

**Minutes of a Meeting of the
Full Board of Governors**

Held at the Academy on Thursday 12th November 2015 @ 6pm

Governors Present - Mrs Helen Morris - Chair Mrs Su Hawkes
Mrs Andrea Millar – Vice Chair Mrs Di Davy
Mrs Joanna Young - Principal Mrs Andrea Millar
Miss Sam Brennand – Vice Principal Mrs Diane Ridings
Mr James Sweeney

Apologies - Miss Kitty Bishop Sarah Winterbottom
Mr Stephen Hall

In Attendance - Mrs Amanda Arnold Executive Officer/Clerk to the Governors

Item No.		Action
1.	<p>Apologies & Items of Any Other Business</p> <p>Apologies received from Kitty Bishop & Steve Hall</p> <p>Items of Any other business notified –</p> <p>Sponsorship</p> <p>Term Dates</p>	
2.	<p>Conflict of Interest</p> <p>New forms had been distributed to governors in advance of the meeting and collected in. There were no new interests declared.</p> <p>Code of Practice/Governors Charter</p> <p>This had been distributed to governors in advance of the meeting and it was agreed that this would also be renewed annually at the start of each academic year (the first full governors meeting in the Autumn Term). All governors were happy to sign and these were collected in by the clerk.</p>	
3.	<p>Election of Chair of Governors</p> <p>The Chair of Governors term of office is one year. The date of the last election was Thursday 13th November 2014.</p> <p>There were no nominations received in advance of the meeting. H Morris stood forward to remain as Chair. There was a unanimous agreement with the appointment.</p>	

<p>4.</p>	<p>Election of Vice Chair</p> <p>The Vice Chair of governor’s term of office is one year. The date of the last election was Thursday 13th November 2014.</p> <p>A Millar nominated S Hall to take place of Vice Chair, there were not any other nominations and all governors agreed to Mr Hall’s appointment.</p>	
<p>5.</p>	<p>Committee Membership</p> <p>It was confirmed that following a resignation from J Newman from the end of August 2015 a Parent Governor election had taken place. One application had been received from Mr James Sweeney and he had been appointed as new Parent Governor. He was welcomed to the Board.</p> <p>Resignations had been received from K Bishop, Teacher governor, S Winterbottom, member appointed, and L Horne, LA Governor.</p> <p>Staff election notifications had been circulated in school and an application had been received from M Speake. This was agreed</p> <p>A parent and member of the local community had approached J Young after the closing date of parent elections and had sent an application to join the board as a co-opted governor. Bringing knowledge of the local area and IT skills, all governors agreed the appointment.</p> <p>Through the Chair, contact had also been made by Amanda Manning, a local person who expressed her interest in joining the governing body. She is a recruiter for a large company and is interested in becoming a governor to extend her professional skills and know more about education. A meeting has been scheduled with JY and HM. The Chair asked if governors agreed an appointment could be made in principal if the meeting went well. Governors agreed.</p> <p>All changes to the governing body agreed</p> <p>Committee Arrangements</p> <p>The Chair advised that the committee structure would remain the same for the following year with Teaching & Learning and Finance & Resources Committees. However it had been suggested that a Special Purposes Committee would be formed to ensure that there were governors available at short notice for the following committees, as and when they may be needed.</p> <ul style="list-style-type: none"> Disciplinary/Dismissal Committee Appeals Committee (Disciplinary/Dismissal/Pay) Discipline(Exclusions) Committee Principal’s Performance Management Committee <p>Each of these committees will consist of at least three members from within the Special Purposes Group as appropriate; the special purposes group to comprise all governors apart from staff and the Chair and deputy Chair on occasions when this would not be appropriate. .</p> <p>Governors agreed that this was a wise suggestion and approved the formation of the special purposes committee and it’</p>	

