and resources and concentrating on what 'we do well'. <u>SENCO</u>: Miss J Hunter has settled well into her new role. She is currently carrying out her National SENCO Award at Nottingham Trent University. Questions / Comments: There were none. <u>BEHAVIOUR AND SAFETY</u> This section covered Attendance, Exclusions, Violence to Staff Logs, Racial Incidents. Points of note: <u>Exclusions</u>: Since December 2015 there have been 5 Fixed Term exclusions. Mr Lilley informed that unfortunately a Disciplinary Meeting was recently held where a decision was reached to uphold Mr Lilley's decision to permanently exclude a pupil in school. The child's parent(s) has the right to appeal within 15 days. If there is no appeal it will be up to the Local Authority to decide what educational provision/support is provided for the child. In the short-term the child will be offered home tuition and then residential provision. Mr Lilley said the Academy has done everything possible to try to keep the child in a mainstream school setting and has followed all policies and procedures. Of note is that the decision to permanently exclude the pupil has had a profound effect on the class. <u>Racial Incidents</u>: We have reported 2 racial incidents over the past two terms. Questions / Comments: In response to Exclusions, Mrs A Phillipson asked Mr Lilley if the Academy will be charged for the home tutoring that the pupil who has been excluded has received in the interim period. Mr Lilley said the cost will be met by BPBP and will be around £10,000. <u>LEADERSHIP AND MANAGEMENT</u> This section covered Community Team: Early Intervention Update and Statistical Overview (Safeguarding, Safeguarding Training, Family Support, Parental Engagement including Light Touch, Courses offered since January 2016 and planned activities). Points of note: <u>Solihull Parenting Group Facilitator Training</u>: Booked to take place in school June and September 2016 to enable this to be offered to our parents from the new academic year. 12 people are needed to make the course cost-effective to hold in school. Currently 9 people have been identified, need just a few others. The training has proven highly successful in supporting parents/carers. <u>Light Touch</u>: TA's are to be trained to do this.	
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		Questions / Comments: Mrs A Phillipson challenged Mr Lilley re. Family Support for the Future. Mr Lilley informed governors that the Family Support Service in school had been effectively “mainstreamed” by restructuring staffing. All members of the Family Support Team were permanent all year round members of staff and this would be safeguarded. <u>STAFFING</u> This section covered information regarding staff, results from the recent Staff Questionnaire and School Life. Points of note: Challenges: Mr Lilley said there are a considerable number of pupils in school who are from families facing social and economic difficulties. The school is a very challenging place to work in. However he concluded by saying our staff are amongst the most skilled, dedicated and hardworking team of professionals that he has ever had the privilege to work with. Questions / Comments: There were none.													
7.	<u>Reports from the Corporate Director for Consideration/ Action</u> (Encs with Agenda)	<u>Governing Body Code of Conduct. Report for action spring term 2016.</u> (A copy of the report and ‘Code of Conduct’ template sent out to Clerks was emailed to governors by the Clerk on the 12 January 2016. <u>Action: dealt with at Point 9.</u>													
8.	<u>Inset Days Agreement</u>	Mr Lilley asked the Committee to approve inset days for the next academic year as he has a proforma that needs completing and returning to the EFA. <table><tr><th>Date</th><th>Reason and/or Training Information</th></tr><tr><td>Friday 21 October 2016 (TO BE CONFIRMED) (Last day before breaking up for half-term.)</td><td>Tracey Campbell - Behaviour Training (Combined Inset Day) for whoever wishes to attend the course. Many Worktop schools have expressed an interest. This will be confirmed when Mr Lilley has had chance to peruse action plans and compile the new SIP.</td></tr><tr><td>2 December 2016 (TO BE CONFIRMED)</td><td>Lat Blaylock (C of E Vicar) An inspirational speaker. His talk will be on Religious Education which is a new subject area. The event will be open to Teachers in this subject area from other schools. The date has yet to be confirmed as it is dependent on Lat Blaylock’s availability.</td></tr><tr><td>Thursday 4 May 2017</td><td>TBC</td></tr><tr><td>Monday 24 July 2017</td><td>Disaggregated</td></tr><tr><td>Tuesday 25 July 2017</td><td>Disaggregated</td></tr></table> ➤ See Confidential Items also.	Date	Reason and/or Training Information	Friday 21 October 2016 (TO BE CONFIRMED) (Last day before breaking up for half-term.)	Tracey Campbell - Behaviour Training (Combined Inset Day) for whoever wishes to attend the course. Many Worktop schools have expressed an interest. This will be confirmed when Mr Lilley has had chance to peruse action plans and compile the new SIP.	2 December 2016 (TO BE CONFIRMED)	Lat Blaylock (C of E Vicar) An inspirational speaker. His talk will be on Religious Education which is a new subject area. The event will be open to Teachers in this subject area from other schools. The date has yet to be confirmed as it is dependent on Lat Blaylock’s availability.	Thursday 4 May 2017	TBC	Monday 24 July 2017	Disaggregated	Tuesday 25 July 2017	Disaggregated	RTL
