

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
LEIGHTON ACADEMY
HELD AT THE ACADEMY ON THURSDAY 25TH JUNE 2015
(Commencing at 6.00pm)**

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

Also in attendance **Mr J Hibbert** **Clerk to the Governors**

PART ONE – NON-CONFIDENTIAL BUSINESS

1. APOLOGIES AND ADDITIONAL AOB

- 1.1 It was agreed that the apologies for absence received from Mrs S Winterbottom and Mr J Newton be accepted.
- 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.

No potential conflicts were declared.

3. MEMBERSHIP

3.1 The following change to the membership since the last meeting was confirmed:-

- ❖ The appointment of Mr Jamie Newton as Parent Governor, effective 1st April 2015

3.2 To note there will be a vacancy for a Co-opted Governor. In view that the current term office of Mrs Linda Horne ends on 20th October it was proposed and agreed that she be Co-opted, effective 21st October. The category of LA Governor will no longer apply and the Articles of Association can accommodate this change of status.

4. PART ONE MINUTES

The part one minutes of the meeting held on 19th March 2015 were confirmed as a correct record, and signed by the chair.

5. MATTERS ARISING

The following matters were noted:-

5.1 A 'Learning Walk' have been undertaken by the Chair who commended the experience to others as a good way to see the school in action.

5.2 Mrs Millar has had lunch in the dining hall with the reception class in the canteen and was very impressed with organisation and the children's behaviour.

5.3 Mrs Davy has been into school to peruse pupil data.

6. CHAIR'S ACTION

The chair reported that no action had been taken on behalf of the governing 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:-

7.1 Teaching & Learning – dated 13th May 2015

Matters Arising:

7.11 *The Chair is to contact with an Inspector in Leicester with a view to hold a 'mini Ofsted during the autumn term.* **Action; HM**

7.12 *The Principal explained in more detail a possible project in conjunction with Bentley Motors with a view to purchasing and building a 'kit-car' to enhance the technical and engineering aspects of the school. The expected cost would be around £900. The insurance aspect is still to be investigated.* **Action: JY**

7.2 Finance & Resources - meeting dated 4th June 2015

Matters Arising:

7.21 *Governors commended the decision to change the catering contract.*

7.22 *Following a **governor question it was noted that the matter of the excessive water bill from United Utilities is still to be resolved.***

Action SH / JY / TG

7.23 *It was confirmed that a significant amendment to the CHeSS buy-back would be that the Clerk would no longer be from Governor Services at Cheshire East but would be brought 'in house'. The proposal was that Mrs Amanda Arnold, having completed the required training, would clerk all meetings effective 1st September. **The proposal was approved by the***

Governing Board. This information should now be included on the school website.

Action: JY

7.3. Reports from Governors with Special Responsibilities:

1. Mrs Millar gave a verbal report in relation to her role as safeguarding and PE governor. This included a meeting regarding anti bullying and safeguarding procedures, the support of sports day, and the future development of the playground.
2. Mr Hall said that a Health & Safety report is to follow early next term
Action: SH
3. Mrs Ridings gave an update in her supporting role with teaching and learning and pupil premium expenditure
4. Miss Brennand presented an updated report in her role as Sports Co-ordinator from which governors commended her development work resulting in sporting achievements. This included information on the impact of the Sports Grant. Outcomes will also be posted onto the academy website.

Action: SB

7.4 Academy Budget 2015/16

On the recommendation of the F& R committee, the 2015 /16 Budget **was approved** by the Governing Board. After discussion regarding the amount of 'carry forward' and capital holdings, It was agreed that consideration of any further development work on the buildings be deferred. The proposal by the Chair to increase the financial 'headroom' from 8% to 10% was **approved** by the Governing Board.

7.5 SEN Report from Mrs Robertson, Academy SENCO

The SEND Report was presented, discussed and commended.

8. PRINCIPAL'S REPORT – SUMMER TERM - PART ONE

Part one of the Principal's report contained the following matters:-

- ❖ Proportion of Children of Children Making Expected Progress
- ❖ Pupil Attainment
- ❖ Quality of Teaching
- ❖ Staff Morale
- ❖ Pupil Wellbeing & Resilience
- ❖ Behaviour of Pupils
- ❖ Use of Resources
- ❖ Effectiveness of Communication with Parents

After extensive discussion of the various elements of the report, it was commended by the Governing Board. Governors particularly noted continued progress towards innovative teaching and assessment changes, good staff

morale and pupil behaviour. Governors urged all staff to continue their efforts to maintain the highest standards of teaching and learning.