	<p>T & L Committee were confirmed as – S Brennand, S Hawkes, A Millar, D Ridings, M Speake, J Sweeney & J Young It was noted that T&L committee had agreed that A Millar would continue to Chair.</p> <p>F & R Committee were confirmed as - S Brennand, D Davy, H Morris, S Hall, J Young with N Kay and A Manning to join the committee. It was noted that Di Davy would Chair F&R for future meetings.</p> <p>Terms of Reference These were distributed in advance of the meeting, including a new ‘Statutory Committee Terms of Reference’. Governors confirmed they were happy with these. All agreed</p> <p>Link Roles for Special Responsibilities These were discussed and slightly re-arranged and grouped into areas of responsibility, i.e. Pastoral, Inclusion& Progress and Special Purposes. These will be further reviewed at the next full governors meeting when the new governors will be present. Governors discussed using a ‘buddy; governor to support the new comers to the board. It was agreed this was a good idea and that the following would support – Andrea to support James Helen to support Amanda Diane to support Nicola</p>	AA
3.	<p>Part One Minutes of the Last Meeting Minutes of the last meeting were agreed with no matters arising.</p>	
4.	<p>Chairs Action & Report</p> <ul style="list-style-type: none"> a. Chair confirmed no actions ha been made and no extra items to report b. Starred items proposed to governors Chair proposed using the ‘Starred Items’ system at the beginning of future meetings. Items that have no changes will be starred on the agenda, at beginning of the meeting asked if anyone has any issues to discuss on starred items so they can be agreed as seen from the beginning, or star removed to be discussed. All governors agreed this would be a useful system in the meetings 	
5.	<p>Part One Reports from Committees and Reports from Governors with Sp Responsibilities</p> <p>Robinwood Governor Visit A Millar provided a report in advance of the meeting regarding her visit to Robinwood with the year 6 children. She stated that she hopes the school can continue to do the visit for many years as the children gain so much valuable experience from it. A Millar also talked about her training on Children Exploitation and will provide a full report as soon as possible Chair thanked AM for her contribution SB confirmed the planned Safeguarding Training for Friday 8th January @10am for all staff and governors</p>	

	<p>Training for Pupil Premium by S Hawkes</p> <p>SH confirmed that Early years now has Pupil Premium. Pupil premium award was now available and no schools in Cheshire have it. S Brennan felt that Vicky Robertson may be looking at this but will check with her. S Hawkes asked if we use the EEF toolkit. J Young confirmed that we use our own toolkit and extensive tracking system.</p> <p>PP was explained to new governor. Chair pointed out that this was a key area for Ofsted if they were to call and asked that Su Hawkes to make sure that she is happy the academy is fulfilling all requirements.</p> <p>JY reported that there had been great feedback on book scrutiny and learning walks from all governors. S Brennan to get dates to clerk to distribute as soon as possible. The Staff governors also felt the value to the academy was added to having the governors involved in this</p> <p>JY & SB discussed that the Book Scrutiny Dates for this term were not for a subject but individual children in every subject and requested that one governor was present for each session, the following was agreed - Monday 16th @ 9.30 - KS2 - Su Hawkes Monday 23rd November @ 1.15 - KS1 - D Ridings</p> <p>Learning Walks These would be emailed out Friday</p>	<p>SB</p> <p>SH</p> <p>SH</p>
<p>6.</p>	<p>Financial Matters</p> <p>Accounts</p> <p>These had been distributed in advance. J Young discussed the one issue regarding purchase order dates after invoice dates. This was not an issue: accountants agree and internal auditor was happy that this is being dealt with.</p> <p>H Morris asked if anyone has any concerns, all agreed. Documents signed</p> <p>Budget</p> <p>Recommended from F&R that it has been agreed. H Morris confirmed that it is a healthy budget, very happy with the detail. Staff costs need to be watched and this will be continually monitored. A package is being looked at to project staff costs to keep a good track of the growth trend for staff costs. Governors Agreed the budget.</p>	
<p>7.</p>	<p>Part One Principal's Report</p> <p>The Principals Report had been requested to include – Attendance, School Performance and Governor Dashboard. The report was distributed in advance of the meeting.</p> <p>Attendance</p> <p>JY reported that, to date, 6 Fixed Penalty notices had been sent off in respect of holidays taken in term time. 36 Letters of concern had been issued regarding low attendance and 16 letters sent to parents regarding late arrival to school. AA had developed a database on Excel to track the pupils with low or late attendance and the Education Welfare Officer (EWO) had congratulated her on the system used and said that it could be used to support other schools. JY reported that the contact with home was having an impact and had reduced lateness to school and made parents</p>	

