

Staffing & Class Numbers
MINUTES OF A MEETING OF THE BOARD OF
GOVERNORS OF
LEIGHTON ACADEMY
HELD AT THE ACADEMY ON THURSDAY 13TH NOVEMBER 2014
(Commencing at 6.00pm)

Governors Present: Mrs H Morris Chair
 Mrs J Young Academy Principal
 Miss S Brennand Academy Vice Principal
 Miss K Bishop
 Mrs D Davy
 Mr S Hall
 Mrs S Hawkes
 Mrs N Heath
 Mrs L Horne
 Miss J Lamb
 Mrs J Millar
 Mrs S Winterbottom

Also in attendance: Mrs T German Academy Business Manager
 Mrs A Arnold Academy Executive Officer
 Mr J Hibbert Clerk to the Governors
 Mr S Parker Haines &Watts (Accountants)

PART ONE – NON-CONFIDENTIAL BUSINESS

PRESENTATION OF ACCOUNTS

Prior to the start of the meeting the Board of Governors were presented with the first set of accounts (15 months) since academy conversion.

Mr Parker explained the make-up of the accounts and reported that the financial management within the academy was excellent and there were no issues to action as a result of the audit. There is to be a benchmarking exercise in February.

Following a governor question regarding funds on deposit, Mr Parker suggested that they stay where they rather than trying to move them just to find an extra 0.5% or so.

Governors thanked Mr Parker for the clarity of how the accounts were presented and Mrs German for her financial management.

Mrs German and Mr Parker then withdrew from the meeting.

The Clerk chaired items one, two, and three.

Mrs Su Hawkes and Miss Jennifer Lamb were welcomed to their first meeting as Parent Governors along with Miss Kitty Bishop as Staff Governor.

1. APOLOGIES AND ADDITIONAL AOB

- 1.1 All governors were present.
- 1.2 No items of other business were tabled for inclusion.

2. CONFLICT OF INTEREST

Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.

The following potential conflict was declared:-

- Mr Hall declared that he is married to a member of the Academy Support Staff

3. ELECTION OF CHAIR OF GOVERNORS

Governors agreed that the term of office for the Chair of Governors would be one years.

No nominations were received in advance of the meeting.

A nomination was received and seconded for Mrs Helen Morris; no other nominations were received.

Following a vote Mrs Helen Morris was elected as Chair of Governors for a period of one year or until the autumn 2015 meeting.

Mrs Morris in the chair

Mrs Morris and Mrs Young led the acknowledgements to Mrs Winterbottom her excellent work during her tenure as Chair of Governors.

4. ELECTION OF VICE CHAIR

Governors agreed that the term of office for the Vice Chair of Governors would be one year.

No nominations were received prior to the meeting.

A nomination was received and seconded for Mrs Andrea Millar.

Following a vote Mrs Andrea Millar was elected as Vice Chair of Governors for a period of one year or until the autumn 2015 meeting.

5. MEMBERSHIP

5.1 The following changes to the membership of the Board of Governors since the last meeting were confirmed:-

- The appointments of Mrs Su Hawkes and Mrs Jennifer Lamb as Parent Governors

- The appointment of Mrs Kitty Bishop as Staff Governor.
- The Board of Governors have no current vacancies and no terms of office are due to end before the next meeting.

6. PART ONE MINUTES

The part one minutes of the meeting held on 26th June 2014 were confirmed as a correct record, and signed by the chair save for the following amendment:-

Minute 8.8 – Should read ‘...Mr **Glyn** Turner is to **be** removed...’

There were no matters arising.

7. CHAIR’S ACTIONS

The chair reported that no action had been taken on behalf of the governing body since the last full governing body meeting.

8. COMMITTEES & NOMINATED GOVERNORS

- a) The committee structure remains unchanged, the membership was confirmed:-

TEACHING & LEARNING:

Nicola Heath (chair)
Linda Horne
Andrea Millar
Samantha Brennand
Jo Young
Sarah Winterbottom
Kitty Bishop
Diane Davy
Su Hawkes

FINANCE & RECOURCES:

Sarah Winterbottom (chair)
Helen Morris
Jo Young
Samantha Brennand
Steve Hall
Jennifer Lamb

- b) The committee constitutions and terms’ of reference were confirmed and approved.
- c) The following amendments to governors special responsibilities were confirmed:- Jennifer Lamb to Safeguarding, Su Hawkes to SEN, Sarah Winterbottom to Cared for Children, PTA link, Community Liaison, and Parent Forum. In addition Sarah Winterbottom will look into the Governor Mark process, and Su Hawkes will assist Andrea Millar and Nicola Heath with regard to pupil data.
- d) The Head teachers Performance Management panel were confirmed:- Helen Morris, Andrea Millar, Linda Horne.
- c) The Pay Committee Terms of Reference were presented to and approved

9. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

The following committee minutes were received by the Governing Body:-

9.1 TEACHING & LEARNING: dated 13th October 2014.

There were no matters arising

9.2 FINANCE & RESOURCE: dated 16TH October 2014

There were no matters arising

Also received:

Annual Health & Safety Report - compiled by the Principal, Steven Hall (Health & Safety Governor), and the Site Officer. It was noted that the local authority are holding the academy as an exemplar regarding the standards and detail upheld.

Governors asked that the Site Manager be commended for the standard of his work.

