

MINUTES OF MEETING

Academy: Sacred Heart Catholic Voluntary Academy
Meeting title: Summer term meeting of the governing body
Date and time: Monday 5 June, 2017 at 6.00 pm
Location: At the Parish Centre, 99 Carlton Hill

Membership

'A' denotes absence

	Miss E F Cooper
	Mr R J Carter
A	Mr R J Pearson
	Mrs A T Jackson
	Mrs H M James
	Reverend Father J T Wheat
A	Mrs A Gardner
	Mrs T Clayson
	Mrs K P Taylor
	Mrs M Molloy

In attendance Emma Walton (clerk to the governors)

GB/17/17 Apologies for absence Action

Apologies for absence were received from Mr R Pearson and Mrs A Gardner.

It was

resolved

that the governing body consent to these absences.

GB/18/17 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/19/17 Review of membership

Governors received the governing body membership list, which had been previously circulated, and noted the following:

End of Term of Office:

Mr Pearson (Foundation) – 31/10/17 – Mr Pearson was absent at this meeting, and will confirm in due course if he wishes to be re-appointed. RP

Vacancies:

The Diocese has agreed that Mrs Clayson could be nominated as a Foundation governor, changing governor type from a Parent governor and thus freeing up a Parent governor vacancy. The headteacher confirmed that she would undertake to arrange a Parent governor election in the upcoming Autumn Term 2017. HT

Governors agreed that they did not wish to appoint a Co-opted governor at this

time as there was no requirement for an additional governor.

GB/20/17 Approval of minutes of spring term meeting

The minutes of the spring term meeting held on Monday 6 March, 2017 having been previously circulated were confirmed and signed by the chair. The school display copied was handed to the headteacher; the minute book copy was retained by the clerk.

Review of actions

Governors noted that, unless detailed below or otherwise on the agenda, all actions listed had been addressed appropriately.

The headteacher advised governors that a full list of fuse boards and meters had been compiled and was held available for viewing by Mrs Janet Timewell, School Office Manager.

GB/21/17 Receipt of minutes and approval of policies from committees and working parties

All minutes from recent committee meetings, had been previously circulated and approved by the governing body, with the exception of the last Achievement and Curriculum committee meeting. The headteacher agreed to circulate these minutes to all governing body members. HT

Reverend Wheat provided the governors with a summary of the contents of the Achievement and Curriculum committee meeting minutes.

He informed governors that sets of data from the headteacher and Andrea Burton had been received and discussed. The committee queried "Areas of Concern" shown in the data which highlighted reading as an issue. The headteacher advised governors that the school was gradually improving this area of concern. The committee asked about the "Class of Concern" which the data showed to be the current Year Five, where percentage scores for writing and maths were highlighted as down. Governors **challenged** the deployment of teaching assistants to support this issue, and the headteacher confirmed that the strongest teaching assistant had been deployed to Year Five and would continue to work with the same class when they moved up to Year Six in the Autumn Term 2017.

Reverend Wheat reported that the new online system was now up and running but not yet providing data. Governors discussed the apparent disparity between existing data and what staff were saying. The headteacher reported that she was monitoring and checking data carefully for quality assurance.

A governor **challenged** that there was too much detailed comparative data to go into during a full governing body meeting. A discussion ensued with regard to the data presentation and possible interpretation by Ofsted – Ofsted needs to see the "big picture". The headteacher agreed to look at making the statements shorter and simpler so it was easier for governors to view where the school was on track and where there were issues. HT

The governing body then **approved** in principle the minutes from the Achievement and Curriculum committee, subject to receiving them in due course from the headteacher.

GB/22/17 School Funded Audited Account – Finance and Budget

The vice-chair advised the budget had been set for the 2017/18 year. The budget was very tight but did show a small in-year surplus. The headteacher had been **challenged** to ensure the budget was accurate, and confirmed that it was, and that the school was continually looking at cost savings and income generation to maintain a surplus. The headteacher was asked to email the budget to all governors for any comment prior to forwarding to the Pax Christie Academy Trust for approval on 30th June.

