

BOARD OF GOVERNORS
Minutes of a Meeting of the
Full Governors

Held at the Academy on Wednesday 23rd November 2016 @ 6pm

Governors Present - Mrs Helen Morris - Chair Mrs Su Hawkes
 Mrs Andrea Millar Mrs Di Davy
 Mrs Joanna Young - Principal Mrs Andrea Millar
 Miss Sam Brennand – Vice Principal Mrs Diane Ridings
 Mr Steve Hall– Vice Chair Mrs Amanda Manning

Apologies - Mrs Marie Speake
 Mr James Sweeney

Items 1 & 2 were chaired by the Clerk

Item		Action
1.	<p>Apologies & Items of Any Other Business</p> <p>Apologies had been received from M Speake & J Sweeney in advance of the meeting. No items of other business were notified</p>	
2.	<p>Conflict of Interest for this meeting</p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.</p> <p>The following potential conflict was declared:-</p> <ul style="list-style-type: none"> • Mr Hall declared that he is married to a member of the Academy Support Staff • Mrs Young reported that she is a governor at Sir William Stanier School <p>Annual Pecuniary Interest Declarations were completed</p> <p>Annual Code of Conduct agreement had been circulated in advance of the meeting and was signed by all governors.</p> <p>The new Social Networking Agreement was circulated in advance of the meeting and governors were asked to sign to confirm they will follow the policy.</p>	
3.	<p>Election of Chair</p> <p>Governors agreed that the term of office for the Chair of Governors would continue to be one year.</p>	

	<p>There were no nominations received in advance of the meeting.</p> <p>A nomination was received and seconded for Mrs Helen Morris; no other nominations were received.</p> <p>Governors acknowledged the excellent work that Mrs Morris has undertaken during her year as Chair of Governors</p> <p>Following a vote Mrs Helen Morris was elected as Chair of Governors for a period of one year or until the Autumn 2017 meeting.</p> <p style="text-align: center;"><i>Mrs Morris in the chair</i></p>	
<p>4.</p>	<p>Presentation of Accounts – End of Year</p> <p>Governors were presented with the end of year accounts since academy conversion. Mr Parker explained the make-up of the accounts and reported that the financial management within the academy was again excellent and there were no issues to action as a result of the audit.</p> <p>Mr Parker explained where there were significant changes. These included the Pension Scheme, which has increased from £733,000 to £1,239,000. He explained that this was not only due to the past deficits in the scheme, but also due to the additional elements of cost and assumption, such as gender, post code area, smokers etc. He reported that if the economy picks up the figure may decrease in the future.</p> <p>Mr Parker pointed out that it is hard to compare year on year due to changes in pupil numbers but reassured that the main core income is secure due to the popularity of the academy and noted the following -</p> <ul style="list-style-type: none"> • Bank balance and budget are healthy. • Explained that NI contributions had also gone up • Commented that the academy had generated some good income – including the boiler grant last year. • If funding stopped there was 70 days worth of transactions in the bank • Staff Costs 68% compared to 67% last year – Staff numbers have gone up, but so have pupil numbers. • Costs without staff costs only gone up slightly £265000 to £283000 this year. Technology costs have been the significant increases. <p>There were 2 low points found at the audit -</p> <ul style="list-style-type: none"> • 2 incidents of no pecuniary interest for governors, one not signed one not received for the current year • No funds used inappropriately but purchase orders going on after the invoice received. This was contextualised as the finance office cannot forecast phone bills, reprographics cost, supply needs, catering costs etc. These were perhaps items that were ordered online, paid and invoiced on that date but purchase order not input until the day after. 	

	<p>Mr Parker finished by confirming it was a clean audit report and a clean assurance report for the academy.</p> <p>A governor asked – going forward do you see any particular risks facing us.</p> <p>Mr Parker responded that the school is in a good position. Income is unknown. Brexit is the unknown, but he doesn't see any risks other than that there is not enough school places forecast over the next 5 years. A governor commented that this was reassuring for the board.</p> <p>Mrs German reported that the new budgeting tool is now up and running.</p> <p>Governors thanked Mr Parker for the clarity of how the accounts were presented and Mrs German for her financial management and organisation of the accounts</p> <p>Mrs German and Mr Parker then withdrew from the meeting.</p>	
5.	<p>Vice Chair Nomination</p> <p>No nominations were received in advance of the meeting and there was a unanimous vote for Steve Hall to continue as Vice Chair</p>	
6.	<p>Committee Membership</p> <p>It was confirmed that all committee members would remain in their current committees –</p> <p>T & L Committee were confirmed as –</p> <p>S Brennand, S Hawkes, A Millar, D Ridings, M Speake, J Sweeney & J Young</p> <p>It was noted that T&L committee had agreed that A Millar would continue to Chair.</p> <p>F & R Committee were confirmed as -</p> <p>S Brennand, D Davy, H Morris, S Hall, J Young, N Kay and A Manning</p> <p>It was noted that Di Davy is now Chair of F&R</p> <p>Terms of Reference</p> <p>These were distributed in advance of the meeting. Governors confirmed they were happy with these. All agreed</p> <p>Link Roles for Special Responsibilities</p> <p>The list of governor link roles was shared in advance of the meeting and governors confirmed that roles and responsibilities would remain the same this coming year.</p>	
7.	<p>Part One Minutes of the Last Meeting</p> <p>Governors agreed that this was a true record of the meeting.</p> <p>Matters Arising from F&R</p> <p>Catering costs VAT</p> <p>The academy has been invoiced for the VAT on adult meals – TG is to check if this can be claimed back as it cannot be claimed back for adult uniform so this needs to be investigated further. It has been claimed back for the children's meals but not the adult meals. TG to report back findings.</p> <p>A governor requested that numbers are added to agenda items and that page numbers are added to documents attached – AA to action</p>	

