

**BOARD OF GOVERNORS**

**Minutes of a Meeting of the**

**Full Governing Body**

**Held at the Academy on Tuesday 15<sup>th</sup> March @ 6pm**

Governors Present -	Mrs Helen Morris	Chair of Governors
	Mr Steve Hall	Vice Chair
	Mrs Joanna Young	Academy Principal
	Miss Samantha Brennand	Academy Vice Principal
	Mrs Di Davy	Mrs Su Hawkes
	Mrs Nicola Kay	Mrs Amanda Manning
	Mrs Diane Ridings	Mrs Marie Speake
	Mr James Sweeney	

Apologies -	Mrs Andrea Millar would be arriving late due to work commitments
In Attendance -	Amanda Arnold Clerk to the Governors

Item No.		Action
1.	<p><b>Apologies &amp; Items of Any Other Business</b></p> <p>A Millar would be arriving at the meeting late today due to work arrangements.</p> <p>S Hall Health &amp; Safety Report</p>	
2.	<p><b>Conflict of Interest</b></p> <p>HM explained the importance of these declarations to the governors as there were a number of new governors present. JY declared her new role as a governor a Sir William Stanier school.</p>	
3.	<p><b>Committee Membership</b></p> <p>The Special Responsibility roles had been discussed and organised at the last meeting in the absence of the new governors, and so this was discussed to confirm that everyone knew their role and was happy.</p> <p>JY requested that a governor link up as a Basic Skills governor, for Maths and English, for good practice. S Hawkes &amp; D Riding volunteered and these areas will be added to the Inclusion and Progress section.</p> <p>S Hall volunteered to oversee the Training Governor with AA. S Brennand was now trained to use the admissions system and was added as a Staff Governor link for this area.</p> <p>M Speake was added as a governor link for the Community Liaison and as a staff link</p>	

	<p>for the basic skills together with G Emes</p> <p>A Manning requested to be added as a link for Cared for Children.</p> <p><b>All changes and amendments were agreed</b></p>	
4.	<p><b>Minutes of the last Meeting</b></p> <p>Minutes received.</p> <p>Remove line in Part 5 with a question raised post draft</p> <p>Mistake in Section on A Millar report – amend the word ‘exploited’ to ‘exploitation’</p> <p><b>Matters Arising</b></p> <p>Governor development had been circulated and AA praised governors on the uptake of courses.</p> <p>The Chair requested that minutes of all items are in future circulated within 3 weeks of the meeting taking place.</p>	<p>AA</p> <p>AA</p>
5.	<p><b>Chairs Action &amp; Reports</b></p> <p>No Part One Actions to report.</p>	
6.	<p><b>Reports from Governors</b></p> <p>S Hall reported that he had been into school for overseeing Health &amp; Safety and had a report to share later in the meeting</p> <p>D Davy – Had attended Finance for Academies, found this very useful, half day course. Also attended the Governors Conference. Found this to be helpful for networking and discussing benefits of a multi-academy trust with a leader of a trust. Pleased she attended.</p> <p>D Ridings – Had been attending Key Stage 1 Book Scrutiny. Found it a very helpful exercise looking at specific children, interesting looking at issues that arise. Also involved in the interviews for a senior Midday Assistant. She discussed how lunch time arrangements had an impact on pupil progress and is looking forward to visiting the new lead to discuss how it is going.</p> <p>She also confirmed that she had attended the Governor Mark course with S Hawkes. Felt that striding to achieve it will be a very useful tool to improving the board and as a framework to work towards. They would like to discuss this with the full governing body. It was discussed that this could be added to the next strategic day for governors as part of Self Evaluation. Would like to look at how governors can show impact of efforts put in in the school.</p> <p>S Hawkes also attended Key Stage 2 Book Scrutiny. Looked at progress following up from last terms scrutiny. Found it very informative and useful to see the impact from doing the scrutiny.</p> <p>S Brennand reported that AM had met with her and R Dyer to discuss safeguarding and that they meet every half term to keep up to date.</p> <p>A Manning has spent a morning with the Reception classes. Felt amazed with the work taking place with the children. Felt that all of the children were engaged with the activities and that it was clear to see how the teachers were managing different levels of children.</p> <p>J Sweeney attended the Christmas lunch last year and also attended the recent visit to Stockley Farm with the Reception children. Had a lovely time and commented that it was lovely to see the children all so well behaved.</p>	