There were no matters arising. However it was noted that there needs to be an update of governor 'pen pics' for the website. **Action: All Governors**

.9. 'AWAY DAY'

It was agreed that the next 'away day' would be held on Friday 11th September at 1pm when the SEF would be presented with updated data for discussion.

10. STRATEGIC & DEVELOPMENT PLANNING

10.1 The revised Mission Statement was presented and **approved** by the Governing Board subject to minor amendments, ensuring the clarity of being 'Governor led'

10.2 The Strategic Planning Statement, which covers the next three academic years, was **approved** by the Governing Board. The Headline ambitions will be placed at the beginning of the SDP document

SCHOOL IMPROVEMENT PARTNER

11.1 The Principal confirmed that she had met with the SIP yesterday which had proved to be very productive. The report is to follow and will be discussed thoroughly at the next T & L committee meeting. **Action: JY**

It was agreed to activate an independent audit with regards to the Pupil Premium and Sports Grants to ensure compliance **Action: JY**

11.2 It was agreed that the SIP would be retained for another academic year along with the governor Performance Review Panel

12. SELF EVALUATION

The Principal reported the SEF was up to date with pupil behaviour upgraded to 'one'.

13. Local Authority DIRECTOR'S REPORT

The LA Director's Report for the Summer Term 2015 contained information about the following matters:

- Governance & Liaison Update
- Holiday & Term Dates
- The Annual Education Report 213-14
- Cheshire East Learners
- Using Pupil Premium Reviews to Support and Monitor Outcomes
- Keeping Children Safe in Education
- Disqualification under the Childcare Act 2006
- School Exclusions & Supporting Children with Challenging Behaviour
- Determination of Admission Arrangements 2006 – 17
- Finance Update – Deficit Budget Applications

The report has been reviewed within the appropriate committee and key issues addressed (see committee minutes).

It was noted that the governor website needed to be updated (see also item 8) to ensure increasing compliance with regard to transparency, attendance records, and individual responsibility reporting. **Action: AA**

14. GOVERNOR DEVELOPMENT

It was noted that Mrs Ridingshas attended Induction training.

Governors were reminded of the benefits of the Modern Governor online modules. The expectations of governor training are increasing to ensure compliance with any additional responsibilities. **Action: All Governors**

15. SCHOOL POLICIES

The following policy was presented and **approved** by the Governing Board

- ❖ Terms & Conditions of Use Policy

16. PLANNED RESIDENTIAL VISITS

16.1 The planned Year 4 pupil residential visit to Edmond Hall has already been approved

16.2 It was confirmed that the Risk Assessments for the previously approved Year 6 visit to Robin Wood, and the Year 5 visit to Germany have been successfully carried out.

16.3 The details of a year 3 residential in the summer 2016 term will be presented for approval at the autumn term meeting
Action: JY

17. TERM DATES FOR 2015 / 2016

The proposed term dates for 2015 / 2016 were presented and approved by the Governing Board It was noted that the dates follow the Cheshire West & Chester model.

All stakeholders will be notified and details posted on to the website.

Action: JY

18. FUTURE MEETINGS

The full Governing Board meeting dates to be held at the school during the forthcoming academic year are noted on The Governor website and will be published on the Academy website

19. ANY OTHER BUSINESS

19.1 A proposal to appoint Mr Simon Morris as an Associate Member for the F&R Committee, for his financial, audit and business acumen, effective 1st September, was **approved** by the Governing Board.

19.2 The Principal reported that Mr Nigel Pearson has been nominated for Primary School 'German Teacher of the Year'.

19.3 The Principal also reported that the academy had been nominated for Cheshire East 'Primary School of the Year'.

20. IMPACT STATEMENT

The Governing Board reflected on this meeting and recent committee meetings and agreed that they had

- ❖ Ensured clarity of vision, ethos, and strategic direction.
- ❖ Held the Principal to account regarding the education performance of the academy
- ❖ Overseen the financial performance of the academy, ensuring 'best value'
- ❖ Promoted the highest possible standards of Safeguarding.

There was no further part on business

----- Chair

----- Dated