



Full Governors Minutes 22/06/2017

▶ Leighton Academy ▶ Thursday, June 22, 2017 ▶ 6.00pm ▶ Chair: Helen Morris ▶ Clerk: Amanda Arnold

FINAL: The minutes are confirmed and locked.

Policies will be added to the agenda on Thursday 15th June 2017.

Governors Attending: >Sam Brennand, Stephen Hall, Su Hawkes, Diane Ridings, Nicola Kay, Marie Speake,

Governors Apologies: >Andrea Millar,

Non Governors Attending: >

Non Governors Apologies: >

AGENDA ITEM ▶ Apologies & Items of Any Other Business

MINUTE Apologies were received from Andrea Millar and James Sweeney in advance of the meeting.

AGENDA ITEM ▶ * Conflict of Interest

MINUTE No further interests declared.

AGENDA ITEM ▶ Part One Minutes of the Last Meeting

Typo's amended within the minutes.

MINUTE

Minutes of the last meeting were agreed.

DECISION

Minutes of the last meeting agreed.

AGENDA ITEM ▶ Chairs Action & Report

Chairs Action

No chairs action to report in part one.

A report on governance structure and membership; succession planning

Chair announced the resignation from Di Davy from 31st August 2017.

A paper had been prepared and distributed in advance of the meeting by the Chair discussing ideas for succession planning following the resignation and changes to the committee structure. it was agreed that a new governor would not be sought until the status of the Academy became clearer in due course.

MINUTE As much of the work of F&R committee was also considered in full Board meetings and it was not possible at present, in the light of Ms Davy's resignation, to appoint a new chair it was suggested that F&R committee work would be subsumed within the full board meetings and the audit function carried out by an Audit Sub- Committee comprising 3 people- N Kay, A Manning and S Morris.

Governors approved the change.

Committee Structure

It was agreed that Simon Morris, Associate Governor, Nicola Kay and Amanda Manning would form the Audit Committee.

ACTION terms of reference needed for Audit sub- committee. meeting date to be arranged next term

DECISION Governors agreed to cease F&R Committee and form an Audit Sub-committee

AGENDA ITEM ▶ Part One Reports from Committees and Reports from Governors with Special Responsibilities

Minutes from the Summer term committee meetings were shared in advance of the meeting. No questions or queries from governors.

MINUTE

Governors shared their experiences of visits to school since the last meeting which included SEN, Languages and Learning Walks.

A governor noted that Talk for Writing is already showing impact in the classrooms.

AGENDA ITEM ▶ Safeguarding/Health & Safety/Risk

MINUTE

Safeguarding

SB informed the Board that the review of the Safeguarding Audit will take place on 14th July to monitor the outcome of the academy's actions.

Health & Safety

To confirm that F&R received the Statutory Annual Inspection

Risk Register

The Risk Register was distributed to governors in advance of the meeting. HM explained that there were changes to the register following as a result of discussions at F&R. Governors approved the updated register.

DECISION Governors approved the updated Risk Register

AGENDA ITEM ► Financial Matters

Budget Approval

The indicative budget was shared in advance of the meeting alongside a report that detailed the changes in the budget over the last 3 years. It was noted that the budget showed a significant reduction in real terms and that more reductions are likely in following years. Governors sought information about the significant changes in some of the budgets and their likely impact within the school. It was noted that educational resources had been accrued over the past few years and that the impact of the cuts would be minimised in most areas as a result. However, this position was not sustainable long term and next year more difficult decisions were likely.

MINUTE

The discussion that took place at F&R regarding the purchase of iPads was explained to the Board.

The 2017/18 Budget was approved by the Board.

The Board asked that thanks was passed to all staff for their continued hard work in the Academy.

Governors are aware staff will be anxious about future budget restraints and agreed to make their considerations as open and timely as possible.

DECISION 2017/18 Budget was approved

CHALLENGE **Governors sought clarification about the significant changes in the budget.**

AGENDA ITEM ► Part One Principal's Report

The Principals report was distributed in advance of the meeting covering -

Data
Budget
Pupils on Roll
Behaviour, Welfare & Safety

MINUTE

JY discussed that although the report was written with *expected* data, she could confirm that the data presented in the report was correct.