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9.	<u>Policy Update</u>	<u>Governor Code of Conduct – (Revised Policy)</u> (A copy of the Academy’s amended Policy and Governor Declaration Form was													

		circulated to governors for perusal prior to this meeting.) The Academy adopted a 'Governor Code of Conduct' policy on the 3 December 2015. Mr Lilley informed that having read through the template policy sent out to schools/academies for consideration this term, in his opinion, it was a better one to use and included reference to the seven 'Nolan principals' of public life. The Clerk also informed two further points were recommended for insertion at the last Clerk's meeting and confirmed Mr Lilley has included these in the Academy's revised policy. These are: 1) We will promote tolerance of and respect for people of all faiths (or those of no faith), cultures and lifestyles 2) We will provide support and help, through our words, actions and influence within the school and the wider community, to prepare children positively for life in modern Britain. Everyone present was in agreement to the revised policy. Mrs S Cutts (Chair of Governors) signed and dated the revised policy. RESOLVED <u>'Governor Declaration Form' re. Governor Code of Conduct Policy</u> The Clerk said a further recommendation from the Clerk's meeting was asking governors to sign that they have received a copy of the policy and agree to abide to the protocols set out within it. A Declaration Form has been implemented to have as an 'Appendix' to the policy. Governors present signed a Declaration Form. Governors not present at the meeting will be sent a form and amended policy with the request to return it to the Clerk ASAP. Signed forms are to be retained by the Clerk and will be signed annually. RESOLVED <u>Policy Management - (for information only)</u> Mr Lilley informed the Academy currently has over 100 policies; some need reviewing annually or bi-annually, others less frequently. The process of keeping track of when a policy needs reviewing and ensuring the task is evenly spread throughout the academic year is something that is currently being looked at. It is felt that the new 'We are Every' software will be able to make this process easier and more efficient in future. Mrs V Dashper, with the help of Mrs B Thorpe, intend to input all policy information onto 'We are Every' as soon as possible.	Clerk
10.	<u>Report from Designated LAC Teacher</u>	Item previously circulated and covered at the Full Governors' meeting (Autumn Term), 3/12/15.	

11.	<u>Agreement of Purchase of Additional School Minibus</u>	Mr Lilley distributed information, including photographs, of 3 minibus vehicles currently for sale. The vehicles were as follows: 1) Peugeot Boxer 435 Price £14,495 + VAT 2) Ford Transit LWB 17 Seat Bus Price £12,995 + VAT 3) Ford Transit Mini bus 17 Seat Bus Price £12,490 + VAT All vehicles were of a similar age, mileage and condition to the Academy's present minibus. Mr Lilley asked the Committee to consider purchasing a second additional school minibus. Mr Lilley's preferred vehicle is the Peugeot Boxer 435 as it is very similar to drive as our present minibus. It has added extras, e.g. roof rack, speaker system, DVD player and inside storage. Mileage is 50,000. If purchased the colour will blend in with the Academy colours and complement our existing vehicle. The roof rack and internal storage will enable luggage can be transported easily on Y6 residential trips. Mr Lilley feels it would be more cost effective to have a second school minibus. Each bus would be able to transport up to 15 children, a total of 30 children. This would enable the Academy to provide our own transport for local trips such as Clumber Park, Perlethorpe, as well as days out to the coast etc. Although it would mean a whole year group could not participate on visits at the same time, the benefit of this is that children would be much easier to supervise in smaller sized groups. Transport to events such as going to see 'Charlie and the Chocolate Factory' in London would still require the hire of a coach from a local coach company. Mr Lilley provided governors with some recent transport costs: – Perlethorpe was around £400 – Western Park, Sheffield, almost £1,000. The transport cost for the planned Y6 residential trip this year will come in at approximately £2,000. Although there are running costs to take into consideration such as MOT, servicing, insurance etc., Mr Lilley felt it would be more cost effective to have a second minibus. Insurance: Mr Lilley said he was not sure how much insurance costs would be, approx. £800/year. <u>Questions</u> Mrs A Phillipson asked Mr Lilley if the Priory C of E School would still have use of our minibus. Mr Lilley said he very much doubted this except on the rare occasions when we are not using them which would be very rare. Mr J Hemshall asked Mr Lilley if a proper costing analysis has been done. Mr Lilley said over £10,000 on transport costs have already been spent this year and it is not yet the end of the academic year. Mr J Hemshall asked Mr Lilley if we have sufficient drivers. Mr Lilley said we have. Mrs A Phillipson asked if there is room to park a second minibus on site. Mr Lilley said there is. It was agreed to purchase a second minibus for the Academy and to purchase Vehicle 1), the Peugeot Boxer 435 at a cost of £14,495+VAT.
