

CONISBROUGH IVANHOE PRIMARY ACADEMY GOVERNING BODY

Minutes of the Conisbrough Ivanhoe Primary Academy Governing Body's Meeting held at the academy on Tuesday 16 October 2018, commencing at 4.45 pm.

PRESENT: C Lee (Chair), J Brian (Headteacher), D Lee, V Sedgwick, A Nixon, D Cartwright, R Wesley and R Stocks

IN ATTENDANCE: C Foster, School Business Manager
F Denigan, Parent Liaison Officer

CLERK: Wendy Heath

1 WELCOME

The Chair welcomed Governors to the meeting.

2 TO AGREE A FINISHING TIME FOR THE MEETING

RESOLVED (1)

That the finishing time for the meeting be agreed as 6.45 pm.

3 ELECTION OF THE CHAIR

In accordance with the Procedure for the election of Chair and Vice-Chair the Governing Body was asked to consider the election of the Chair.

C Lee indicated that she would be happy to continue as Chair.

RESOLVED (2)

That C Lee be elected Chair of the Governing Body to hold office until the Autumn term 2019.

4 ELECTION OF THE VICE-CHAIRS

In accordance with the Procedure for the election of Chair and Vice-Chair the Governing Body was asked to consider the election of the Vice-Chair.

The Chair informed Governors that J Toller had expressed an interest in continuing as Vice-Chair. As A Nixon (current Vice-Chair) would be joining the meeting later the Chair suggested asking him if he wished to continue on his arrival.

A Nixon joined the meeting at 4.55 pm and confirmed that he was interested in continuing as Vice-Chair.

RESOLVED (3)

That J Toller and A Nixon be elected Vice-Chairs of the Governing Body to hold office until the Autumn term 2019.

5 GOVERNING BODY MEMBERSHIP

Staff Governor Representative

Mrs N Brown's term of office expired on 9 July 2018. Nominations had been sought but none had been received. It was agreed to seek nominations again for the vacancy with a closing date of 24 October 2018.

RESOLVED (4)

- a) That the change in membership be noted.
- b) That further nominations be sought for the Staff Governor vacancy with a closing date of 24 October 2018.

D Lee joined the meeting at 5.00 pm.

6 APOLOGIES

The Governing Body considered the apologies received.

RESOLVED (5)

That the following apologies for absence from the meeting be accepted: J Sutton, J Toller and K Wild.

7 URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR

It was reported that no urgent action had been taken since the last Governing Body meeting.

F Denigan was invited to join the meeting and the Headteacher sought Governors approval for her to be invited to Governing Body meetings as an Observer with no voting rights.

RESOLVED (6)

That F Denigan be invited to Governing Body meetings as an observer with no voting rights.

8 MINUTES OF THE LAST GOVERNING BODY MEETING

RESOLVED (7)

That the Minutes of the meeting held on 17 April 2018 be agreed and signed as a correct record.

9 MATTERS ARISING FROM THE MINUTES/ACTION SHEET

Governors reviewed the Action sheet from the Governing Body meeting held on 17 April 2018 and the following updates were provided

Governors commented on the time that had elapsed from the last meeting and that it was difficult to know whether they were a true record due to the time. The Chair agreed to circulate the draft minutes to all Governors once they had been received from the LA.

Action from Agenda Item 7 – Pupil Premium Strategy

D Lee had not yet met with the school lead and would arrange to meet with L Mills and V Sedgwick.

Action from Agenda Item 12 – Children and Young People in Care

V Sedgwick confirmed that the PEP had been completed and a further PEP needed to be completed but she was waiting to meet with Rotherham LA who had cancelled the meetings arranged on a number of occasions.

10 **CONFIDENTIALITY AND ACCESS TO PAPERS AND MEETINGS**

Governors were reminded of the need for confidentiality.

11 **DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS**

All Governors were required to complete the Declaration of Interest Form in line with statutory requirements which had been supplied by the academy.

RESOLVED (8)

- a) That all Governors be required to complete a Declaration of Interest Form and ensure a copy is provided to the academy.
- b) That it be noted that there were no declarations of any business or personal interest raised in connection with any items on the agenda.

12 **REVIEW OF COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE**

The Governing Body was asked to review its Committees' memberships and terms of reference.

RESOLVED (9)

- a) That the following memberships of the Governing Body's Committees be agreed on the understanding that they will remain in force until reviewed or amended by a subsequent resolution;

Finance and General Purposes Committee

Governing Body

Ad Hoc Committees - Membership to be drawn from the Governing Body

- i) **Sites and Premises**
- ii) **Audit Committee**
- iii) **Finance Committee**

- iv) **Policy Review Committee**
- v) **Staffing Committee**
- vi) **Curriculum/Data Tracking Analysis Committee**

Pupil Discipline Committee

To comprise of three Governors.

Staff Disciplinary Committee

Headteacher and two Governors nominated by the Chair.