JY predicted an 85% pass rate in phonics, which is a 4% increase on last year and a 65% good level of development in Reception.

AGENDA ITEM ► Governor Mark

The extensive documentation prepared for the Governor Mark were shared with governors in advance of the meeting.

D Ridings discussed the cost of the Governor Mark - £995- and governors agreed that the exercise in preparing the documents had been a very useful self evaluation tool.

MINUTE

After discussion there was a unanimous decision to use the work as an audit tool / Ofsted evidence and, as mindful of the need for budgetary restraint, not apply for accreditation at this stage. D Ridings was thanked for her work preparing the documents.

DECISION Governors agreed not to make the application at this stage.

AGENDA ITEM ► Away Day Plans

The date of the next strategic meeting was confirmed as Friday 7th July at 1pm.

MINUTE

Proposed agenda was confirmed as Governor Self Evaluation and an update on Bluewave Swift.

AGENDA ITEM ► School Development Plan / SEF

The SDP will be updated following the SAT's results. JY confirmed that it is a working document and is updated regularly.

MINUTE

Self Evaluation will be updated in the summer and shared with governors in the Autumn term. We are currently graded as Good with Outstanding elements.

AGENDA ITEM ► * School Improvement Partner

MINUTE

Confirm the next date of SIP Visit as Wednesday 5th July

AGENDA ITEM ▶ Directors Report

The Directors Report was distributed to governors in advance of the meeting along with appropriate responses to those areas relevant to the Board and the Academy.

MINUTE

It was confirmed that an Asbestos management Survey took place in June 2017 and has been passed.

It was confirmed that Child Sexual Exploitation is addressed in the new Safeguarding Policy.

AGENDA ITEM ▶ School Policies

The following Policy was shared in advance of the meeting -

MINUTE

Health and Well-being Policy

It was noted that it was a new policy and governors were complimentary of its content.

DECISION

Policy approved

Policy approved

AGENDA ITEM ▶ Planned Residential Visits**MINUTE**

SB reported that all dates have been provisionally booked for the next academic year to follow the same timescale as this year and risk assessments will be updated accordingly.

CHALLENGE

Are Risk assessments to take place before all visits?

AGENDA ITEM ▶ Any Other Business**Uniform**

In the light of current press interest, a governor asked if our uniform was gender specific or if boys could wear skirts?

The wording from the policy states that uniform is black skirts or tailored trousers and that shorts can be worn in warm weather. It is not gender specific. Governors were happy with this.

Raising funds

In light of the budget cuts governors discussed ideas for raising extra funds. A governor suggested a savings club for parents to help enable them to pay for visits when they come up, maybe purchasing stamps?

MINUTE**Extension**

Tenders for the extension have been received. Costs are being questioned and further tenders have gone out for the electricity and drainage as costs for this seem excessive. At present the quotes are in excess of £160,000. The project manager has been given a budget of £135,000 so it was still hopeful that a quote within budget will be agreed. Governors discussed whether or not the work of the Project Manager was appropriate given the cost of the service. JY and C Jones will look into this further.

Governors agreed that should a price within the budget of approximately £145,000 be negotiated then they are happy for works to commence as planned at the start of the summer break.

DECISION

Governors agreed that should a price within the budget be negotiated they are happy for building works to commence.

CHALLENGE

A governor asked if our uniform policy was gender friendly
Costs of extension project.
use of Project manager

AGENDA ITEM ▶ Future Meetings

A proposed meeting planner was distributed in advance of the meeting.

MINUTE

It was requested that the Full Governors on Thursday 19th October was changed to Tuesday 17th October.

Governors agreed the change and approved the other meeting dates.

DECISION

Meetings arranged for next academic year

Governor Agreed Actions set during this meeting: 0

Full Governors Summer 2017 PART ONE dated: 22/06/2017

Minutes approved by Amanda Arnold