<p><b>7.</b></p>	<p><b>Financial Matters</b></p> <p>Matters that were noted in F&amp;R that governors wanted to share with the full board -</p> <p><b>Writing Project</b></p> <p>HM confirmed that the funding for this had been agreed at F&amp;R. JY gave an overview of what the project meant for the academy as explained in the minutes. A very focussed CPD for the whole school in a method of teaching writing. Particularly beneficial for the children who struggle with speaking and listening. The children will learn different focussed ways of learning, each year group would be learning the same which will support them as they move through the school, particularly with the low starting points that some of our children enter school with.</p> <p>Inset days may have to change to those that have been set for next year. This will be published when confirmation has been received.</p> <p><b>Budget</b></p> <p>HM wanted to report that from F&amp;R, whilst the budget is healthy, the academy need to be stricter with what will be spent in the coming years as there are concerns regarding the allocations of funding for specific groups of children.</p> <p>JY used the opportunity to report on a meeting with the accountant today.</p> <p>She explained that part of the funding comes in in an academic year, and some in a tax year. It had been discussed with the accountant that it is not clear whether the carry forward was all from the previous year, or for the new year. It was confirmed that the surplus was £20,000 for the past year. JY has requested that this can be looked into for the end of this year. She needs to know where the budget stands. JY was frustrated that it wasn't clear and has requested that the accountants help to make it clearer for governors to see where the budget stands.</p> <p>Has been assured that the increase in staffing costs should not be affected this year as it was last year.</p> <p>HM reported that there were also concerns regarding meal costs but that the minutes confirmed there was to be an increase per meal from £2.10 to £2.20.</p> <p><b>Audit &amp; Assurance</b></p> <p>HM confirmed to the board that Baker Tilly had been asked to come in and provide an internal audit on the budget and cash flow. This request has been put through, they will contact T German with a date in due course. AA to chase up if they have made contact to arrange an appointment</p>	<p>JY/TG</p> <p>AA</p>
<p><b>8.</b></p>	<p><b>Principals Report</b></p> <p>The report had been distributed in advance of the meeting covering –</p> <p><b>School Numbers</b></p> <p>Admissions criteria has all been set and submitted now. JY reported that we are to expect quite a high number of appeals. There were approximately 16 families within catchment that have not been allocated a place.</p> <p><b>Assessment Update</b></p> <p>JY reported that the DfE have listened to a petition from Headteachers. Dates have been changed for Teacher Assessment data to be submitted to 30 June which allows more time for the children to progress further as in the past they were to be submitted at the same time as SAT's. This gives teachers the chance to continue to teach post SATs and give the children the best chances.</p> <p>It was reported that Headteachers all felt they were still in the dark regarding what</p>	