HT

A governor **queried** whether there had been any communications from parents regarding budgets being cut, in view of recent media reports. The governor advised of a website where parents could input their school postcode and find out the equivalent in terms of staffing reductions relevant to their specific school's budget, and commented that this could possibly cause parents undue concern. The headteacher replied that she had not yet received any queries or correspondence from parents, and asked the governor to send her the link for the website he had mentioned so that she could look at this herself, which he agreed to do.

JW

A governor **commented** that the budget as presented looked good in comparison with other schools in the diocese, and governors passed on their compliments and expressed gratitude to the headteacher for the financial control within the school.

GB/23/17 Headteacher's report

The headteacher presented her report which had been previously circulated to and considered by governors, who **agreed** that the report was extremely comprehensive and of a high quality. A governor commented that the report contained some information which was repeated from previous reports, and the headteacher suggested that she provide certain information once at the beginning of each school year, and thereafter only advise of any changes, for example with regard to staffing. Governors **agreed** that they were happy for this to happen going forwards.

The headteacher highlighted the following aspects of her report:

Staffing

Confidential item.

Annual Year Reception Appeals

There is one unsuccessful application pending appeal. The appeal date is Wednesday 21 June. A governor queried whether, as a member of the panel who rejected the original application, he was able to be on the appeal panel. The clerk confirmed that he was not able to be on the panel. As the governing body supported the headteacher in agreeing the good practice of having a governor attend the appeal panel hearing, it was proposed that Mr Reg Carter attend and he confirmed his availability and **agreed** to do so.

Safeguarding

Reverend Wheat has forwarded a recent Safeguarding briefing to the headteacher for review, which contains interesting information on managing the concerns of pupils.

The headteacher will be sending out a letter this week to all parents of children at the school concerning lockdown practice and will be talking to children about this imminently.

Budgetary Issues

Re-routing of the mains water pipe – the Finance committee chose the mid quote for this work (the cheapest was from a builder who in the past had proved unreliable) and this work was to take place during the first two weeks of the summer holidays.

Actions Taken to Improve Behaviour

Confidential item.

GB/24/17

Information from the Corporate Director for consideration and action

Competency Framework for Governance

The clerk spoke highlighting certain aspects of the report, including:

- Governors should consider which areas of the framework are most important in the context of their own school and use these:
 - to consider any particular challenges faced by their governing body
 - to inform the governing body's recruitment and development
 - to review the effectiveness of the governing body

A governor **commented** that the headteacher should refer to the Competency Framework with regard to the upcoming Parent governor election in September, and governors **agreed** that this was a helpful suggestion.

A governor **asked** whether there had been any feedback/output from the recent Skills Audit, and it was agreed that the headteacher should request this from the Academy Trust for tabling at the next full governing body meeting. HT

Construction Work in Schools – A Guide to Self-Managed Projects

The clerk brought this report to the attention of the governors who advised that they do not self-manage any construction projects as this is dealt with by the Academy Trust.

Keeping Children Safe in Education

The clerk highlighted the following points from the report which were **noted** by governors

1. For maintained schools and academies who purchase the NCC HR services from 1/4/2017, Governors should:
 - a) read the letter sent to all schools on 12 April 2017 Safer Working in Schools April 2017 update;
 - b) ensure school safeguarding policies and arrangements are reviewed with the head teacher periodically and at least annually at an appropriate governing body meeting;
 - c) ensure required safer recruitment checks have been undertaken for all staff, volunteers and governors so that the school Single Central Record (SCR) is complete and accurate;
 - d) check that staff responsible for the appointment of new employees and volunteers and the administration of the SCR fully understand what information should be checked and how it should be recorded;
 - e) put in place arrangements for the governing body to review, consider and approve updates to the following new and revised documents:

Governors noted the following examples:

- Discussion about the presentation of data
- Discussion about the standards of behaviour and TA deployment to support this
- Challenges in various committee meetings
- Request for budget to be emailed to all governors for review/approval

