

GOVERNING BODY OF SANDAL MAGNA COMMUNITY ACADEMY

FULL GOVERNING BOARD MEETING MINUTES

DATE:	TIME:	LOCATION:
Wednesday, 13 December 2017	5.00 pm	School

PRESENT

Chair:	Mr P Bell	
Headteacher:	Mrs L Sennett	
Governors:	Mrs S Azam	Mrs C Parkin
	Mr C Elliott	Mrs J Pratt
	Mrs L Lawson	Mrs J Ward
	Mr S Liddicott	
In Attendance:	Mr D Brown (Arcadis)	Mr K Jones (CEO, Enhance)
	Mrs T Fawdington (School Organisation and Governance, Wakefield Council)	Mr R Smith (Corporate Landlord, Wakefield Council)
Clerk:	Mrs K Long	
Apologies:	Cllr M Graham	Mrs Z Khan
	Mr D Johnson	

ITEM	ACTION
<u>PROCEDURAL ITEMS</u>	
1 APOLOGIES FOR ABSENCE	
Consent to Absences Resolved 10 <i>That consent be given to the absence of Cllr Graham, Mr Johnson and Mrs Zhan.</i>	
2 DECLARATIONS OF INTEREST	
There were no declarations of interest. The Headteacher reported that all Governors had completed new Registration of Interest forms.	
3 MINUTES OF THE MEETING HELD ON 18 OCTOBER 2017	
Resolved 11 <i>That the minutes of the meeting held on Wednesday, 18 October 2017, being correct, be signed; and That a copy of the signed set of minutes for publication be made available at the school for anyone wishing to inspect them.</i>	

ITEM	ACTION
<p>4 MATTERS ARISING FROM THE MINUTES</p>	
<p>Leadership Report The Headteacher stated that the categories of CPOMS would be looked at to ensure they would be correct.</p> <p>Governing Board Development Plan and Priorities The Chair explained that the Governor Development Plan had been started but priorities had not yet been identified.</p>	
<p><u>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS</u></p>	
<p>5 REPORTS OF COMMITTEES</p>	
<p>There had been no meetings of committees or working groups since the last meeting.</p>	
<p>6 FEEDBACK FROM GOVERNOR MONITORING AND EVALUATION VISITS</p>	
<p>The Chair stated that the Governor Development Plan would be addressing the lack of Governor visits and encouraged Governors to plan visits into the school calendar.</p> <p>Mrs Ward had attended a Child Obesity Strategy course.</p> <p>Mrs Azam would be completing forms for her visits into school, which included attending the harvest festival.</p> <p>The Deputy Headteacher explained that the SIP included a section on Governance, leadership and management. At the moment, there is limited impact shown here due to lack of Governor visits to school.</p>	
<p>7 LEADERSHIP REPORT</p>	
<p>The Headteacher presented a written report on matters of interest relating to the school. The report included items on: Significant achievements since the last meeting, Staffing, Pupil Mobility, Attendance, Pupil Management, Pupil Attainment and Progress, Budget and Finance Update and Premises Update.</p> <p>Matters Arising from the Leadership Report</p> <p>Significant achievements since the last meeting The school would no longer be a coasting school after three years. Writing had significantly improved, as well as Reading and Writing improving.</p> <p>The school had to receive one SIA visit per year and this would be arranged with the Headteacher. The school liaised with the LA even though it had become an Academy.</p> <p>Staffing Update As a member of staff would be leaving the school on 31 March 2018, the Headteacher had discussed how the role would be covered with middle leaders and teachers.</p>	

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<p>Pupil Mobility Numbers had been steady since half term and the school would be full apart from one place in Y5. There had been twenty-one changes of pupils across Reception to Y6.</p> <p>Q: How come the school has so many Fair Access children? A: The school has now taken seven Fair Access pupils since September. The limit is two per class. Most were placed with us because spaces were available in those year groups at that time.</p> <p>Attendance The current attendance figure had been reported as 94.2%. Reception and Y1 had suffered a sickness bug but the average attendance for Year 2 to Year 6 had been above 94%</p> <p>Persistent lateness would be monitored. There had been seven occasions of unauthorised lateness by one family, which occurred if a pupil arrived at school after the 9.15 am deadline. This had been tracked as an absence.</p> <p>The PP pupil and non PP pupil gap had decreased from last year and is now 0.7%.</p> <p>Persistent absence had increased from thirty two to forty six due to illness in Reception and Y1. The Headteacher had met with the EWO and challenged parents and completed home visits. Doctors' notes had been encouraged so that sickness would be verified or the production of an appointment card.</p> <p>Q: If it got to a fine but you had not got the evidence of sickness, what would you do? A: Those absences (with proof) would be authorised, the fine would only be issued for the unauthorised sessions.</p> <p>Sixteen disadvantaged, SEN and poor attendance pupils had been targeted for a free Breakfast Club place for one term.</p> <p>The Staff Absence Policy had been reviewed. In the past if someone went off sick, they would return to work and a return-to-work form would be completed. The Headteacher had met with staff near their triggers for sickness absence and discussed the stages. All staff would be treated the same, whatever their job role.</p> <p>Punctuality checks had been completed, with the use of the electronic logging in and out system. Lateness would be a disciplinary issue. The Headteacher had met with some staff members to address any issues and gave them two terms to resolve their lateness. The Headteacher explained that the school offered support for staff absence and punctuality.</p> <p>Pupil Management The Headteacher stated that CPOMS picked out the highest numbers of incidents but verbal and aggressive would be separated as requested by Governors. All staff logged incidents, staff checked them and then the Headteacher reviewed them all with the Deputy Headteacher.</p>	

