

**MINUTES OF A MEETING OF THE BOARD OF GOVERNORS OF
LEIGHTON ACADEMY
ON THURSDAY 26TH JUNE 2014
(Commencing at 6.30pm)**

Governors Present:	Mrs S Winterbottom	Chair
	Mrs A Millar	Vice Chair
	Mr G Turner	Principal, retiring
	Mrs J Young	Principal, Designate
	Miss S Brennand	Vice Principal, Designate
	Mrs D Davy	
	Mr S Hall	
	Mrs N Heath	
	Mrs J Horne	
	Mrs H Morris	(from item 7)
	Mrs R Stubbs	
Also in attendance:	Mrs T German	Academy Business Manager
	Mr J Hibbert	Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

1. APOLOGIES AND ADDITIONAL AOB

1.1 No apologies for absence were received.

1.2 The following items were tabled for consideration in addition to the agenda:-

- Academy Trustee Meeting Arrangements
- Team Building
- Purchase of I-Pads.
- Identification of Accounting Officer

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 he is married to a member of the Academy Support Staff

3. BOARD MEMBERSHIP

3.1 The following change to the membership of the Governing Body since the last meeting was reported:-

- The resignation of Mr Craig Scarlett as Parent Governor with immediate effect.

3.2 The Board of Governors has vacancies for one Co-opted Governor and one Parent Governor.

With the promotion of Mrs Joanna Young to Academy Principal it was approved that a new Staff Governor be elected. **Action: JY**

The academy will instigate the selection process for a Parent Governor early in the autumn term. **Action: JY/SB**

In addition the Board of Governors also approved the appointment of Mrs Diane Davy as a Co-opted Governor with immediate effect.

.3.3 No terms of office are due to end before the next scheduled meeting.

4. PART ONE MINUTES

The part one minutes of the meeting held on 6th March 2014 were confirmed as a correct record, and signed by the chair.

5. MATTERS ARISING FROM THE PART ONE MINUTES

The following matters arising were discussed:-

Minute 16.1 – Rear Pathway Access – the Vice Principal reported that the proposed widening of the pathway is being costed. Further information will be reported to the Finance & Resources committee. **Action: JY**

Minute 16.2 – the Vice Principal reported that a complete review of the playground signage has been successfully reviewed and that no additions are deemed necessary.

6. CHAIR'S ACTIONS

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

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

The following committee minutes were received by the Governing Body:

7.1 Teaching & Learning dated 14th May 2014.

There were no matters arising.

7.2 Finance & Resources dated 20th May 2014.

There were no matters arising.

8. BUSINESS MANAGER'S REPORT – PART ONE

The School Business Manager spoke from her report having circulated it to the meeting. The report was broken down under the following headings:-

- ChESS (purchasing of local authority services)
- Academy Budget 2013 – 2014.
- Staff Retirements and resignations
- Staff Appointments, effective 1st September
- Changes to Staff Posts

Matters Arising:-

8.1 The purchasing of services from Cheshire East, totalling £ 22451.00 was approved by the Board of Governors

8.2 The quotation of £16k for the refurbishment of the KS2 toilets was approved by the Board of Governors

8.3 The decision to enter into a 3 year contract with Canda Copying Ltd., was approved by the Board of Governors

8.4 It was agreed that a meeting be held with Lloyds Bank on the 14th September regarding future investments with Mrs Morris and Mrs Winterbottom in attendance. The outcome will be reported will be submitted to the Finance and Resources committee. **Action: SW/ HM/ JY/TG**

8.5 It was approved that the budget virement report will be forwarded to Mrs Morris to be signed off on behalf of the Board. **Action: TG/HM**

8.6 It was agreed that a meeting be held in early September between the Vice Principal and Mrs Morris to review the Risk Register. **Action: JY/HM**

8.7 Recommendations will be given to the Finance & Resources committee regarding future arrangements for the banking of cash. **Action: TG/JY**

8.8 It was noted that Mr Glynn Turner is to be removed, upon his retirement next month, as accounting officer, and from the bank accounts, credit cards ,plus remote emails and Edubase prior to the meeting with Lloyds Bank on 14th September. The direct replacement will be Mrs Joanna Young, Principal Designate. **Action: TG/JY/GT**

9. THE ACADEMY BUDGET

The 2014-2015 budget summary sheets were presented to and approved by the Board of Governors.

10. PROPOSED 2014 -2015 STAFFING STRUCTURE

The final version of the 2014-2015 Staffing Structure was presented to and approved by the Board of Governors.

Matters Arising:-

10.1 Following a governor challenge regarding the appointment of the Nursery Manager, the Vice Principal summarised the appointee's C/V and confirmed that there is an intention to ensure continuous development of the role, thus satisfying the query.