	<p>more cautious.</p> <p>School Performance & Dashboard</p> <p>The details were shared with governors but it was confirmed that these would be looked at in more detail at the next planned strategic meeting the following week.</p> <p>Governors praised the report and no concerns were reported.</p>	
8.	<p>Governor Mark</p> <p>HM discussed that S Winterbottom had previously looked into this but that now a sub-committee was proposed to look further into gaining the mark. H Morris, D Davy, D Ridings and S Hawkes volunteered to be on this committee. AA had provided a file with all of the available paperwork regarding the Governor Mark that was made available to all governors. This would be added to future agendas to track where the academy is at.</p>	
9.	<p>Away Day Plans</p> <p>It was confirmed that the School Development Plan and Self Assessment would be discussed and shared at the next planned 'Away Day/Strategic Meeting'.</p>	
10.	<p>School Development Plan</p> <p>JY confirmed that this would be the focus at the strategic meeting and that governors would be provided with log in details for the Bluewave system used for the Development Plan where governors could log on live and view all action plans. She explained that the system was always an up to date working Development Plan and that it articulates the work to take place. Governors welcomed the planned training and access.</p>	
	<p>School Improvement Partner</p> <p>The report had been circulated in advance of the meeting.</p> <p>JY explained the role of the SIP was as a Critical Friend. She explained that the report gave assurance and also showed that the academy were not complacent.</p> <p>A governor asked how much we pay for the service: it was confirmed as £250. Governors were happy to continue with the service as they felt it was valuable to the academy</p> <p>JY discussed a course she was undertaking at this time which she discussed also supports evaluation and benchmarking. She informed that Self Evaluation at present was Good with Outstanding and informed that leadership were currently looking at tracking as they wanted to ensure that children are being assessed and fully mastered in all areas before being moved on. A governor asked how we would deal with those already assessed on old levels? JY & SB explained that intervention was already in place to support this.</p>	
	<p>Directors Report</p> <p>JY had provided a response to the Directors report. It confirmed that requirements were already taking place in school for governance, including the website showing Pecuniary Interests and DBS Checks taking place.</p> <p>SB confirmed that all Safeguarding requirements were being fulfilled in school and also that she would be sending out a link to the on line radicalisation training to all governors. This had already been undertaken by all school staff.</p> <p>Attendance requirements had already been reported on.</p> <p>It was confirmed that a member of staff was attending the Designated Teacher for</p>	

	Cared for Children conference. A governor asked how many cared for children were on roll: it was confirmed as 3.	
	<p>Governor Development</p> <p>AA again informed governors of the on line training available to them and asked governors to report to her if they completed any of the courses to keep the training record up to date. It was confirmed that the new training schedule would soon be published and AA would circulate details in due course.</p>	AA
	<p>School Policies</p> <p>The following policies had been circulated in advance of the meeting -</p> <ul style="list-style-type: none"> • Pupil Premium Policy – To note agreed at F&R • Behaviour Policy – To note now been discussed at Parent Forum • Governors Statement of Principles with regard to Behaviour – To note agreed at F&R but a new policy <p>Governors received and agreed</p>	
	<p>Planned Residential Visits</p> <p>SB discussed the upcoming Germany visit. It was conformed that it was taking place. JY informed that there was a large amount of risk assessing involved but that Cheshire East had checked and there were no issues. JY thanked SB for the reassurance that it had all been thoroughly risk assessed.</p>	
	<p>Date for Next Meeting</p> <p>It was confirmed the date and time of the next full Board of Governor’s meeting was Thursday 17th March 2016 at 6.00pm</p>	
	<p>Any Other Business</p> <p>Term Dates</p> <p>JY confirmed that previously agreed dates had been Chester & Cheshire West dates but that it had been reported that non-academies can now not change from Cheshire East. For this reason Leighton would ow be adopting Cheshire Easts dates to stay in line with other local schools</p> <p>Sponsorship</p> <p>JY reported that there was a concern that we wouldn’t be able to remain a single convertor academy, because of pressure from the DoE, and that we might be called upon to join a multi academy trust. She discussed becoming a ‘Sponsor School’, which was an official way of supporting in the same way as we have been working with School 2 School, as opposed to being multi-academy. JY reported that there would be no formal financial implication in doing this.</p> <p>It was possible that you could be a multi-academy with just one other school and that opportunities would always be looked at to choose a partner ourselves and thus prevent Leighton being placed within a multi academy trust .</p> <p>A governor asked if there was any change to governance in being a sponsor school. JY confirmed that this was not the case. Governors were satisfied and agreed that becoming a ‘supporter school’ should be actively pursued.</p>	

Signed - _____ Date - _____

Print Name - _____