



Leighton Local Advisory Board Minutes 17/10/2017

▶ Leighton Academy ▶ Tuesday, October 17, 2017 ▶ 6.00pm ▶ Chair: Helen Morris ▶ Clerk: Amanda Arnold

FINAL: The minutes are confirmed and locked.

Governors Attending: > Joanna Young, Diane Ridings, Stephen Hall, Marie Speake, Helen Morris, Su Hawkes, Amanda Manning,

Governors Apologies: >

Non Governors Attending: >

Non Governors Apologies: >

Agenda Item 1 ▶ Apologies & Items of Any Other Business

MINUTE

No apologies in advance of the meeting. Meeting commenced at 18.05pm and James Sweeney and Su Hawkes were not present.

Clerk chaired the meeting for the next agenda item.

Agenda Item 2 ▶ Election of Chair of Governors

MINUTE

The clerk advised governors that the Chair of Governors term of office is one year and that the date of the last election was Wednesday 23rd November 2016.

Governors were invited to nominate in advance of the meeting. There had not been any nominations in advance of the meeting. A governor nominated HM to continue as Chair for the next academic year. This was seconded by all governors and agreed.

Chair took the Chair

DECISION H Morris to continue as Chair of Governors for 2017/2018

Agenda Item 3 ▶ Committee Membership Inc. Election of Vice Chair

a. To receive any changes to the board

Confirmation that Di Davy has resigned from 31st August 2017.

A proposal was made to governors that a new co-opted governor be recruited and Simon Morris was nominated in advance of the meeting. This was agreed.

b. Nomination of Vice Chair

Governors were reminded that the Vice Chair term of office is for one year. Steve Hall was Vice Chair 2016/2017 and nominated Diane Ridings to be Vice Chair for the coming year. This was seconded by other governors and DR was happy to accept the role. Unanimously agreed.

MINUTE

c. To confirm committee arrangements and Terms of Reference

It was confirmed at the last Full Board meeting that Finance & Resources Committee would not continue and that a sub-committee would be formed as an Audit Committee. membership confirmed as Simon Morris, Nicola Kay and Amanda Manning. There were no changes to the Teaching & Learning Committee

d. To confirm Link Roles for Specific Responsibilities.

Governors agreed the responsibilities detailed in the previously circulated list. Diane Ridings is taking responsibility for Humanities.

Su Hawkes joined the meeting at 18.10pm

DECISION

Simon Morris appointed as Co-opted Governor
Diane Ridings appointed as Vice Chair for 2017-2018
Confirmation of new Audit Committee to replace Finance & Resources Committee
Governors Specific responsibilities agreed.

Agenda Item 4 ▶ Conflict of Interest

MINUTE

a. No additional interests were declared.

b. Pecuniary Interest forms were circulated in advance of the meeting and governors completed and signed the annual declarations.

c. The annual Code of Practice/Governors Charter agreement was circulated in advance of the meeting. Governors signed the agreements.

d. Safeguarding / Social Networking Agreement. SB reminded governors to check their agreement for any changes in circumstances in the last 12 months and mark the changes where appropriate.

ACTION Annual declarations for Pecuniary Interests and Code of Practice were completed.

Agenda Item 5 ▶ **Part One Minutes of the Last Meeting**

Minutes of the last Full Governors meeting on 22nd June 2017 were checked and confirmed as a true record of the meeting.

MINUTE Minutes of Finance & Resources Committee on 8 June 2017 were checked and confirmed as a true record of the meeting.

Minutes of the Extraordinary Meeting on 26 September 2017 were checked and confirmed as a true record of the meeting.

DECISION Minutes of the last meetings were approved.

Agenda Item 6 ▶ **Chairs Action**

JY and HM confirmed there have been no Chair's Actions since the last meeting.

MINUTE HM checked if governors were content with the starred items. A governor requested that the star be removed from Impact as DR would like to discuss the Governor Mark. agreed

Agenda Item 7 ▶ **Part One Reports from Committees and Reports from Governors with Special Responsibilities**

Part One minutes of this terms Teaching & Learning Committee were shared with governors.

MINUTE A governor commented that they had participated in a residential Visit with year 6 children and complimented the staff and children for their behaviour and team work.