Action: JY

10. FINANCIAL MATTERS

10.1 The following were presented and approved by the Board of Governors:-

- The final audited accounts for 2013/14
- The final budget for 2014/15
- The Value for Money Statement
- The Staffing Structure 2014/15
- The Pupil Premium Report –Expenditure & Impact Statement

10.2 The following documents were approved and 'signed off':-

- Scheme of Financial Delegation
- Amendments to cheque signatories
- Decision Planner
- Income Charges including 'Funzone'.

10.3 It was noted that the school fund is audited as part of the main audit of accounts.

11. PRINCIPAL'S REPORT – PART ONE

Part one of the Head teacher's report covered the following points and governors discussed various details arising from the reports:-

- Staffing & Pupil Numbers
- Pupil Attendance & Punctuality
- School Budget & Premises

- Curriculum & Pupil Data
- Headline Data for 2014
- Continued Professional Development
- Events & Enrichment Diary

Matters Arising:-

11.1 Following a **governor question** regarding pupil numbers and classroom capacity, the Principal reported that there are two more children about to enter school with more admission appeals due. Discussion ensued around further planned housing developments and subsequent plans within SSDP for a three form entry.

11.2 A **governor asked** if the events calendar be forwarded to all governors in future. **Action: AA/ SB**

12. SCHOOL PERFORMANCE

12.1 Governors were presented with the headline outcomes of the 2014 SAT'S results which were above national in all areas including reading. There is to be a focus on reading for 4B pupils to ensure the children are High School progress.

A **governor asked** how they managed the SEN pupils, to which the Principal replied that each child received an individual case study to ensure maximum progress and attainment.

Governors commended the results, as yet unvalidated, and asked that their appreciation be passed to all staff. **Action: JY/SB**

13. STRATEGIC DEVELOPMENT PLAN

It was agreed have an extra governor meeting on 16th January at 1pm to discuss the SDP and include Raiseonline. **Action: JY/ All Governors**

14. SCHOOL IMPROVEMENT PARTNER VISIT

14.1 The next visit of the SIP is scheduled for 26th November and will focus on Raiseonline data. The SEF will be reviewed by the SIP with Action points for future development.

14.2 It was approved that Steve Palin be retained as the SIP for the current academic year.

15. GOVERNOR DEVELOPMENT

Mrs Davy discussed that the role of TLG was now shared with Mrs Arnold and the two have met to share the documents and will continue to work together in this role. Governors were asked to ensure they notify Mrs Arnold and Mrs German of any courses they are to attend.

Mrs Winterbottom will look at Governor Mark next term.

Mrs Davy withdrew from the meeting.

16. DIRECTOR'S REPORT – AUTUMN TERM

The Director's Report for the Autumn Term 2014 contained the following matters:-

- Governance & Liaison Update
- Provisional School Performance 2013 -14
- National Curriculum & Assessment from September 2014
- Level of Support & Intervention Update
- Latest Ofsted Evidence on the Use of Pupil Premium Funding
- Evaluating the Work of the Education Board 2013-2014
- Finance Update – Schools Funding 2015 -16 & SFVS
- SEND Reforms: The Children & Families Act 2014
- Virtual School for Cared for Children
- Cheshire East Catering Service
- Cheshire East Internal Audit – 2013-14 Findings
- New Role: Promoting Effective Participation

The Academy has noted the key issues and Governors were given a reaction summary of matters affecting the school

15. ACADEMY POLICIES

The following policies were presented to and approved by the Board of Governors:-

- SEND Policy
- Health & Safety
- Attendance & Punctuality*
- Pay Policy

*There was robust challenge regarding the change to the wording in the section about term time holiday absence - 'close family member' and 'at the discretion of the principal'. It was agreed that the wording would remain as in the draft.

16. FUTURE MEETINGS

It was confirmed that the next meeting of the full Board of Governors will be held at the academy on Thursday 19th March 2014, commencing at 6.00pm.

The committee meetings scheduled for the spring term 2015 were confirmed:-

Teaching and Learning Committee – Thursday, 26th February at 6.00pm
Finance & Resource Committee – Tuesday, 4th March at 6.00pm

15. ANY OTHER BUSINESS

15.1 Governors were informed of the possibility AA Projects submitting a capital bid on the academy's to replace the roofing on the main building. The bid would incur a cost of approximately £2.5. It was agreed that the Chair would consider the subject in more detail and would report back to the Finance & Resource committee. **Action: HM**

15.2 Governors were informed of the possibilities of a reduction in the cost of Staff Insurance with one option on the table which would impact after 5 days absence should be considered. It was agreed to investigate further to ensure the policy would be watertight and meet the required criteria. It was agreed that the Chair would endorse the final decision under 'Chair's Power to Act' **Action: JY / HM**

15.3 Governors were made aware that there were a minority of parents were not paying their child's dinner money and were 'playing the system' when being pursued for payment. It was suggested that instead of allowing the debt to mount the, the policy be changed to families being contacted on a daily basis. It was agreed that that this was an operational decision, not strategic, and not therefore for governors to agree.

15.4 Miss Brennand announced that the academy has been shortlisted for the 'Primary School Award of the Year' for sports. Governors commended Miss Brennand for her leadership of the sports programme and the usage of the Sports Funding Grant. Miss Brennand is to attend the awards ceremony and will report back to governors in due course.

There was no further part one business

----- Chair

----- Dated