MINUTES OF MEETING

Nottinghamshire County Council

School:	**Sparken Hill Academy**
Meeting title:	**Autumn term meeting of the governing body**
Date and time:	**Thursday, 4 December, 2014 at 4.00pm**
Location:	**At the school**

Membership
'A' denotes absence

		Mrs A Buffrey
		Mrs M Cutts (chair)
		Mrs C Beattie
		Mrs K Kitchen
	A	Councillor J Shephard
		Mr P Hubbard
		Mr R Priestley
		Mrs N Bloomer
		Mr J Hemshall (vice-chair)
		Mr P Gawthorpe
		Mr R Lilley (headteacher)
		Ms E Rodgers

In attendance

Mrs V Dashper (Budget Manager)
Mary Richards (clerk to the governors)
Liam Russell (clerk observer)

The chair agreed that item 16 should be brought forward on the agenda to item 8.

GB/49/14 Apologies for absence **Action**

An apology for absence was received from Councillor Shepherd.

It was

resolved

that the governing body consent to his absence.

GB/50/14 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda. All governors had signed the register of business interest forms that had been administered by Mrs Dashper.

GB/51/14 Review of membership

The chair informed the clerk that Councillor John Shepherd had been appointed a partnership governor on 14 March 2013 and asked for him to be re-instated on this membership list. There was one vacancy for a community member.

In answer to the chair's concern that the end of office date for all governors was the same, the clerk suggested that in two years the body started the process of re-appointment on a rolling programme.

Action

GB/52/14 Election of vice-chair

The term of office of the vice chair will be two years, until the autumn term meeting of 2016.

Mrs Cutts nominated Mr Hemshall as vice-chair. He was seconded by Mr Priestly and left the meeting whilst the nomination was discussed. It was a unanimous vote.

It was

resolved

that Mr Hemshall be vice-chair and he returned to the meeting.

GB/53/14 Minutes of

Summer term meeting

The minutes of the spring term meeting held on Thursday, 22 May, 2014, having been previously circulated, were confirmed and signed by the chair.

Matters arising

GB/45/14 Full governing body meetings will start at 4.00 pm and committee meetings at 9.30 am.

Also received were the minutes of the meeting held on 7 October at 9.00 am regarding the conversion of the school to an academy on 1 November 2014. The minutes of the meeting of the company, Sparken Hill Academy Trust were received. These were agreed and signed by the chair.

GB/54/14 Reports from committees and working parties

The minutes of the draft School Improvement Committee held on 23 October, 2014 having been previously circulated were received

Matters arising

Item 1 The analysis of RAISEonline given in that report was in line with that published. The gender issues and the more able pupil issues discussed at the meeting have been included in the School Improvement Plan.

Item 8 The headteacher had attended the Together for Worksop pilot and the action plan was congruent with the School's and plan and behaviour policy for the family of schools.

The draft minutes of Finance and Personnel Committee held on 27 November 2014 having been previously circulated were received.

Matters arising

Item 4 Mr Hemshall asked for clarification on the pension fund shortfall; this was given.

Item 5 Mrs Dashper informed governors that the Best Value Statement will be required by August 2015 and the Financial Management Governors Self-assessment within 4 months.

Action

Item 7 Confidential minute

Item 11 JI Streets had been appointed Accountants and G4S for cash collection.

Item 12 Swatches for the uniform material were not yet available. The pattern chosen was Missouri plaid in grey.

Overseeing the financial performance of the school and making sure its money is well spent

GB/55/14 Approval of

1. *Revised Academy Budget*

Mrs Dashper informed the governors that since that meeting she proposed a number of amendments to the budget.

Mrs Dashper circulated a revised budget forecast 2014-15. The revised estimated carry forward submitted to the EFA was £505,175.00.
£500,000.00 of this had been ring-fenced for the extension to the foundation stage building.

The main changes to the reviewed budget were;

- staff salaries, due to changes in staff and changes in pay agreed by the F&P committee;
- an additional change was due to the increase of 1.2% for support staff agreed by the government;
- increase in the costs of school uniforms;
- increased ICT and Foundation Stage resources;
- increased behavioural support;
- outstanding works to the exterior;
- adjustments to the school meal income.