GB/30/17 Confirmation of dates for 2017/18

The governing body

agreed

Autumn term – Monday 13 November, 2017 at 6.00 pm

Spring term – Monday 5 March, 2018 at 6.00 pm

Summer term – Monday 4 June, 2018 at 6.00 pm

GB/31/17 Determination of confidentiality of business

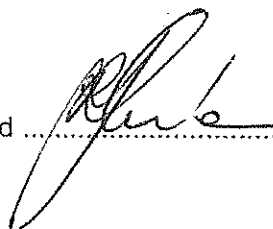
It was

Resolved

that all papers and reports be made available as necessary save for information provided and discussions in relation to Staffing and Actions Taken to Improve Behaviour within the headteacher's report (GB/23/17).

The meeting closed at 7.05 pm.

Signed



.....(chair)

Date

17/11/2017

- Recruitment and Selection policy (revised April 2017)
- Recruitment and Selection Guidance (revised April 2017)
- Code of Practice on the English Language Requirement for Public Sector Workers (New Document April 2017)
- School Disciplinary Procedure – Part 2 Managing Allegations of Child Abuse against School Staff (revised April 2017)

GB/25/17 Communication

The clerk advised that a new Governor Newsletter was currently being distributed for review by governors.

GB/26/17 Review of delegation and organisation of committees

Committee structure and membership was unchanged and detailed in full in the headteacher's report. Reverend Wheat requested that his title be changed from "Parish Priest and Governor" to "Foundation Governor" and the headteacher agreed to action this.

HT

Approval of delegation – decision planner 2017/18

The headteacher and chair of governors noted any amendments to the decision planner. No changes were made to delegations from 2016/2017.

Note annual planner 2017/18 to support agenda setting

Governors noted the annual planner.

Policy checklist 2017/18 – statutory policies for academies

Governors noted the policy checklist 2017/18.

Appointment/re-appointment of link governors

This was covered in full in the headteacher's report.

GB/27/17 Report from training co-ordinator including review of governor training requirements for 2017/18

The headteacher has completed the Safer Recruitment training, and Reverend Wheat and Mrs Clayson are to complete the Safer Recruitment training in the next few weeks.

The headteacher, together with Mr Reg Carter and Mrs Helen James, have completed the Preparation for Ofsted course.

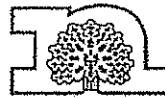
GB/28/17 Governor monitoring reports

Link governor meetings will be held this week and monitoring visits delegated as appropriate. All governors were respectfully reminded to ensure that they signed in to the Governors' Visit book held by the School Office Manager on all monitoring visits.

At 7.00 pm Mr Reg Carter left the meeting with apologies.

GB/29/17 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

MINUTES OF MEETING



Nottinghamshire
County Council

Action

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Confidential item(s)

GB/23/17 Staffing

Action

Mrs Garibaldi, Assistant Headteacher, has requested to reduce her hours to two afternoons per week. The headteacher advised that she has been able to allocate some of Mrs Garibaldi's roles and responsibilities to other staff members and therefore this request is achievable without undue adverse effect on other teaching staff. Governors **approved** this request.

Mrs Greensmith, Foundation Leader/Key Stage One Co-ordinator handed in her resignation. The headteacher advised that she will be talking to a person this week with regard to filling the position on a temporary basis with effect from September 2017.

Mrs Salvin will be returning from maternity leave on 3 October 2017 and return to teaching Year 5. Miss Owens who is currently covering Year 5 will continue to work three days each week and will be moving to cover some of Mrs Garibaldi's roles and responsibilities when her hours reduce.

Actions Taken to Improve Behaviour

The headteacher advised that the situation with the child in Year One is improving. The child still has the support of a teaching assistant but the TA is standing back much more now. A governor **queried** whether the school had a plan in place for September when the child would have had a long summer break and then moved up to Year Two – the headteacher replied that the same TA would still be working with the child in Year Two and he would have extra transmission work to prepare him for the move. There has been lots of work with the Gedling Area Partnership in support of this child and the school was looking at potential funding from the Family of Schools to support the child further.

Signed  (chair)

Date 17/11/2017