



SHAVINGTON ACADEMY

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD ON THE 14th MARCH 2018

PART I – NON CONFIDENTIAL MATTERS

- Present:** Jayne Chapman (Chair), John Clark, Christophe Cador, Pam Simpson, Victoria Hammond, Carol White, Jonathan Fisher, Stefan Pyra
- Apologies:** None
- In Attendance:** Lauren Berry (Clerk)

1. APOLOGIES

No apologies were received.

2. TO APPROVE THE PART 1 MINUTES FROM THE MEETING HELD ON TUESDAY 5TH DECEMBER 2017 AND CONSIDER MATTERS ARISING

Governors received and approved Part 1 Minutes from the meeting held on Tuesday 5th December 2017 with no matters arising. Governors were informed that following consultation, the Admissions Policy 2019-2020 had been approved.

RESOLVED: Governors received and approved Part 1 Minutes.

3. DECLARATION OF INTERESTS

No interests were declared.

4. MEMBERSHIP

The Clerk advised that there was still a vacancy for the role of Community Governor and informed Governors that a Trustee may be able to provide a contact at Leighton Hospital. A governor asked for a copy of the letter sent out to potential governors, Clerk to facilitate. The Chair to discuss potential recruitment of ex-governor.

The Chair informed the board that the Skills Audit had been completed and stressed the importance of building on areas which are lagging. A governor questioned which skills/areas need to be built on. The HT advised that these were:

- HR/ Policy & Procedures
- Experience of School Inspections
- Experience of Governance Structure reviews

The HT advised that they had been approached by a retired HT and former Ofsted Inspector to join the Trust Board.

18:05 – PAS arrived

A governor suggested that the board assess the current skill set and approach accordingly. The Clerk to send the skill set audit to all governors. A governor said they would approach a potential contact at Poole Alcock.

RESOLVED: Community Governor Vacancy still be filled. The Clerk to send Governor Recruitment letter to JOF and skill set audit out to all governors. PAS to approach contact at Poole Alcock.

5. TRAINING NEEDS

A governor expressed concern regarding clarity of their governor role. He expressed that he wanted to be more involved with the school and challenged the HT as to how this could happen. The HT advised the governor to attend RAP meetings and to commit to CT meetings and LW. Governors questioned why LW had been cancelled for this term; the HT informed them that LW have taken place for CLs this term and that Governor LW would take place next term. The HT also advised that Governors could attend SA events such as the upcoming Open Morning.

The Clerk to sit with the concerned governor to touch base and discuss process.

The HT informed the board that changes in Chair and Clerk have had an impact on recent governance.

No further training had been undertaken by the Board. PAS attends Governors' Forum and VIH is due to attend. Governors had received the handout from 'A Guide to Being Inspection Ready' which the Chair had attended. Governors remarked this was a useful resource.

The HT questioned if Governors had been able to access SharePoint – those Governors that had tried to access it had encountered no problems. Governors were advised that working in line with GDPR guidelines, Governance paperwork would be distributed via SharePoint moving forward. The Clerk will notify Governors when papers become available.

Governors queried if they had all received SA emails. The Clerk to check this with the Network Manager. All governors to use SA email moving forward. Governors requested that a Trustee area also be set up; Clerk to facilitate.

RESOLVED: The Clerk to sit with governor to discuss governance process. All Governors to use SA email accounts moving forward. Clerk to enquire about a Trustee shared area.

6. TO APPROVE PREVIOUS PART 1 COMMITTEE MINUTES FROM THE SPRING TERM 2018

Governors received Part 1 Committee minutes from the Spring Term 2018.

P&C – The Chair questioned if JOC was enjoying his role as Wellbeing Officer. He replied that he was and that a Wellbeing review had been conducted over Years 7 and 8, with several children being identified for follow-up. Governors queried if the Lockdown procedure had been implemented; the HT advised that this was pending. Governors challenged the HT as to why this had not yet taken place; the HT informed that she was waiting until current Year 11 had left, so as to ensure they received as much classroom time as possible.

SEF – The Chair advised that the committee had received a PP review which had been very positive. The Chair advised that attendance at both school and homework clubs was improving.

Staffing – The Clerk advised that the scheduled Staffing committee had been conducted remotely and therefore there were no minutes available.

RESOLVED: Governors received and approved Part 1 Committee minutes from the Spring Term 2018.

7. DIRECTOR OF CHILDREN'S SERVICES REPORT TO GOVERNING BODIES

Governors received the Director of Children's Services Report to Governing Bodies. A governor stressed the importance of reading Item 14 – Missing Children Guidance; all governors to read.

The HT discussed the DfE's Career Strategy and recommendations to use the Gatsby Charitable Foundation's Benchmarks. Following this, Shavington Academy needs to use an independent careers advisory service. All pupils need one experience of a work place environment, with PP needing more. Governors questioned if this could be a possible Governor link – VIH to oversee Careers Mark, working with CHW. One governor offered work experience to SA pupils.

Governors discussed 'Reporting Violence and Aggression on PRIME'. They challenged the HT as to whether this was being done fully. The HT responded that every incident is logged and that CPOMS facilitates this. The HT discussed the recent tendency whereby unsatisfied parents were contacting police to report a hate crime. Governors questioned if the SEND toolkit is being used. The HT confirmed this, stating that it was a good tool and very transparent. JOF to meet with VIS to discuss.

RESOLVED: Governors received the Director of Children's Services Report to Governing Bodies. All governors to read Missing Children guidance. JOF to meet with VIS to discuss SEND toolkit.