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		Proposed by: Mr J Hemshall Seconded by: Mrs N Bloomer All governors were unanimous in the decision to purchase a second mini bus. RESOLVED	
12.	<u>Governor Training</u> (Enc)	• <u>Training Update – Spring Term 2016 (for Full Governor’s Meeting 3/3/16)</u> (prepared by Mrs B Thorpe, Clerk & Governor Training Co-ordinator). <u>New Governor Training</u> Mrs A Kilroe, Mr R Hattersley and Mrs T Padley attended NCC course ‘New Governor Module 1’ on the 2/2/16. They are booked to attend Module 2 on the 21/3/16. Mrs T Padley attended NCC course ‘How to Support and Challenge’ on the 10/2/16. <u>NCC Annual Governor’s Conference (2x free places)</u> Mrs S Cutts (Chair), has been booked in to attend. Unfortunately Mr P Gawthorpe is unable to attend. <u>NCC Summer Term Courses 2016</u> At the time of the meeting governor courses for the Summer Term 2016 could not be printed off as one document for the Clerk to email out to governors. This has been reported to Jon Coales in NCC Training. In the meantime governors were asked to look at the course information on the website and email the Clerk with any course they would like to attend. <u>Nottinghamshire Governor Newsletters</u> Governors were asked if they are receiving newsletters via email to their Sparken Hill email addresses. There are two newsletters per term. Governors reported that they are receiving them. However the Clerk said she will also scan and email newsletters to governors to ensure that they are able to read them as this is something most Clerks from other schools are reported to be doing to ensure that they are read. <u>Course: Leadership and Governance Solutions, 27 January 2016 (Update)</u> Mrs S Cutts, Mr R Priestley and new governor Mrs A Phillipson attended the course. Unfortunately they were disappointed with the content and felt, as did some other attendees, that the course was aimed more for maintained schools rather than academies. <u>National Governors Association – Newsletters</u> All governors now have access to NGA site and receive regular newsletters. • <u>Statutory Radicalisation and Extremism Training – PREVENT DUTY</u> Governors present (everyone except Mr P Gawthorpe and Mr J Shephard), were given the online training by Mr Lilley as recommended in one of the Director’s Reports Autumn Term 2015. During the training governors were given the opportunity to ask questions about the procedures in place in school. At the end of the training a certificate was issued to everyone as evidence that they have undertaken the present recommended training for school governors. The Clerk will also update	All Govs

		Governor training records and inform Karen Gardener.	Clerk
13.	<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, to be presented at Full Governors' meetings. Mrs S Cutts, Chair, reminded governors that the recording pro-forma is appended to the back of the Governor Visits Policy.	
14.	<u>What has been done to impact on outcomes for pupils? &</u>	Mr Lilley to raise in time for the next FG body meeting. The purpose of these sections is to elicit the impact of the Governing Body in the period covered by the meeting discussion. Examples could be:	RTL
15.	<u>How has the Governing Body held the School Leaders to account?</u>	<i>'Challenging the rationale behind keeping class size numbers at the low 20's'</i> <i>'Asking for triangulation evidence to prove quality of teaching judgement' etc.</i> This section is to be completed in the Summer Term meeting.	
16.	<u>'Meet the Governors' website information</u> (Enc)	The Clerk prepared and emailed a form with an attachment example to all governors prior to the meeting. Everyone was asked to complete their form and return it to the Clerk ASAP. Once all forms have been received Mr Lilley / Mrs D Moore (Vice Principal) will input the information onto the School website. The information given by governors will be reviewed annually. Mrs S Cutts said she has been thinking about this section for the website and thought a photograph as well as a child's drawing of each governor would be nice.	All Gobs
17.	<u>Agree Dates/Times of Meetings for the Next Academic Year Sept 16 to July 2017</u> (Enc)	The Clerk prepared and emailed a list of proposed meeting dates for the next academic year. <u>Proposed Dates:</u> There were no amendments to the proposed dates. <u>Start Time:</u> It was agreed all meetings from now on should commence at 9.30am. The Clerk will email governors with an amended list.	Clerk
18.	<u>Determination of Confidentiality of Business</u>	The Committee considered that items relating to staff were confidential and should be recorded separately. Confidential items were recorded at agenda item 4.	
19.	<u>Date and time of Next Meeting</u>	The next Full Governor's meeting will be held on Thursday 23 June 2016 and will commence at <u>9.30am</u> .	
		There was no other business. The meeting closed at 11.25am.	