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GOVERNING BODY OF SANDAL MAGNA COMMUNITY ACADEMY

FULL GOVERNING BOARD MEETING MINUTES

DATE:	TIME:	LOCATION:
Wednesday, 16 May 2018	5.00 pm	School

PRESENT

Chair:	Mr P Bell	
Headteacher:	Mrs L Sennett	
Governors:	Mrs S Azam	Mr S Liddicott
	Mr C Elliott	Mrs J Pratt
	Mr D Johnson	Mrs J Ward
	Mrs L Lawson	
Clerk:	Mrs K Long	
Apologies:	Cllr M Graham	Mrs C Parkin
	Mrs Z Khan	

ITEM	ACTION
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PROCEDURAL ITEMS

	WELCOME BY THE CHAIR	
	The Chair welcomed everyone to the meeting.	
1	APOLOGIES FOR ABSENCE	
	Consent to Absences Resolved 26 <i>That consent be given to the absences of Cllr Graham, Mrs Khan and Mrs Parkin.</i>	
2	DECLARATIONS OF INTEREST	
	There were no declarations of interest.	
3	MINUTES OF THE MEETING HELD ON 28 MARCH 2018	
	Resolved 27 <i>That the minutes of the meeting held on Wednesday, 28 March 2018 be signed as a correct record, subject to the following amendments:</i> <i>Under "Apologies" be amended to include "Mr S Liddicott"; and</i> <i>That a copy of the signed set of minutes for publication be made available at the school for anyone wishing to inspect them.</i>	HT

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<p>4 MATTERS ARISING FROM THE MINUTES</p>	
<p>There were no matters arising from the minutes.</p>	
<u>SCHOOL IMPROVEMENT ITEMS</u>	
<p>5 REPORTS OF COMMITTEES</p>	
<p>Resources Committee Governors received the minutes of a meeting of the Resources Committee held on 24 March 2018. Items discussed had included:</p> <ul style="list-style-type: none"> • Budget update. • Standards budget monitoring. • Scenarios of budgets. • Intimate Care Policy. • Staffing update. • Premises' issues - these had been discussed further at a meeting of the Standards Committee due to a Premises meeting being held with representatives from Arcadis and the LA on the afternoon of 24 March (after the meeting of the Resources Committee). 	
<p>6 FEEDBACK FROM GOVERNOR MONITORING AND EVALUATION VISITS</p>	
<p>The Headteacher explained that there had not been much time for Governors to complete visits this term, as well as attending meetings.</p> <p>The Chair reported that he visited the school on 3 May and met Peter Townley, the Arch Deacon of Pontefract and Trustee of the school's Trust.</p> <p>The Chair asked that the Headteacher inform Governors when meetings had been arranged in school as well as any training, which they would be able to attend.</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, Issues Governors need to be aware of, Headline Data, Attendance, Pupil Management, Pupil Attainment and Progress and Resources and Staffing.</p> <p>Matters Arising from the Leadership Report</p> <p>Significant achievements since the last meeting</p> <ul style="list-style-type: none"> • Peter Townley had been into school on 3 May and held a 'What makes Sandal Magna special?' assembly. Mrs Sennett had held a quiz with the pupils during a Collective Worship. A presentation of professionally taken photos had been played to music, which Governors then enjoyed watching. The Headteacher had shown Mr Townley the roof and given him a feel for the school. Mr Townley stated he had had an enjoyable time at the school. <p>Q: What will happen to the presentation of photographs? A: It is too big to go on the school website but canvasses are to be made and put</p>	