	<p>the ARE cut off will look like and current in school data shows we are looking to achieve in the 70%+ rather than the usual 90%+ due to the higher expectations and short time the children have been taught the new curriculum. We will be reporting to parents whether children have met, are working towards or have exceeded the age related expectations (ARE).</p> <p><b>Monitoring Update</b></p> <p>A detailed report had been provided to governors showing the variety of monitoring that has been taking place throughout the school. Including Observations, of both teaching staff and support staff and the Learning walks and Book Scrutiny's.</p> <p>Interesting data showing the increase in Outstanding Book Scrutiny which shows the impact of the work taking place.</p> <p>A <b>governor asked</b> what the colours were under Learning Walks. JY explained that grades weren't appropriate.</p>	
<b>9.</b>	<p><b>Governor Mark</b></p> <p>Reported on earlier in the meeting under governor reports.</p>	
<b>10.</b>	<p><b>Away Day Plans</b></p> <p>It was confirmed that Self Evaluation and the Governor Mark would be discussed at the next strategic meeting on the 1<sup>st</sup> July 2016.</p>	
<b>11.</b>	<p><b>School Development Plan</b></p> <p>A note to remind governors of the access to the strategic Development Plan on Bluewave Swift. HM reminded governors that it is now a live document which was very supportive for governors as it was a working document. AA explained that governors were welcome to come into school and have some additional training to help show them around if they would like and that the link was under 'Governor Links' on the-governor and the log in details are also clear and available there.</p> <p>JY explained that the SES was also linked into the Development Plan so it was clear to see how the academy was progressing.</p>	
<b>12.</b>	<p><b>School Improvement Partner</b></p> <p>The next visit was booked for Thursday 17<sup>th</sup> March 2016. The visit was going to take place with SB and MS. JY was in a meeting this day but it was discussed that it was good CPD for SB and an observation for MS.</p> <p>The theme of the meeting was to look at progress, check that when staff are monitoring they are monitoring at the right level.</p> <p>In the feedback for the observation they are going to share a new action plan that the academy are looking to use more in the future.</p> <p>SB explained what the SIP was to the new governors. She explained that they are a Critical Friend to support whether or not what the leadership team are telling the governors is accurate. He will produce a report which should back up the evaluation given by the leadership team.</p>	
<b>13.</b>	<p><b>Directors Report</b></p> <p>The Directors Report covered the following –</p> <ol style="list-style-type: none"> <li>1. Governance and Liaison update</li> <li>2. Annual HMI Report : Implications for Cheshire East</li> <li>3. Education Welfare Service and Academy Charges</li> </ol>	

