

**Minutes of a Meeting of the  
Full Board of Governors**

**Held at the Academy on Thursday 23rd June 2016 @ 6pm**

Governors Present -

Mrs Helen Morris - Chair	Mrs Nicola Kay
Mr Stephen Hall – Vice Chair	Mrs Amanda Manning
Mrs Joanna Young - Principal	Mrs Andrea Millar
Miss Sam Brennand – Vice Principal	Mrs Diane Ridings
Mrs Di Davy	Mrs Marie Speake
Mrs Su Hawkes	

Apologies -

Mr James Sweeney

In Attendance -

Mrs Amanda Arnold

Executive Officer/Clerk to the Governors

Item No.		Action
1.	<p><b>Apologies &amp; Items of Any Other Business</b></p> <p>a. Apologies received from J Sweeney due to work commitments  b. No other business added  c. Starred items were discussed – Governors were asked if there was anything that anyone would like to remove a star from. All items starred were received and approved.</p> <p>JY notified that she would not be able to attend the Strategic Meeting on July 1<sup>st</sup>. She has been asked to attend an important headteacher meeting. Governors happy that it can still go ahead without JY as SB will be present.</p>	
2.	<p><b>Minutes of the Last Meeting</b></p> <p>Minutes of the meeting on 15<sup>th</sup> March were approved.</p> <p><b>Matters Arising</b></p> <p>No matters arising</p>	
3.	<p><b>Chairs Action</b></p> <p>No chairs action to report</p>	
4.	<p><b>* Part One Reports from Committees and Reports from Governors with Special Responsibilities</b></p> <p>All minutes agreed.</p>	