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<p>up around school to revitalise areas. Some will go on the website to update it. Some of the screens outside the classrooms have photos on them too and could include these new ones. It will be nice for parents to see them.</p> <p>Q: Could we put a screen inside to play photos to parents outside? A: It is easier to show them in the hall to parents during events and assemblies. They could be used in a promotional video of the school and maybe sold to parents in line with GDPR.</p> <ul style="list-style-type: none"> • The designated LLE, Jo Frost, had been in to school to discuss the SSIF Project, which would be targeting the reduction of the gap between Pupil Premium (PP) pupils and non PP pupils. There had been an increase in the number of Reception pupils reading and on books. All Reception pupils did Guided Reading. Staff had found the Project engaging and enjoyable and they had reported what had and had not worked well. • The school had evidenced outstanding progress, which needed highlighting on the standards report in future. Governors needed to be able to recognise the progress and explain it to Ofsted. <p>Q: Has the SSIF Project been running long enough to monitor peaks and troughs? A: The pupils had not had access to it for very long. The programme had its own tracking system for progress which is positive and is improving the pupils' reading. The school had been asked if we wanted to extend the Project for another year and we said yes. We can provide information on the improvement for the baseline at the next Standards Committee meeting.</p> <p>Q: How do you keep the momentum going? A: The training is every couple of weeks so it keeps the Project moving and it is on-going.</p> <p>Q: Could there be a problem with just reading at home? A: No it is more about the strategies taught by teachers in school.</p> <p>Issues Governors need to be aware of</p> <ul style="list-style-type: none"> • The shortlisting for a KS1 teacher had been arranged for 17 May, with interviews on 22 May. The Chair had agreed to attend these. <p>Headline Data</p> <ul style="list-style-type: none"> • There had been no pupils leaving or arriving which had provided stability. • The school logged requests for admissions, which so far had been 31, with 12 in Y3. • The waiting list for Reception had 12 children on it. <p>Q: How much of the raised pupil standards can be put down to stability and reduced pupil mobility? A: We are not sure at the moment but cohorts could be reviewed at the end of the school year?</p>	

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<p>Attendance</p> <ul style="list-style-type: none"> • With holidays removed, the school would be 0.3% away from the national. • Autumn 93.4% (95.5% with no holidays); Spring 94.8% (95.8% with no holidays) and Summer 95.5% so far (97.2% with no holidays). • The Reception cohort’s attendance had been praised by the Education Welfare Officer (EWO). • Integris listed 39 pupils who had persistent absence and warning notices and a fine had been issued. This had reduced from 21.3% to 18.3%. <p>Governors congratulated the academy on the improved attendance figures.</p> <p>Staff Absence</p> <ul style="list-style-type: none"> • One teacher had left following an illness. • One teacher and one HLTA had been off sick but the teacher had provided planning at home. • Staff sickness had been reviewed by Governors. • Agency Teaching Assistants (TAs) had been employed for the first time due to a need and they had been very effective. <p>Q: Do we have insurance to cover these sicknesses? A: It does not cover everyone. Claims are sent in and some are accepted and some rejected. Re-occurring illnesses are not always covered.</p> <ul style="list-style-type: none"> • The school had pushed the ‘Staff Wellbeing Policy’, which had been very effective. <p>Pupil Management</p> <ul style="list-style-type: none"> • The Incident category report had been provided by CPOMs. • There had been two Y1 pupils temporarily excluded. <p>Q: Do the refusal figures relate to one child? A: The member of staff had been working with Y5 children and one had refused to complete some work or abide by the school’s rules.</p> <ul style="list-style-type: none"> • The Headteacher had been asked to provide the total number of incidents from CPOMs if possible, as duplications had taken place. • One parent had been banned from the school premises until the end of the school year due to her inappropriate behaviour and language, and the Chair had written to her to confirm this in writing. She had since apologised for her behaviour. <p>Q: How is the SENCo getting on? A: She is now sharing the teaching of the Y5 class after a teacher left at Easter. This has meant that the EAL Intervention Group has been cancelled until further notice.</p> <ul style="list-style-type: none"> • The school now had 28 languages due to the nursery intake. 	