A governor reported they had taken part in a KiVa meeting in school.

Agenda Item 8 ▶ **Financial Matters & Audit & Assurance**

MINUTE A detailed report from T German was circulated in advance of the meeting.

TG reported that one budget had overspent which was Staff Meals - These were not being provided this academic year. JY and TG suggested that a budget can no longer be provided for this as a routine expenditure but would like to substitute a small budget for once a week meals. The benefits were discussed and it was agreed that a smaller budget would be set up for subsidised meals or a set amount per week. MS suggested taking it to team meetings to see if staff could come up with any ideas of how to make it fair but not too costly. MS to action.

A discussion regarding the investment took place, a governor asked do you have an Ethical Investment Policy? JY and TG reported that our capital is on deposit with Lloyds Bank.

TG reported that Steve Parker has resigned from Haines & Watts (Accountants) and that a new accountant has been assigned, Melanie Bailey.

A number of graphs for accounts had been shared in advance of the meeting, for staffing, income and expenditure and governors were satisfied with budget outcomes.

A governor asked if the building works were looking to go over budget? JY reported that the builders have gone significantly over the time taken to complete the project; penalty clauses could be pursued but this was not advised by the project manager as the cost would be prohibitive in relation to any benefits gained. However, some extra charges will be made for some changes to the plans that have been agreed: a small Kitchen in the main meeting room to prevent interruptions during meetings. Estimated completion date is now 10th November 2017. No extra charges for overruns were envisaged.

Governors thanked T German for her report.

It was agreed that a meeting date for the Audit Committee would be set after the half term break to look through the trustees report. S Morris requested to attend the meeting with the Auditors once the accounts are finalised.

Audit & Assurance

JY reported that the Trustees Report for the accounts is near complete and will be shared with the Audit Committee in advance of the accounts being published.

Risk Register

A governor considered that he didn't feel that the risk was clear on point two and that it should perhaps be at 25. It was hoped that following the Ofsted inspection and successful implementation of the action plan this could show an improvement.

Point 5 - MAT and its associated risks were discussed and it was agreed that this needs to be flagged on the register.

A discussion took place about the purpose of the risk registers: it is to help the board identify how they get their assurance. A governor stated that it is important that the risk register highlights the areas where assurance is required.

Impact and Value for Money

Reports for Pupil Premium and Sports Premium were shared in advance of the meeting and also discussed at Teaching &

Learning.

Governors discussed putting together an Action Plan for the Governors where the work undertaken could be evidenced more clearly in the governor impact file. It was requested that impact was monitored in line with the school Action Plan.

- ACTION** Audit Committee to meet to check and confirm the Trustees Report.
An Action Plan for Governors to be prepared
MS to discuss with team leaders how staff felt about subsidised meals or a quantity per week/term.
- DECISION** Show risks for points 2 and 5 on the Risk Register as a higher residual risk.
A small budget for staff meals be introduced.
- CHALLENGE** **Do you have an Ethical Investment Policy?**
Are the building works looking to go over budget?
Risk Register

Agenda Item 9 ▶ Estates

Energy Use

TG & JY reported that LED lighting was being looked into to save costs on electricity. C Jones, Site Manager was starting to use his budget to implement these changes

MINUTE

Building Project

A discussion took place in the last agenda point regarding the building project and no further questions were raised.

Agenda Item 11 ▶ Health & Safety

MINUTE

A date was discussed for the next governor Health & Safety walk. S Hall and JY will confirm the date after half term.

Agenda Item 12 ▶ Part One Principal's Report

The Principals Report was circulated in advance of the meeting covering the action plan following the recent Ofsted Inspection. The following points were discussed and challenged -