<p>5.</p>	<p><b>Finance</b></p> <p><b>a. To review and agree budget 2016/2017</b></p> <p>HM explained to governors that this had not been ready for F&amp;R due to software issues and apologised that this now has to be done at this meeting.</p> <p>JY explained that some areas are difficult to understand due to some funds coming into school per tax tear and some for academic year.</p> <p>She explained that the income was less than expected due to changes in the funding arrangements. Benchmarks have been changed. But that there was still £85k more than last year</p> <p>A discussion took place about the carry forward but it was explained that the total amount could not be accurate until the end of the current year. HM asked if this was still higher than last years carry forward, JY confirmed.</p> <p>It was confirmed that an adequate amount had been put in the staffing budget to cover for changes in Pension and NI contributions due by the academy.</p> <p>Expenditure is expected to be slightly higher than the income for the next three years at least with some expenditure from the carry forward being used for building improvements such as refurbishing the KS2 practical area.</p> <p>The Visiting Lecturers Budget was explained to governors as it had been reduced from £90,000 to £70,000 – it was confirmed that there would be no Artis next year. However, the academy was to continue to include investment in our own Speech and Language specialist and a specialist Art Teacher, which is to include book making next year, Sports Coaching, Play Therapist, and Paid for Clubs. It was agreed that the academy would like to protect this budget as it adds significant value to the learning experience– <b>A governor confirmed that this encapsulates the mission statement and broadens the horizons for our pupils.</b></p> <p>JY informed governors that the budget included recruiting an Assistant Headteacher – <b>a governor asked</b> if that figure includes on-costs. JY confirmed yes it does.</p> <p><b>A governor asked</b> - How do we set the budget? JY explained that they use the previous years to assist them, together with the School Development Plan and planned activities, i.e. writing project</p> <p>Finance Software issue is being dealt with very clearly by T German to ensure that we get compensation for the fact we've not been able to use it to date.</p> <p>JY asked governors to ensure they asked if they had any concerns about the values assigned.</p> <p><b>A governor asked</b> if they had any more understanding of the catering contract. SB explained that new cost centres had been set up to help to track the costs and payments. HM asked if the catering costs can be brought to the next F&amp;R meeting to discuss. ACTION ? TG</p> <p>JY informed that £2k had been added to the swimming budget as it is a curriculum subject and the academy wanted to drop the session cost to £2 per pupil per session. <b>A governor asked</b>, why do we use Nantwich and not the new lifestyle centre. It was confirmed that there was no availability in Crewe.</p> <p>£10k in a supply budget but we only use this in the summer term usually.</p> <p>JY explained some of the areas where an over estimate had been placed in many of the budgets but that these could be cut back if required, by up to £100,000 if needed.</p>	<p>TG</p>
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	<p><b>A governor asked</b> what DFC was – Devolved Formula Capital – for building improvement work – each school gets this.</p> <p>HM asked the board if anyone had any questions or concerns.</p> <p>SH was happy that the extra expenditure seemed to be in-line with our Mission Statement and will continue to support this</p> <p>SB confirmed a slight increase in the KS1 and visits budget due to the extra 30 children in KS1</p> <p>Casual Lettings – a governor suggested this be looked into further as it was an income stream to look towards improving.</p> <p>HM asked - What are our risks to our income? The only risk was that cuts are continued to reduce schools budgets. JY feels confident that the academy could make enough cuts that they wouldn't have to make redundancies. But also that they would have to watch percentage of staff costs to the budget. This currently sits at around 80% but do not want this to go higher than 84%.</p> <p><b>A governor discussed that they were happy</b> with the investment in staff due to the stability and security it gives the school.</p> <p><b>All governors agreed the budget.</b></p> <p><b>b. Funds for Nursery Decoration as per quotes received</b></p> <p><b>c. To discuss funds required to develop KS2 practical area for more intervention space</b></p> <p>JY confirmed that 3 quotes had been obtained for the works required. The costs were due to be just short of £20k and due to the satisfactory works completed by one of the companies in the past, this was the quote that the academy had gone with. JY informed that he had also offered some of the extra work thrown in. the costs were to include - Decorating the Nursery and re doing the KS2 practical area. This area was questioned when the H&amp;S were in for the clean down for Scarlett Fever. This will create Intervention spaces and quiet work areas. It was confirmed that this had already been accounted for in the budget. <b>Governors agreed</b> and happy with the project to commence. HM asked managers to watch and choose projects carefully due to the uncertainty of future plans for the academy.</p>	Update SB/JY
6.	<p><b>Part One Principal's Report</b></p> <p>No Part One Principal's report</p>	
7.	<p><b>* Summary of the White Paper</b></p> <p>A summary of the White Paper on Education was circulated in advance of the meeting. <b>Governors Received</b></p>	
8.	<p><b>* Away Day</b></p> <p>Date confirmed as Friday 1<sup>st</sup> July @ 1pm and schedule circulated in advance of the meeting</p>	
9.	<p><b>NUT Request</b></p> <p>JY informed that NUT had been in touch requesting a subscription of £2.50 per pupil. This is requested each year and is asked for to support their reps when schools need them. It was discussed that only 4 or 5 members of staff here were members of NUT, who are not active members and JY is concerned about the high cost. Do governors want to pay? . JY recommendation is that we do not feel it is good value for money, however, this could be changed in the future if required.</p>	