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<p>Data The Deputy Headteacher presented the headline data, which had been discussed by the Standards Committee:</p> <ul style="list-style-type: none"> • Cohort ability had been reviewed. • The Y6 SATs had commenced and Y2 had been doing tests which would be teacher assessed and the difference between summer one and two reviewed. <p>Progress Data</p> <ul style="list-style-type: none"> • Y5 had been playing catch up due to some staffing related issues. • Progress across the school had been pleasing. <p>Q: How many of the Y6 cohort have attended Sandal Magna from Year 1 to Year 6, and can their attainment and progress data during their time in school be provided to Governors? A: We can show this as a full year cycle.</p> <ul style="list-style-type: none"> • PP pupils – the Deputy Headteacher had completed a piece of work to be shared at PP management meetings. <p>Resources and Staffing The School Business Manager (SBM) presented her finance report, for which she was thanked. Governors were informed that:</p> <ul style="list-style-type: none"> • Historic costs had been reviewed. • Periods one to eight – the percentage of the budget spend had been looked at and issues raised with Governors. There had not been many great variances but supply costs would be overspent by £5,000 as the school had not used supply staff before. SAS monies would be going back into the budget. • Ground maintenance would be overspent but there had been nominal costings in the budget. The findings from the Metrogym had been quoted for and actioned. • Medical charges variances included OHU and GP. • Furniture included extra boards and equipment for reading areas. • Electrical issues had been addressed. • The newly installed fire alarm panel had been made compliant. 	
<u>GENERAL ITEMS</u>	
8	REVIEW OF POLICIES
<p>The 'Acceptable Use Policy' had been reviewed due to the new computers and GDPR.</p> <p>The Business Continuity Plan had been worked on but clarity had been required from Kevin Jones about the roofing works.</p>	

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<p>Q: Are we any nearer to getting the Local Hub where policies can be assessed? A: The SLA online had not been adopted by the LA and resources had not been shared externally.</p>	
<p>9 CORRESPONDENCE / CHAIR'S ACTIONS</p>	
<p>Correspondence The Chair had signed a letter to a parent to be banned from the school premises; noted that KS1 and KS2 none sitters of SATs information had to be legally completed; contacted Mr Liddicott about his apologies not being included on the minutes and had contacted Mrs Khan to find out what her intentions were in relation to her position on the Governing Body. Governors noted that he was yet to hear from Mrs Khan.</p> <p>Chair's Actions The Chair had taken the following action since the last meeting: - Agreed to attend KS1 interviews and would be completing the on-line Safer Recruitment Training.</p>	
<p>10 GOVERNOR TRAINING AND DEVELOPMENT</p>	
<p>Governors discussed items of interest relating to governor training including correspondence received since the last meeting and upcoming courses as detailed with the meeting agenda.</p> <p>Mr Liddicott would be attending Effective Resources Communication on 21 May and GDPR training along with the SBM.</p> <p>Mr Johnson had booked on an Islam Awareness course.</p>	
<p>11 HEALTH AND SAFETY/SAFEGUARDING</p>	
<p>This item had been covered under the heading Leadership Report.</p>	
<p>12 ANY OTHER BUSINESS</p>	
<p>Governor Day The Chair requested that Governors bring their diaries to the next meeting so that they could arrange a Governor Day.</p> <p>External RO Check Resolved 28 <i>That the Termly External RO Check organised by the Trust be accepted by Governors and signed by the Chair, Headteacher and SBM and be sent to Kevin Jones.</i></p> <p>Safer Recruitment Training The Chair encouraged Governors to attend Safer Recruitment Training.</p>	
<p>13 DATE AND TIME OF NEXT MEETING</p>	
<p>Governors confirmed that their next meeting would be held on Wednesday, 11 July 2018 at 5.00 pm.</p>	

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14 IDENTIFICATION OF ANY CONFIDENTIAL ITEMS NOT FOR PUBLICATION	
MEETING CLOSE TIME: 7.20 pm	

CHAIR