

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Sparken Hill Academy
Meeting title: Spring term meeting of the governing body
Date and time: Thursday 26 February, 2015 at 4.00pm
Location: At the school

Membership
'A' denotes absence

	1 x community vacancy
	Mrs A Buffrey
	Mrs M Cutts (chair)
A	Mrs C Beattie
A	Mrs K Kitchen
	Councillor J Shepherd
	Mr R Priestley
	Mrs N Bloomer
	Mr J Hemshall (vice chair)
	Mr P Gawthorpe
	Mr R Lilley (head teacher)
	Mrs E Rodgers

In attendance Susan Smith (clerk to the governors)

GB/01/15	Apologies for absence	Action
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Apologies for absence were received from Mrs Kitchen (ill health) and Mrs Beattie (holiday).

It was

Resolved

that the governing body consent to the absences.

GB/02/15	Declaration of interest
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There were no relevant declarations of interest, either direct or indirect, for items of business on the agenda.

GB/03/15	Review of membership
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The vacancy for a Community Governor is being actively promoted. Mr Gawthorpe asked about the skills audit recently undertaken. Mrs Buffrey commented that legal skills would be an advantage for the Governing Body.

GB/04/15	Minutes of
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Autumn term meeting

The minutes of the autumn term meeting held on Thursday 6 November, 2014 having been previously circulated were verbally reviewed, confirmed by the governing body members present and signed by the chair, subject to the following being noted. One incorrect item was noted on page 7 item GB62/14; Mrs Buffrey had not booked onto NCC Admissions training. Mr Gawthorpe recalled he had mentioned the need for safer recruitment training in the event of hearing appeals.

Mrs Buffrey then recalled having agreed to look into this. Mr Gawthorpe suggested all Governors and school leaders would benefit from this training. It was

Agreed

the clerk to email NCC governor training.

Clerk*Matters arising*

There were no specific matters arising.

Committees and working parties

Minutes of the School Improvement Committee having taken place on 5 February, 2015 and Finance and Personnel and Audit Committees having taken place on 12 February, 2015 were agreed as an accurate record and signed by Mr Gawthorpe as chair of these meetings.

A discussion took place about the size of the Committees. The head teacher noted that new Terms of Reference were to be drawn up for each.

Matters arising

There were no other matters arising.

GB/05/15**Correspondence**

A letter was received from class teacher Mrs Curry requesting one day unpaid annual leave on 22 May 2015 to attend her sister's wedding. Mrs Buffrey highlighted the 5 days paid 'special' leave within the Academy at the discretion of the Head Teacher, Governors agreed that one day leave with pay should be granted.

It was

Agreed

that Mrs Buffrey communicates the decision of the governing body to Mrs Curry.

**Mrs
Buffrey****Holding the headteacher to account for the educational performance of the school and its pupils****GB/06/15****Headteacher's report including**

Mr Gawthorpe drew to the Governing Body's attention the difference in the head teacher's report between non-statutory and statutory classes. The head teacher acknowledged the difference.

The head teacher noted the change of SIP cycle from fiscal year to academic year and so the current plan will be extended and a new plan produced in the summer term. He spoke about increased delegation to the senior leadership team in school of element of the SIP.

Mr Priestly challenged the head teacher about the racial incident reported. The head teacher noted that the school takes all incidents very seriously and works closely with NCC on any issues.

Staffing

The head spoke about new software being used to analyse teaching and how this sets out expectations for pay progression. Mr Hemshall asked if this is tied in with teacher appraisal and the head teacher confirmed that is the case. It will not be ready for use with support staff until September 2017 but Mr Gawthorpe was keen to stress the governors' appreciation of the importance of teaching assistants.

Governors were asked to note the successful work of 2 teaching assistants, Siobhan Moxley and Holly Turnock in providing additional support.

Pupil attendance

Attendance has improved as a result of opening class rooms 15 minutes before the start of class. It is felt the increase of 1% in attendance (to 95.23%) is a result of the threat of fines. Additionally the £10 weekly voucher scheme will now be extended to parents of the younger children, recognising parent's role in timekeeping and attendance.

Pupils and pupil attainment

The head drew governor's attention to the positive response to the new attitudinal reports for parents. He also noted that Y6 achievement is likely to outperform national average in 2015. In terms of underperforming pupils, Mr Gawthorpe asked about the timescale for assessing the value for money of the Heart investment. The head felt the hard work and effort of the library staff was resulting in better outcomes.

Mr Hemshall challenged the head teacher on the achievement in the higher ranges and asked what backs up this statement in the report. The head replied that data supported this using the value added approach combined with teacher assessments. Targets for L5 this year are approximately 30% and this trend is also likely to be seen in the current Y5s although these do have a larger percentage of SEN than the current Y6.

Mr Gawthorpe asked about a report on the non-core subjects, particularly the arts and music. The head teacher explained a school philosophy of developing confidence and positive attitudes in children (doing more of something doesn't necessarily make you better at it). Mrs Bloomer confirmed this was the experience of her child in relation to choir and the increased confidence from being involved. The head then went on to explain about the plans with the Instrumental Music Service and hosting a Worksop-wide school band every Tuesday (twilight session). Mr Gawthorpe challenged the head teacher to ensure the richness of this information is collected and reported on to governors. The head agreed to ask the creativity team in school for a report for the next meeting.

New school uniform

The head teacher's report contained pictures of the new school uniform. At some point in the near future governors will be asked to consider levels of subsidy and the head teacher will present these figures.

Mrs Buffrey suggested the need for a staff dress code.

Ensuring clarity of vision, ethos and strategic direction

GB/07/15 Reports from the Corporate Director for consideration and action

Pupil Place Planning – meeting the increased demand for school places

The clerk outlined the issue and action for governors within the report.

British Values

The clerk outlined the issue and action for governors within the report. It was

Agreed

the head teacher produces a short response to the report and puts this on the website once agreed with Sarah Lee at NCC.

**Head
teacher**

GB/08/15

Policy update – to approve any policies referred from the previous meeting or committee meetings (if applicable)

The Complaints policy had been updated and a new governor comments template developed for all policy amendments in future. Mrs Beattie had commented on the Complaints Policy.

The governors were asked to note and accept the new Fixed Assets Policy, Investment Policy and the new Reserves Policy.

It was

Agreed

That all of the above mentioned policies were adopted.

GB/09/15

Governor training

Report from training co-ordinator including priorities for governor training and development 2015/16

Mr Priestly has passed the IOSHH health and safety training course successfully.

Mrs Buffrey has booked 10 on line Safeguarding training sessions for governors.

Mrs Buffrey presented the NAG governing body health check opportunity and it was agreed this should take place in week commencing 19 October 2015.

Mr. Priestly asked that the cancelled financial training is rescheduled.

GB/10/15

Governor visits and monitoring reports

Mr Priestley will attend the annual Governors conference on 7th March 2015.

All governors were invited to the Red Nose Dance-a-thon on 13 March 2015.

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

GB/11/15

Approval of (if applicable)

School budget

The Finance and Personnel and Audit Committees have reviewed the SAAF budget planner. Governors agreed to submit for approval at EFA.

Financial Management & Governance Self-Assessment (FMGS)

This has been approved the Finance committee.

Services for Schools

Three NCC buy back services have been confirmed. The rest of this item is a confidential note.

Concluding items

GB/12/15 Confirmation of date for 2015

The governing body

Summer term – Thursday 21 May, 2015 at 4.00pm

GB/13/15 Determination of confidentiality of business

It was

Resolved

that there was one confidential item.

The meeting closed at 6.10pm.

Signed(chair) Date

SS/sk