10.2 Following a Governor question, the Vice Principal confirmed that details of the staffing structure will be conveyed to parents via the Academy Newsletter.

The Chair commended the Business Manager for her continued professionalism thus ensuring the building of a solid financial and business foundation.

11. PRINCIPAL DESIGNATE REPORT – PART ONE

Part one of the Principal Designates report contained the following matters:-

- Staffing & Contextual Update
- Pupil Attendance & Punctuality
- Budgetary Issues and Related Premises Developments
- Curriculum Update & Future Developments
- Continued Professional Development (CPD)

Matters Arising:-

11.1 Following a governor question, it was confirmed that fixed penalty notices are soon being issued regarding persistent pupil absence; further updates will be submitted to the Teaching & Learning committee. **Action: JY**

11.2 The spending of £21k for a modular extra classroom was confirmed within the budget. It was noted that the pupil funding discrepancy from Cheshire East for the extra pupils has been identified and is being challenged. Governors asked to be updated on the issue and will give the required support to ensure the academy are not financially penalised. **Action: JY/ SW**

11.3 Following a governor question it was confirmed that a budgetary carry forward of £250k is predicted for 2015/16.

12. PRINCIPAL SUBSIDIARY REPORT

The report, sent in advance of the meeting, was received and the contents acknowledged by the Board of Governors.

13. ACADEMY DEVELOPMENT PLAN

The summary report was received and acknowledged; it was proposed and agreed that an extra meeting of the full Board to reset the Development Plan be convened early in the autumn term. **Action: JY/SW/ all governors**

14. SCHOOL IMPROVEMENT PARTNER VISIT

The record of visit by the external adviser, dated 20th March was presented by the Vice Principal. It was noted that there are no issues with either middle or senior management.

The date of the next visit is to be confirmed, however it was agreed that there should be governor attendance at the initial feedback. **Action: JY/SW/AM/NH**

14. DIRECTOR'S REPORT – SUMMER 2014

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

- Governance & Liaison Update
- Supporting Pupil Premium
- Keeping Children Safe in Education
- Safeguarding Update
- The Effectiveness of LA Improvement Functions
- Children & Families Act 2014.
- Virtual School for Cared for Children
- Bids for Capital Funding
- Learning Outside the Classroom & Educational Visits
- Public Services Network (PSN) Implications for Schools
- Universal Free School Meals
- Cheshire East Services to Schools

The clerk highlighted to governors a number of issues, and governors noted the report.

15. GOVERNOR DEVELOPMENT

No training has been undertaken since the last meeting. However, it was agreed that a co-ordinated review of priorities should be considered and a matrix be constructed.

Action: LH / SW

Mrs Davey will be invited to Induction Training in the autumn term.

Action: JH

16. ACADEMY POLICIES

The following amended policy was presented to and approved by the Board of Governors:-

- 'Learning Outside the Classroom'.

It was agreed that the proposed 'Use of Video & Photographs at Events' policy be reviewed by the Chair and signed under 'Chairs Power to Act'

Action: JY/ SW

It was also agreed that prior to the policy being included in parental packs it should be forwarded to the academy solicitors for final scrutiny. The Principal wished that his objection to the section of the policy related 'unobligatory inclusion in a photograph and placed on social media' be noted.

17. PLANNED RESIDENTIAL VISITS

None were presented for governor approval.

18. FUTURE MEETINGS

The dates and times of full Board of Governors meetings for the next academic year were confirmed:-

Autumn Term: Thursday, 13th November 2014, at 6.30pm

Spring Term: Thursday, 19th March 2015, at 6.30pm

Summer Term: Thursday, 25th June 2015, at 6.30pm

Committee dates will be forwarded in due course.

Action: JY

19. OTHER BUSINESS

19.1 TRUSTEES

A meeting of the Trustees deemed was unnecessary at this juncture but to convene an AGM in March of next year.

Action: SW

19.2 ACCOUNTING OFFICER

It was agreed that Mrs Joanna Young become the Academy Accounting Officer, effective 1st September 2015 upon the retirement of Mr Glyn Turner.

19.3 PURCHASE OF I-PADS

The request to spend a further £25k to purchase I-Pads on a lease arrangement for the Year 5 and 6 pupils was approved by the Board of Governors. However, before the whole of KS2 receive I Pads in the future governors requested that proof of impact be reported when appropriate.

Action: JY / SB

19.4 PUPIL PREMIUM

The Vice Principal reported that the latest communiqué from the DfE will be tweaked before being sent to parents.

There was no further part one business

----- Chair

----- Dated