Staff Disciplinary Appeals Committee

Three Governors nominated by the Chair.

Pay Appeals Committee

Three Governors nominated by the Chair.

Headteacher's Performance Management Review Committee

C Lee and J Toller.

- b) That the terms of reference of the Governing Body's Committees be reviewed at each committee's first meeting and any changes be considered at the Spring term Governing Body meeting.
- c) That the Clerk to each Committee be appointed at each meeting.
- d) That the Chairs of Committees be appointed at each meeting.

13 APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

Governors were asked to appoint to the statutory roles of Safeguarding and Special Educational Needs and Disability Governor and agree other individual responsibilities in line with the current academy development priorities and appoint appropriate Governors.

RESOLVED (10)

That the following Governors would undertake the specified responsibilities;

Special Educational Needs	-	D Lee
Literacy	-	C Lee
Numeracy	-	J Toller
Looked After Children, Safeguarding/ Child Protection, Race Equality and Young Carers	-	A Nixon
Science	-	R Stocks
Humanities	-	C Lee
Attendance	-	J Toller
Health and Safety	-	J Sutton
Disadvantaged Pupils	-	D Lee (V Sedgwick - SLT Member)

Religious Education
GRT/EAL

- V Sedgwick
A Nixon

14 **HEADTEACHER'S REPORT INCLUDING ANY MATTERS ARISING AND GOVERNORS' QUESTIONS ON THE REPORT**

The Headteacher addressed his written report which had been circulated at the meeting and provided further clarification on the following areas and responded to the following questions:

a) **Pupil Numbers**

The number on roll stood at 318 and a breakdown per class was provided together with the attendance of each as at 5 October 2018.

b) **Staffing**

The Headteacher provided an update to Governors of the long term absence of a member of staff and the cover arrangements. A further member of staff was also absent and cover arrangements had been put in place which would continue if the member of staff did not return at the end of their medical certificate.

A number of questions were asked in respect of these absences and the arrangements in place which the Headteacher responded to.

c) **Attendance**

A breakdown of attendance had been provided in the report by class. The Headteacher explained that it was too early in the term to provide any percentages for attendance. Of the fifteen pupils who were below 90% for 2017/2018 four were currently below 90%. There were the persistent absence (PA) pupils who were causing the most issues.

F Denigan (FD) confirmed that a print of the previous year's attendance was being provided to be able to compare it and identify any pattern of non-attendance.

Discussion took place on a family who took a holiday during SATs week and the impact that this would have on the pupil and the academy's data. Governors suggested that rather than singling a family out that data be reported on the number of pupils who received 100% attendance and the levels progress that these pupils achieved including the high achievers.

d) **Tests/Assessments**

The Headteacher explained that two Parents Evenings would be held at the end of October followed by a Consultation Day which would allow 20 minutes to be spent with each parent to go through the report on progress and attainment that each parent would receive at the meeting. This would allow teachers to be accurate in sharing areas of concern which should enable pupils to make accelerated progress. In January there would be three Parents Evenings in order to target parents and pupils where there

were issues with progress. The Headteacher felt that this was the way forward.

The Headteacher explained attainment was down from the previous year but in terms of pupil progress the academy may have done better and this would be confirmed once ASP was available.

GLD in Early Years was below the Conisbrough pyramid level.

Phonics at Y1 was 74% compared to the pyramid 77%

KS1 – 71% reading, writing 62% and maths 75%

KS2 – 90% writing, 95% maths, 88% reading, 90% GPS and 83% reading, writing and maths combined.

Attainment was high at KS2 and also progress was high.

e) **School Improvement Plan (SIP)**

A copy of the SIP had been made available to Governors separately. The priorities had been linked to the appraisal objectives for all teachers.

f) **Other School Issues**

The Headteacher provided an update on Nuala's garden which had become more difficult than initially anticipated. Money was however available to undertake the work on this.

The Smoke Free Policy had been updated to include vaping.

A defibrillator was being sourced to be used on site which would be purchased through 'Start a Heart'.

The School Council was organising a library for KS2 which would be housed in a portakabin.

The Headteacher informed Governors of an issue with a child that had been admitted to the academy (Y6) with little notice from the LA and no time to be able to put any support in for this vulnerable child. The Headteacher expressed his disappointment with the LA at the lack of consideration for this pupil.

Lengthy discussion took place on this pupil who had not been in education for 6 months and the support that this child would now need. The child's sibling was also now attending Ivanhoe.

The Headteacher provided an update on the targeted support that was being provided and explained that there were clearly gaps in education where she had not been in school.

R Nelson, Assistant Director, had offered to talk to Governors and it was suggested that the Headteacher and A Nixon, arrange to meet with her.

RESOLVED (11)

- a) That the Headteacher's report be received with thanks.
- b) That the Headteacher and A Nixon arrange to meet with R Nelson, Assistant Director, regarding the admission of the pupil into year 6.