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<p>There had been one exclusion for persistent disruptive behaviour and some pupils had been placed on internal exclusions.</p> <p>Pupil Attainment and Progress The Deputy Headteacher explained:</p> <ul style="list-style-type: none"> • Age Related Expectation (ARE). • Realistic targets had been set per year. • The improvements made had been highlighted. • Progress data had been positive across the school. • All vulnerable groups generally showed good progress. • Teachers had evidenced and moderated pupils' work with the senior leadership team and proved the levels pupils had worked at. <p>The Chair thanked staff for their hard work and stated progress had been phenomenal.</p> <p>The Deputy Head stated that staff had held informal meetings with the middle leadership team and gained advice and support.</p> <p>The Headteacher reported that an SLE from Aspire Teaching School had recently been supporting a member of teaching staff. This had been very successful with the teacher becoming more confident in their practice.</p> <p>Budget and Finance Update The SBM reported on :</p> <ul style="list-style-type: none"> • The Responsible Officer check had been completed. The core points had been broken down and the current budget and actuals itemised. <p>Resolved 12 <i>That the Responsible Officer check be signed off by the Headteacher, Deputy Headteacher and School Business Manager and accepted by the Governing Body.</i></p> <ul style="list-style-type: none"> • SLA bills had just started to arrive, which would be reviewed at the next meeting of the Resources Committee. <p>Premises Update The Chair thanked the Headteacher and SBM for the provision of updates on the recent school closures and boiler situation. Risk assessments had been put in place for Calor gas heaters and cube heaters.</p> <p>The Engie Framework SLA had been explained :</p> <ul style="list-style-type: none"> • The school would be dealing with and paying for works directly to Engie. • The SBM advised staying with Engie due to the building issues and relationships with Engie staff, for one year initially. • The SBM had attended a roadshow on ISS and Premises Management. So far the school had paid the LA for compliance and remedials but from 1 April 	

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<p>2018 there would be no pooled arrangements for planned maintenance and repairs. Quotes would be provided by Engie for any remedial works and then paid for separately.</p> <ul style="list-style-type: none"> ISS provided a deep clean and service of catering equipment but replacement would be the school's responsibility. <p>Resolved 13 <i>That the Engie service level agreement be accepted.</i></p>	
<u>COMMUNICATION ITEMS</u>	
8	ADMISSION ARRANGEMENTS: SEPTEMBER 2019 – AUGUST 2020
<p>The purpose of the report was to inform the Governing Bodies of foundation (trust) schools and academies of the statutory requirements to determine, and notify consultees about their admission arrangements for the 2019/2020 admissions round. It also updated governing bodies on the Co-ordinated Admission Arrangements, affecting all schools in the district, which was a requirement of the Education Act 2002, the Education and Skills Act 2008 and the Admissions Code of Practice.</p> <p>The following documents were appended to the report:</p> <ul style="list-style-type: none"> a copy of the LA's Admissions Policy 2019-2020; The proposed Admission Number for the school for 2019-2020. <p>Governors were asked to consider how they wished to proceed and</p> <p>Resolved 14 <i>That they agree that the Admission Number for the school for the academic year 2019-2020 be thirty.</i></p>	
<u>GENERAL ITEMS</u>	
9	REVIEW OF POLICIES
<p>The Headteacher reported that the Exclusion Policy and the Financial Management Policy had been reviewed.</p>	
10	CORRESPONDENCE / CHAIR'S ACTIONS
<p>Correspondence Correspondence received since the last meeting included:</p> <ul style="list-style-type: none"> Updates from the Headteacher with regards to the school closure. Written to the member of staff who would be leaving the school on 31 March 2018. Had kept in touch with the school generally. <p>Chair's Actions The Chair had taken no action since the last meeting.</p>	

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<p>11 GOVERNOR TRAINING AND DEVELOPMENT</p> <p>Update from Training Link Governor The Training Link Governor reported on items of interest relating to governor training including correspondence received since the last meeting.</p> <p>Mrs Azam and Mrs Ward had attended Health and Safety training.</p> <p>Mrs Azam had attended a Child Obesity and an Attendance training course. She suggested that the Attendance Officer be present at the next parents' evening.</p> <p>Mr Liddicott had attended GDPR training. The SBM had attended a GDPR meeting of the Trust where strategies had been shared with Mr Jones.</p> <p>The Chair stated that the committee structure would be reviewed at the next meeting of the Governing Body, after the GDP had been designed.</p>	
<p>12 ANY OTHER BUSINESS</p> <p>Christmas Dinner The Headteacher invited Governors to attend the school's Christmas dinner on Wednesday, 20 December 2017.</p> <p>Strategic Improvement Fund Bid A Strategic School Improvement Fund bid for £350,000 had been successful. Initially Reception and Y4 classes in ten primary schools would be supported for eighteen months and training for teachers on 'Every teacher is a Reader' provided. There would have to be a PP review, which would be completed by Mr Craig Batley in one day, as a review had been completed nine months ago. Reading and interventions would be focussed on and then a report written. The date agreed was 15 February 2018.</p> <p>The Chair thanked the staff for a fantastic year and great results. He would also be sending thanks to the member of staff leaving on 31 March 2018.</p>	
<p>13 DATE AND TIME OF NEXT MEETING</p> <p>Governors confirmed that meetings would be held:</p> <p>Standards Committee Wednesday, 17 January 2018 at 9.00 am and Governing Body meeting Wednesday, 7 February 2018 at 5.00 pm.</p>	
<p>MEETING CLOSE TIME: 8.20 pm</p>	

CHAIR