	<p>Governor Visits and Feedback</p> <p>A governor attended Sportshall tonight – she commented that it was amazing, team spirit is great, didn't matter where they came as they were so supportive of each other.</p> <p>A governor attended the academy to meet with the SEN team which was very productive. She reported that the team has set up a parental forum. Although only 3 parents attended it had been a positive start. The SEN team plan to hold a forum once a half term and invite people that parents want to speak to. The occupational therapist will be invited to the next meeting after a request from parents. D Ridings will attend also. Governors thanked D Ridings for attending the events, it was commented by the leadership team that it adds value to staff when the governors to play a part.</p> <p>Pupil Premium Learning walk had also been attended. The first one. Very positive, aware who they were no segregation, although targeted well regardless</p> <p>Learning walks and Book Scrutinys are positive experiences for governors</p>	
<p>8.</p>	<p>Financial Matters & Audit & Assurance</p> <p>a. Financial Forms</p> <p>To confirm the changes made to the financial forms following on from the F&R Governors meeting –</p> <ul style="list-style-type: none"> • Scheme of Financial Delegation 2016/17 • Schedule of Financial Delegation 2016/17 • Governing Body Decision Planner 2016/17 <p>All changes accepted – Signed off by Chair.</p> <p>b. Audit & Insurance Report</p> <p>The internal audit from RSM was shared in advance of the meeting. Governors commented that it was very useful. Moving forward the Chair is going to work with TG to generate more clear reports and charts. There has been no comparison in the past, but now moving forward we will have data to compare.</p> <p>An Action Plan will be put together with Helen & Tracy.</p> <p>All of this should be able to done by the new software.</p> <p>Arrangements for Next Audit</p> <p>It had been agreed at F&R that external contractors would be looked at.</p> <p>c. Impact & Value for Money</p> <p>It was confirmed that reports for Spots Premium and Pupil Premium had been discussed in committee meetings. No further matters arising.</p>	
<p>9.</p>	<p>Health & Safety</p> <p>A health & safety update was shared in advance of the meeting</p> <p>A copy of the last Cheshire East review was also attached for information. No #thing to report</p>	

<p>10.</p>	<p>Principals Report</p> <p>School Performance –</p> <p>Confirmed that writing is a target for the school as a whole. Changing of the benchmarks has had an impact. New changes that are already showing will have an impact eg slow writing</p> <p>M Speake Literacy co-ordinator lead moderator for Crewe within Cheshire east. She has held a cluster meeting - 8 schools attended. M Speake will feedback. May be asked to be a moderator due to her involvement.</p> <p>Greater depth in reading – all round vocabulary, Word of the week.</p> <p>Earwig – good feedback from parents. Will be helpful for assessment and governors will get a log in. A governor asked if they can only see their own children - yes. All permission has to be given. Without permission they are used internally. All objectives are imported into Earwig and teachers can grade the children at what level they are working at – Uploads photos and videos to support the progress children are being made. A governor asked if parents can also upload – no, not yet.</p> <p>JY informed that a termly report will now be sent out to all parents – subjects with an A2L and where they are working at at present.</p> <p>Any Other Business</p> <p>Homework Policy being reviewed re-write to start in January. More maths online learning and focus on reading and spelling - Governors agree with the issues discussed.</p> <p>Extended lunchtime for KS2 12.15 – 1.15 – an hour to accommodate lunchtime clubs etc.. two teachers every day will then be on lunchtime duty on the playground. Request from staff. Reflects good attitude of staff.</p> <p>School Development Plan</p> <p>Community and staff areas – KS1 toilets – Future priority – all weather pitch – look in to funding.</p> <p>30 hours in nursery for 13 places</p>	
<p>11.</p>	<p>School Development Plan</p> <p>JY reported that the Development of writing is a key feature – improving the percentage of children with high grades in reading and progress in maths</p> <p>Governors encouraged to log in to Bluewave Swift to view the development plan</p> <p>A governor asked for a link to easy access – reminded where these are</p> <p>JY asked to please look through the SEF as it shows very important information of where the academy is.</p>	
<p>12.</p>	<p>Governor Mark</p> <p>H Morris & D Ridings are going to meet. An Impact Report needs to be produced.</p> <p>S Brennand and J Young feel that they can support with this. The next Strategic meeting will be to discuss this - 20th January 2017 Friday afternoon. 1pm</p> <p>No further requests for any strategic meetings.</p> <p>A stake holder meeting was discussed where councillors, external agencies, other</p>	

	head teachers, hospital, local businesses, etc. Submit questions in advance, H Morris to meet with AA to arrange who to invite and a suitable date.	
13.	School Improvement Partner The SIP report was circulated in advance of the meeting. Governors were very happy with the report and praised the ongoing hard work of the leadership team.	
14.	Directors Report It was discussed how this will be reported in the future and agreed that the Chair would liaise with the principal to highlight areas of importance for governors	
15.	Governor Training Matrix Governors very happy to group into areas – Skills audit to be completed on ‘the governor’	
16.	Policies Discussions about the policies being distributed further in advance of the meetings took place. This will be monitored	
17.	Planned Residential Visits Edmond Hall – February Germany – March Lockerbrook – May Robinwood – September Risk assessments need to be submitted to Cheshire East for approval Governors Approved all visits	
18.	Any Other Business completed	

Signed - _____ Date - _____

Print Name - _____