8. LINK GOVERNOR REPORTS

Governors received a report from the Safeguarding Link Governor. The governor outlined that:

- Wellbeing processes had been implemented
- Bullying reporting system was very good
- Staff had received an update on drug running
- Comprehensive approach to Safeguarding clearly evident
- Pro-active approach of Safeguarding Lead

The HT advised governors of a recent situation involving grooming. Matter has now been resolved with parents brought in, police informed and a referral made. Governors questioned what SUMO stood for; VIH advised that it means 'Stop, Understand & Move On'. Clerk to add this to the Clerking Glossary.

RESOLVED: Governors received and approved the report from the Safeguarding Governor. Clerk to distribute Drug Running update and add 'SUMO' to Clerking Glossary.

9. REPORTS FROM GOVERNOR REPRESENTATION AT ACADEMY CT MEETINGS/LEARNING WALKS

The Chair provided the Governing Body with CT minutes from Art, Technology & Design. Governors queried if Art & Design transition events had taken place; JOC advised that they had done very well and that ICT had conducted one also. Governors commented on the popularity of the Christmas Community Concert; JOC advised that proceeds go to both the Music department and the whole school. A governor advised that schools can now achieve a 'Platinum' Arts Mark.

Governors received a report from Governor Representation at ICT CT meetings. Governors challenged whether the academy was stopping CA. The HT advised that just one unit was being done away with. A governor challenged this and advised that all CA was being eliminated.

The HT advised of continuity issues within the department. Clerk to arrange for ICT to present at the next SEF committee. Continued in PII.

The Clerk expressed concern regarding governor engagement in relation to Link Governance, CT Meetings and LW. She stressed that if governors need further clarity regarding these areas, they should contact her to discuss. The Chair stated that governors needed more notice of meetings – the Clerk to distribute the academy calendar at each update and put on Shared Area. Governors questioned if there was a pro-forma governors could use at these meetings – the Clerk advised there was and that she would put this on SharePoint.

The Chair stated that Keyline templates should be looked at and incorporated into the pro-forma. The Chair and Clerk to produce a new document combining the original template with Keylines.

The HT advised that the academy's admin team could type up minutes taken at meetings so as to reduce governor workload.

The Chair questioned whether Governors were happy with their CT teams. All were happy, but one Governor stated that she struggles to make a Wednesday meeting. The Clerk to advise of CT subjects that meets on a Tuesday instead.

The HT advised that there is a large focus on Middle Leadership in Ofsted and that Governors should be contacting ML before meetings take place. The Clerk to remind ML of Governance Links.

The Health & Safety Governor raised concerns regarding broken CCTV at the academy. The HT advised that an engineer was currently working through a solution; BM to provide Governors with an update. The HT also informed governors that the reception area is being remodelled at Easter to provide additional security. Governors questioned whether this was being funded by saved money; the HT advised that it was.

RESOLVED: Governors received and accepted reports from Governor Representation at CT Meetings and LW. ICT to present to the next SEF committee. The Clerk to distribute updated calendars and upload to SharePoint. The Clerk and Chair to rework pro-forma and upload to SharePoint. The Clerk to advise PAS of CT subjects and remind CL of Governance Links. BM to provide update on CCTV.

10. HEADTEACHER'S REPORT (PART I)

Governors received the Headteacher's Report PI. This outlined:

- Recruitment Crisis
- Recent Recruitments
- Positive Progress 8 score
- Changes to the Curriculum
- Pupil Intake

Governors questioned whether intake in September was at capacity – the HT advised it was and also at Y8 going into Y9, with Y8 having 145 pupils currently. Governors questioned if funding for pupils was lagged – the HT replied that it was.

The HT informed Governors that new classrooms were being created; two for September 2018 and two for September 2019. Mobile classrooms are also being considered.

RESOLVED: The Governors received and accepted the Headteacher's Report PI.

11. POLICIES

Governors received the following policies for renewal:

- **Governors' Charter**
Administrative changes had been made, changing 'school' to academy'.

- **Governors' Visits to School**

The addition of 'Mental Health' to include the role of the Mental Health Governor.

The HT advised that currently children from overseas do not need to provide evidence of their identity or SEN. The academy is awaiting county policy before amending the Admissions Policy 2020-2021. The HT also informed governors that schools are being advised not to educate out of chronology.

Governors discussed potential safeguarding concerns.

RESOLVED: Governors received and approved the presented policies. Governors to await county policy prior to amending Admissions Policy 2020-2021.

12. IMPACT STATEMENTS

Governors requested that impact statements be included with committee minutes in order to reflect the impact of Governance against its three core strategic aims. The Clerk questioned what format Governors would like the statements to take. The HT advised that the key lines template is used; the HT to draft the first impact statement.

RESOLVED: Impact Statements to be added to committee minutes. The HT to draft the first Impact Statement.

13. CHAIR'S ACTIONS (for information only – no resolutions)

The Chair advised that she had written letters of thanks to academy staff and had signed Autumn Staffing minutes in the absence of a formal Spring Staffing committee meeting. The Chair informed the board she had received an email regarding the recent school closure and has responded to this.

14. A.O.B. (no resolutions under this item)

A Governor challenged the HT regarding changes to the academy's Social Media Policy in light of GDPR. The HT advised that REC was the academy's Executive Officer and was overseeing the process. Also currently reviewing software GDPR compliance. Need to report progress by 31st May 2018. Governor SA emails will be distributed to the Board.

DATE OF NEXT MEETING: Wednesday 27th June 2018

Signed:Jayne Chapman.....

(Chair of Governors)

Date:23.7.2018.....