15 **REVIEW OF SCHOOL IMPROVEMENT PLAN (SIP)**

Governors had been provided with a copy of the SIP and the Headteacher addressed this as part of the previous agenda item.

16 **STANDARDS AND EFFECTIVENESS PARTNER (StEP)**

Governors were advised that this was not relevant to the academy.

17 **LOCAL AUTHORITY REPORTS**

The Local Authority Reports had been circulated with the agenda and the Chair suggested that any relevant items be considered either by the committees or at the Spring term Governing Body meeting.

18 **ACADEMY ITEMS**

a) **Performance Management of Headteachers – Appointment of Governor Reviewers**

Governors were asked to appoint the reviewers to undertake the Headteacher's performance management.

b) **Children and Young People in Care**

This had been addressed as part of the Headteacher's report.

c) **Dates and Times of Meetings for the Spring and Summer Terms 2019**

Governors were asked to determine the dates.

d) **Annual Review of Scheme of Delegation**

C Foster (CF) explained that the Scheme of Delegation was reviewed on an annual basis. A summary of the main changes was circulated and she provided an overview at the meeting.

RESOLVED (12)

a) That C Lee and J Toller be appointed reviewers to undertake the Headteacher's performance management.

b) That the following dates be agreed

12 February 2019	4.45 pm
21 May 2019	4.45 pm

c) That the amended Scheme of Delegation be approved.

19 MONITORING THE BUDGET

CF circulated a budget monitoring report for the 2017/2018 and 2018/2019 financial years and provided an update. She addressed the following;

Budget 2017/2018

The final report for 2017/2018 showed the budget allocated and the final balance. There were a number of areas that had been over spent. These included security and bank charges. The new caretaker was very security conscious and it was felt that this over spend would be off set against premises wages. The bank charges related to the payments made by parents via Parent Pay. There was a charge for each time a parent made a payment and this was evidence that more parents were actually paying through this. The new school dinner provided had taken over the collection of dinner money so it was felt that the bank charges would consequently reduce due to this.

Formula Capital was not actually an overspend even though it appeared to show this. This related to funding spent on the kitchen, windows, plumbing and roof which came in one year but the spending was over two years. There was also a need for the fencing to be dealt with on Maple Road and this funding had been carried over.

The Headteacher had requested that photocopying costs be reduced and £3,011 had been saved.

Q Have you had any surprises yet?

A No not yet but the teachers' pay award increase would impact on the budget together with an increase in the amount of money to be paid into the teachers' pension fund. The Government would fund some of this but it will have an effect on the budget.

CF confirmed that the carry forward was £104,000.

Budget 2018/2019

A report had been circulated which identified the budget that had been set for the current financial year.

Q Have you noticed an increase in the SIMs payments from parents to align with the increase in bank charges?

A Yes. It is however a different charge for Visa and Debit cards but these were difficult to identify.

RESOLVED (13)

That the budget monitoring reports for the 2017/2018 and 2018/2019 financial years be received and noted.

20 **COMPLIMENTS, COMMENTS AND COMPLAINTS**

There were no compliments, comments or complaints to consider.

21 **GOVERNOR TRAINING REPORT**

The Chair confirmed that she had accessed Governor Space which was mainly e-learning. The Clerk advised that as part of the traded service buy back all Governors had access to Learning Link via the National Governance Service (NGA).

RESOLVED (14)

That the Chair feedback to Governors when she had completed training on Governor Space.

22 **TO CONFIRM ANY CONFIDENTIAL ITEMS**

There were no items discussed which were deemed to be of a confidential nature.

23 **DATE AND TIME OF NEXT MEETING**

RESOLVED (15)

- a) That it be noted that the Governing Body's next meeting would be held at the academy on Tuesday 12 February 2019 commencing at 4.45 pm.
- b) That the Summer term meeting be held at the academy on Tuesday 21 May 2019 commencing at 4.45 pm.

Chair _____

Date _____

The meeting ended at 6.35 pm.

ACTION SHEET – GOVERNING BODY MEETING

Academy:	Conisbrough Ivanhoe Primary Academy
Meeting Date:	Tuesday 16 October 2018
Clerk:	Wendy Heath

Action Number	Action Required	By whom	By when	Actioned
1	Staff be notified again of the vacancy on the Governing Body and the closing date be extended to 24 October 2018.	C Foster	17 October 2018	
2	Draft minutes to be circulated to all Governors when received.	Chair	Ongoing	
3	Meet with L Mills and V Sedgwick to look at Pupil Premium.	D Lee	End of term	
4	Committee terms of reference to be reviewed by each committee at the first meeting and any changes be considered at the next meeting.	Each committee	Spring term meeting	
5	Further discussion to take place on the admission of a pupil who had not been in education for 6 months and the issues associated with this.	Headteacher and A Nixon	End of term	
6	Any comments or questions be directed to F Denigan on the Safeguarding Policy and if after the deadline there were no issues it be approved.	All Governors	19 October 2018	