Governors asked for further information on the costs of the capital programme; this was given. They were provided with a quote for the cost of the extension of £1800 to £2000 per cubic metre. That would equate to £440,000. There would be some additional costs for furnishing but the school could provide some from its current stock. They also asked about build time and disruption to the school.

It was proposed by Mr Gawthorpe, seconded by Mr Hemshall and

resolved

to approve the revised budget.

Year end re-forecast

It was

resolved

to approve the revised year end re-forecast.

Action

2. Scheme of Financial delegation / Finance Policy

The Sparken Hill Academy Trust Finance Policy December 2014, was circulated including scheme of delegation and limits on purchasing, procedures for payments, charge card usage and petty cash payments. The document had been looked at by the F&P committee and Mrs Dashper had highlighted any changes.

It was proposed by Mr Hemshall, seconded by Mr Gawthorpe and

resolved

to approve the Finance Policy.

The responsible officer was Vicky Lievsley of School and Academy Finance.

3. Insurance Arrangements

The headteacher confirmed the insurance arrangements and risk protection from the DFE and outlined the issues regarding shared use of the minibus.

Mrs Bloomer entered the meeting at this point.

Mrs Dashper was thanked for her input and left the meeting.

GB/56/14 Correspondence

The governors confirmed that they had received the academies' financial handbook and the Sparken Hill Governors' handbook.

The chair had received;

- information regarding membership of Keynotes;
- the Nottinghamshire Governors conference will be held at The Derbyshire Hotel (J28 of the M1);
- information on a course for governors on performance related pay and appeals on January 26th 2015;
- confidential minute.

Mrs Beattie had received a letter as a director of a company.

The clerk highlighted the following pieces of correspondence:

- Nottinghamshire Governor Magazine – governors confirmed receipt of this and an update.

Holding the headteacher to account for the educational performance of the school and its pupils

GB/57/14 Headteacher's report

The headteacher provided his report to the meeting in hard copy format and provided feedback on the following issues:

Action

Pupil numbers

There had been 50 leavers, 40 of which had been due to house moves and 10 to care proceedings.

Achievement

Headline results were given. KS 1 outcomes were good and higher than the Nottinghamshire average. Areas for improvement were the gender difference and the need to increase the proportion reaching higher levels of attainment. The headteacher reported that the cohort of 50 this year contained of 16 boys including 4 with complex needs. The school was committed to ensure that progress continued to be good in KS2.

The KS2 results showed a slight dip in the proportion reaching Level 5 and targets of 40% for reading and 35% for writing.

Mrs Buffrey and Ms Rodgers entered the meeting at this point.

The targets for end of EYFS, KS1 and KS2 were received. Governors recognised that meeting these targets could be affected by pupil turnover

Attendance and behaviour

Attendance was 93.7% for the last academic year and was making a steady improvement. The target for this year was 96%. The governors discussed the use of penalty notices and the positive impact their use had had. Priority 3 in the School Improvement plan was focussed on attendance and behaviour. The headteacher said there had been an improvement in multi-agency work within school.

Mr Gawthorpe challenged the school on the impact of the use of pupil premium money. One aspect was the purchase of 'sleuth', a bespoke package on behaviour management system. This should reduce the number of fixed term exclusions. There had been 4 fixed term exclusions of one day this year.

The headteacher reported on the family support team and the school had some good case studies as evidence for the impact of family support on behaviour, attendance and progress. Mr Gawthorpe asked how this had been achieved. It was by targeting parents. The feedback from parents had also been positive. The headteacher referred to the implementation of an approach in line with the Bassetlaw Primary Behaviour Panel Graduated approach. The current caseload was 3.

The headteacher was chair of the Bassetlaw Primary Behaviour Partnership.

Teaching

The headteacher reported on the outcome of lesson observations. Any lessons that required improvement would result in further support. Mr Hemshall asked how often lesson observations occurred. This was usually once per term. Mr Gawthrope asked if they were graded. For feedback to the teacher, lesson observations were graded.

Progress that vulnerable groups are making

Confidential Removed

Action

Curriculum

The headteacher reported that the new curriculum had been fully implemented, was exciting and promoted success. His report listed the many enrichment events that had been used to stimulate learning.