- JY explained to governors that having so many children at Higher ability in Key Stage one only allows them to make expected progress at Key Stage two as they are already Higher Ability.
- It was noted that attainment at Leighton is higher in reading, maths & SPAG than national.
- JY reported that significant changes have already been made in the presentation of teaching in Geography & History since the inspection and that Key Stage two book Scrutinies have already taken place. A discussion took place about having mini Action plans that are more focussed as each area has different needs, which will include handwriting and SPAG work.
- It was confirmed that after Half term Marie Speake, Literacy Co-ordinator, will be spending more time sharing best practice with other staff and that there has been investment in some more standardised tests to give a standardised score which is hoped to show clearer progress.
- Connections will still be made in a cross curricular way but each foundation subject will now have its own book.
- Staff have been reassigned into subject teams.
- The new SIP has been recruited and will next visit on 10 November.
- Geography and History were the biggest concern on the Ofsted report. A governor commented that we should not just focus on these subjects to ensure that coverage in every subject remains at a high level.
- M Jones appointed as Greater Depth co-ordinator - to make sure that specific focus is put on the higher ability children being challenged.
- British Values - a governor asked how the work that takes place in school on this can be shown more clearly? JY reported that the file was not even looked at by the inspectors. British Values day will take place later in the term.
- Governors discussed how they are going to challenge further to get assurance that things are happening and how they are going to record them.
- JY reported that Schools Pupil tracker is now being used to its full capacity from baseline information - Audit committee to confirm that tracker is working and being used when they come in later in the term.
- MS will forward the dates for Book Scrutiny's to AA to circulate to governors

ACTION MS/AA to share Book Scrutiny and Learning Walk dates

CHALLENGE **A governor asked that it is not only geography and history that are focussed on.**
How are we going to show the work that takes place on British Values more clearly?

Agenda Item 14 ▶ Away Day Plans

MINUTE

Agenda Item 15

► School Development Plan & Self Evaluation

MINUTE JY reported that Bluewave Swift (School Development Plan) has been updated following the inspection and that it is available for governors at all times.

Agenda Item 16 ► School Improvement Partner

It was confirmed that Steve Palin, the outgoing SIP was in school on Thursday 19th October for Principals Performance Management..

MINUTE

Vanessa MacDonald (current Ofsted Inspector) was now the new School Improvement Partner and would be visiting the school again on 10th November

Agenda Item 17 ► Directors Report

The Directors report had been circulated in advance of the meeting.

JY reported that Points to Note were -

MINUTE

Leighton adopts the Pay Policy recommended by the Local Authority.

That GDPR is free from our solicitors and covers the New Data Protection - A governor reported that we must be Compliant by May and that fines will be issued if not compliant.

Agenda Item 18 ► Governor Development

MINUTE Discussion took place about training - Governors felt that the courses offered by ECM that they had attended had been better value for money and more valuable than those with the local authority. AA to look at ECM website to see what other courses are currently on offer.

ACTION AA to look at available courses with ECM

Agenda Item 19 ► School Policies

The following policies were distributed in advance of the meeting -

Access Plan - Minor Changes
 Anti-Bullying (Inc KiVa) - Updated Policy
 Assets & Disposal - No changes
 Asthma Policy - No changes
 Capability Policy - No changes
 Contingency & Business Continuity Plan - No changes
 Curriculum Statement - No changes
 Grievance Policy - No changes
 Health & Safety Policy Statement - No changes
 Missing Child Policy - No changes
 Pay Policy - Teaching -
 Pay Policy - Non Teaching -
 Protecting Pupils, Parents & Staff Policy - No changes
 Pupil Premium - No changes
 Safeguarding Policy - No changes

MINUTE

All policies were agreed by governors

ACTION All policies agreed by governors.

Agenda Item 20 ► Planned Residential Visits

The following visits are planned in the next two terms -

Lockerbrook - Year 3
 Edmond Hall - Year 4
 Germany - Year 5

MINUTE

SB reported that Numbers may be lower now that school is not funding visits for Pupil Premium.

A governor asked if the Audit Committee could have access to the Risk Assessments.

An EVOLVE account will be set up for the audit committee by SB and AA

ACTION SB & AA to set up an account for governors on Evolve

CHALLENGE A governor requested they have access to the Risk Assessments for visits

Agenda Item 21 ► Future Meetings

MINUTE The next meeting for Full governors is Thursday 7th December. This is for the End of Year Accounts to be presented and any other urgent business

Agenda Item 21 ► Any Other Business

MINUTE

Governor Agreed Actions set during this meeting: 0

Full Governors Autumn 2017 - PART ONE *dated:* 17/10/2017
Minutes approved by Amanda Arnold