	<p>4. Newly Qualified Teachers</p> <p>5. Cheshire East Information, Advice and Support Service (CEIAS)</p> <p>6. Student Safeguarding Groups</p> <p>7. Hate Crime</p> <p>8. Domestic Abuse Developments</p> <p>9. School Trips in light of Paris terrorist attacks</p> <p>10. Fair Access Protocol</p> <p>11. Pupil Premium for children adopted from care</p> <p>12. Model Education HR Policies for Schools and Academies .</p> <p>A prepared response had been circulated in advance of the meeting</p> <p>JY confirmed that a new governor Handbook has been issued – AA to investigate and upload onto the-governor.</p> <p>All governors must have a DBS check within 21 days of being appointed.</p> <p>N Kay checked that all of our checks are enhanced checks, SB &amp; JY confirmed they are.</p> <p>S Morris, Associate Governor, and A Manning to obtain DBS as soon as possible. AA to make contact to advise how to make an appointment with JM</p> <p>Concerns over headship vacancies and teacher recruitment were on the report. JY reported that the academy are not concerned as we have been lucky to date and our status helps to appoint good strong teachers.</p>	<p>AA</p> <p>AA</p>
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<p><b>14.</b></p>	<p><b>Governor Development</b></p> <p>More detailed information was given earlier in the meeting.</p> <p>A number of courses had been attended by governors since the last meeting –</p> <table border="1" data-bbox="204 1245 1273 2092"> <tr> <td>Governing Body Self Evaluation &amp; the Governor Mark</td> <td>14/03/2016</td> <td>Diane Ridings</td> </tr> <tr> <td>Governing Body Self Evaluation &amp; the Governor Mark</td> <td>14/03/2016</td> <td>Su Hawkes</td> </tr> <tr> <td>Governor Conference</td> <td>11/03/2016</td> <td>Diane Davy</td> </tr> <tr> <td>Safeguarding</td> <td>10/03/2016</td> <td>Nicola Kay</td> </tr> <tr> <td>Safeguarding</td> <td>10/03/2016</td> <td>Stephen Hall</td> </tr> <tr> <td>Knowing your School: The governors role in Monitoring</td> <td>25/02/2016</td> <td>Diane Ridings</td> </tr> <tr> <td>How do Gov. know ab. quality of Teaching, Learning &amp; Ass</td> <td>08/02/2016</td> <td>Andrea Millar</td> </tr> <tr> <td>How do Gov. know ab. quality of Teaching, Learning &amp; Ass</td> <td>08/02/2016</td> <td>Su Hawkes</td> </tr> <tr> <td>Academy Funding</td> <td>26/01/2016</td> <td>Diane Davy</td> </tr> <tr> <td>Governor Induction</td> <td>21/01/2016</td> <td>Nicola Kay</td> </tr> <tr> <td>Child Sexual Exploitation Training</td> <td>11/11/2015</td> <td>Andrea Millar</td> </tr> <tr> <td>Understanding Pupil Premium</td> <td>10/11/2015</td> <td>Su Hawkes</td> </tr> </table>	Governing Body Self Evaluation & the Governor Mark	14/03/2016	Diane Ridings	Governing Body Self Evaluation & the Governor Mark	14/03/2016	Su Hawkes	Governor Conference	11/03/2016	Diane Davy	Safeguarding	10/03/2016	Nicola Kay	Safeguarding	10/03/2016	Stephen Hall	Knowing your School: The governors role in Monitoring	25/02/2016	Diane Ridings	How do Gov. know ab. quality of Teaching, Learning & Ass	08/02/2016	Andrea Millar	How do Gov. know ab. quality of Teaching, Learning & Ass	08/02/2016	Su Hawkes	Academy Funding	26/01/2016	Diane Davy	Governor Induction	21/01/2016	Nicola Kay	Child Sexual Exploitation Training	11/11/2015	Andrea Millar	Understanding Pupil Premium	10/11/2015	Su Hawkes	
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15.	<p><b>School Policies</b></p> <p>Contenance and Food Policy had been shared in advance of the meeting</p> <p><b>All Agreed</b></p>	
16.	<p><b>Planned Residential Visits</b></p> <p>Change of date confirmed for the Germany Visit. SB assured that constant monitoring is taking place for the situation in Europe</p> <p>Lockerbrook Farm – 16<sup>th</sup> – 18<sup>th</sup> May – 1 night per class. All but one child are currently booked onto the trip</p>	
17.	<p><b>Any Other Business</b></p> <p>Health &amp; Safety Visit report had been provided by S Hall. Governors formally thanked the efforts of both C Jones, Site Manager, it was discussed that he has the child at the centre of all the work he undertakes. It was also noted and the support from S Hall is very valuable to the school</p> <p>The EFA have agreed, with a formal reply, the change of age range for our two year old places which was sent in hindsight due to Cheshire East approaching us to offer places.</p> <p>Confirmation that the INSET day of 27<sup>th</sup> February 2017 is to be changed to 28<sup>th</sup> April due to the writing project commitment.</p> <p><b>Sportscape Club for PP Children in the Holidays</b></p> <p>Update from SB. Found that the children that were having the opportunity to attend were not arriving despite sending in the reply slip.</p> <p>7.30pm A Millar arrived at the meeting.</p> <p>32 children had attended from 22 families. A report had been received from the company with a detailed breakdown of the costs. This would be circulated to governors later in the week for their information. Unfortunately, although it is good value it could have been better value if all of the children had attended. It is proposed that if we continue next year, we offer 15 places to Pupil Premium and 10 places to the rest of the school on a first come first serve basis.</p> <p>SB had met with the company to request that we have the information more in advance to ensure that the invitations have time to get good responses. JY and HM requested that the decision to renew is not made at this time until we are more understanding of next years budget. A decision was made to leave the course for May and re-consider it again for the Summer holidays. There was a concern that the impact was minimal</p> <p>A reminder was given to governors that names of both children and staff should not be used in their notes in any way at all for confidentiality and safeguarding reasons.</p>	
18.	<p><b>Date for Next Meeting</b></p> <p>Confirm the date of the next meeting as being Thursday 23<sup>rd</sup> June 2016 at 6.00pm.</p>	

Signed - \_\_\_\_\_ Date - \_\_\_\_\_

Print Name - \_\_\_\_\_