The headteacher circulated his report on the PE grant. The school received £10,380; the report detailed how this was spent. The report listed how the grant was used in 2013/14 and the outcomes for pupils in 2014 compared to the outcomes for the school. The report listed how the school proposed to use the grant in 2014/15.

Governors sent their congratulations to a member of staff on achieving her BA (Hons). The headteacher was thanked for his report.

GB/58/14 PTA links

This item will be removed from the agenda. — clerk

Ensuring clarity of vision, ethos and strategic direction

GB/59/14 Report from the Corporate Director for consideration and action

Children Missing Education: The clerk outlined the requirement for governors to ensure that procedures were robust, registers were correctly coded and any off site provision was quality assured. The governors had already been informed of engagement with outside agencies and the school, and that an effective in house family support worked. The clerk asked the governing body to ensure that, now the school was its own admissions authority, the procedure for in-year admissions was secure.

- Admission arrangements: Mr Gawthorpe will lead a group to look at and consult on oversubscription criteria. The clerk recommended the NCC training for own admissions authorities.

- HR report – School Pay Policy and Guidance 2014 and revised Appraisal Policy and Guidance: This was received. The school is not using NCC HR. The clerk reported that the revised headteacher standards had not been published so the current standards were applicable.

- Funding for vulnerable pupils and looked after children (CLA): This was received and noted. Mrs Buffrey was the CLA governor.

- Elective Home Education in Nottinghamshire: This was received and noted.

GB/60/14 Safeguarding children in education governors' compliance checklist

This had been completed and signed by the chair and sent to Cheryl Stollery (LADO). — **chair**

Mrs Buffrey asked the headteacher about the need to declare convictions of any associated person and if any further guidance had been received. The governors were concerned about protection of personal information. The situation stands that the forms signed by the staff must be kept in school and that staff must apply to Ofsted for a waiver.

Action

GB/61/14 Review of delegation and organisation of committees

Approval of delegation – decision planner

The decision planner and annual school planner had been received. The clerk had sent to the school the decision planner and policy checklist for academies.

The governors had received the Sparken Hill Academy Governors Handbook. The governing body ratified the committee membership and appointment of governors with specific responsibilities listed in the handbook.

GB/62/14 Governor training

Report from training co-ordinator including priorities for governor training and development 2014/15

Mrs Buffrey provided her report and confirmed that:

She had booked on NCC admissions training.

Governors were having difficulties accessing safer recruitment online as the site is not yet ready.

The chair had completed the NCSL school leadership programme.

Mr Priestly provided a list of courses that he had attended. He recommended the governor training in pay course to all F&P governors.

GB/63/14 Governor visits and monitoring reports

Mrs Buffrey and Mrs Kitchen had circulated monitoring report on the Family support unit in order to audit the school's record keeping.

All governors were invited to the Christmas dinner on 18 December, 2014.

Concluding items

GB/64/14 Confirmation of dates for 2014/15

The governing body

agreed

Spring term – Thursday, 26 February, 2015 at 4.00 pm
Summer term – Thursday, 21 May, 2015 at 4.00 pm

School Improvement Committee meetings:
5 February, 2015 at 9.30 am
7 May, 2015 at 9.30 am

Finance and Personnel Committee meetings:
12 February, 2015 at 9.30 am
14 May, 2015 at 9.30 am

GB/65/14 Determination of confidentiality of business

Action

It was

resolved

that there were two confidential items and that the headteacher's report on CLA should remain confidential.

Signed ....(chair) Date ....
MR/IY

Action

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Confidential items

Action

GB/54/14 Reports from committees and working parties

The draft minutes of Finance and Personnel Committee held on 27 November 2014 Matters arising:

Item 7 The headteacher explained that an additional payment had been made to Mrs Lee so that the differential is maintained.

GB/56/14 Correspondence

Letters from a Page Newton, a member of the mid-day supervisors, requesting leave of absence to be a guardian for her son whilst playing in a tournament in Greece. Having assured themselves that the school could cover her absence, the leave was granted without pay.

Signed ....(chair) Date ....