	<b>Governors agreed</b>	
<b>10.</b>	<p><b>School Development Plan</b></p> <p>JY informed of a new project, Commando Joe, that had been discussed. Governors were informed that the DfE were sponsoring the project and it would be half price to the academy, it was discussed as a character building programme. Costs would be £1900, which is available in the budget. This will be added into the SDP via Bluewave. A governor informed that Hungerford use this.</p> <p>JY &amp; SB confirmed that projects are being added to the School Development Plan on Bluewave Swift over the Summer to show governors what is happening in school.</p> <p>Progress – JY discussed that projects are put in to support the previous levels but until the new assessment is understood, projects cannot be put in place to support the progress .</p>	
<b>11.</b>	<p><b>* School Improvement Partner</b></p> <p>To note that the next SIP visit is Monday 4th July 2016</p> <p>Confirmed that the Teaching &amp; Learning Review visit is completed and discussed at committee meetings.</p>	
<b>12.</b>	<p><b>* Directors Report</b></p> <p>Governors received information on current matters which the Local Authority wishes to bring to Governors attention</p> <ul style="list-style-type: none"> <li>• Recommendation for a governor to review DBS checks – AM selected as part of Safeguarding governor.</li> <li>• Reducing Teacher Workload – to note that lots of work is going on in school already, including the use of specialist teachers</li> <li>• Review the use of code B for absence clarification – To note that this is not used in our school</li> <li>• To note that we follow the children missing in education guidance. Note that we have no pupils on a part time timetable</li> <li>• To confirm that 380 sessions are offered to all pupils as has been the case historically.</li> <li>• To note that SB is booked onto training in November for WRAP training which is awareness of PREVENT</li> <li>• To note that the safeguarding policy was updated in the autumn term to include Extremism and Radicalisation and training rolled out to all staff and governors</li> <li>• Bullying Documentation – We use SIMs to track incidents of bullying. These are fully investigated and acted upon. Please note the excellent work of anti-bullying ambassadors.</li> <li>• To note that we will be working with Sportscape to share the development of an apprentice.</li> <li>• To note Cared for Lead Teacher is fully up to date with training.</li> </ul>	
<b>13.</b>	<p><b>Governor Development</b></p> <p><b>Completed Training</b></p> <p>A schedule of training undertaken had been circulated in advance of the meeting. Training shows that the uptake of training has improved over the last two years.</p>	

	<p>Governors praised the courses although the distance isn't always appropriate.</p> <p><b>Training Schedule</b></p> <p>SH and AA discussed a plan to indicate statutory training required for new governors and also desired training dependant on skills and committee</p> <p><b>Appraisal System</b></p> <p>HM summarised the open door policy encouraging all to discuss any issues or concerns directly with her and asked governors if they would like to have an appraisal system for governors. Appraisal was not desired by governors as the new plans for tracking training and the skills audit should cover this. HM confirmed to governors that if they have any queries or concerns they can always speak to her confidentially.</p> <p>AM complimented the Sports Council at Sports Day who are incredibly helpful and supportive. She discussed that they even spoke to all the adults and toddlers for a toddler race, asked parents to move if required and were very confident with wonderful manners</p>	
<b>14.</b>	<p><b>* School Policies</b></p> <p>No policies presented for review.</p>	
<b>15.</b>	<p><b>Planned Residential Visits</b></p> <p>Governors were informed of the following planned residential visits for approval, and receive confirmation that risk assessments have been carried out.</p> <ul style="list-style-type: none"> <li>• Goodwood gathering of the Goblins – 6 Children, July</li> <li>• Robinwood – Yr6 September</li> <li>• Edmond Hall – Yr4, October</li> <li>• Germany – Yr5, March</li> <li>• Lockerbrook – Yr3, May</li> </ul> <p>A governor asked, are risk assessments refreshed each year. SB confirmed that yes, an external body checks them each visit,</p> <p>Goodwood was introduced as a new visit – including only 6 children, a pre-visit had been made already</p> <p>A governors asked if Lockerbrook was a success with the year 3 children. SB reported that the visit was a great success. All but one child did not attend the visit due to parental decision. Comments made were, great behaviour, no issues, children even commented on the view. A governor asked where is Lockerbrook, it was confirmed as in the Peak District.</p> <p>Year 4's Edmond Hall visit is now taking place in February, not October</p> <p><b>All visits agreed</b></p>	
<b>16</b>	<p><b>Future Meetings</b></p> <p>The next Full Board meeting was confirmed as Thursday 3<sup>rd</sup> November @ 6pm</p>	
<b>17.</b>	<p><b>Any Other Business</b></p> <p>No further business for discussion.</p>	

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

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