

## **CONISBROUGH IVANHOE PRIMARY ACADEMY GOVERNING BODY**

Minutes of the Conisbrough Ivanhoe Primary Academy Governing Body's Meeting held at the academy on Wednesday 6 March 2019, commencing at 4.45 pm.

PRESENT: J Toller (Vice-Chair), J Brian (Headteacher), V Sedgwick, A Nixon, D Cartwright, R Wesley, R Stocks and R Matthews

IN ATTENDANCE: C Foster, School Business Manager

CLERK: Wendy Heath

### **1 WELCOME**

J Toller 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 6.00 pm.

### **3 APOLOGIES**

The Governing Body considered the apologies received.

RESOLVED (2)

That the following apologies for absence from the meeting be accepted:  
C and D Lee and F Denigan

### **4 GOVERNING BODY MEMBERSHIP**

#### **Staff Governor Representative**

Mrs J Sutton had resigned from the Governing Body. Arrangements would be made to seek nominations for a Staff Governor representative in due course.

Discussion took place on the Health and Safety area of responsibility that J Sutton covered and Governors were asked to consider taking this role on. Further clarification was sought on the role and what it entailed. C Foster (CF) explained that part of the role would be to undertake a walk around the academy. She also confirmed that a Health and Safety Audit had taken place the previous year but the LA had lost the report so consequently this would now need to be undertaken again.

Governors discussed whether to submit a letter of complaint to the LA regarding this and it was agreed to ask the Chair to liaise with CF in respect of this.

D Cartwright agreed to undertake this role.

RESOLVED (3)

a) That the change in membership be noted.

- b) That nominations be sought for the Staff Governor vacancy.
- c) That D Cartwright be appointed Governor with responsibility for Health and Safety to replace J Sutton.
- d) That consideration be given to submitting a letter of complaint to the LA regarding the Health and Safety Audit Report that had been lost and C Foster liaise with the Chair on this.

## 5 **DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS**

There were no declarations of any business or personal interest raised in connection with any items on the agenda.

## 6 **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.

## 7 **MINUTES OF THE LAST GOVERNING BODY MEETING**

RESOLVED (4)

That the Minutes of the meeting held on 16 October 2018 be agreed and signed as a correct record.

## 8 **MINUTES OF COMMITTEE MEETINGS**

The Minutes from the committee meetings had been circulated at the meeting for consideration.

RESOLVED (5)

That the Minutes of the Committee meetings held on 19 March, 1 (2 sets) May, 11 (2 sets) July and 22 (2 sets) October 2018 be agreed and signed as correct records.

## 9 **MATTERS ARISING FROM THE MINUTES/ACTION SHEET**

Governors reviewed the Action sheet from the Governing Body meeting held on 16 October 2018 and the following updates were provided;

### **Action 2 – Draft Minutes**

Governors confirmed that they had not received copies of the draft minutes.

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

### **Action 3 – Pupil Premium**

D Lee was not in attendance to confirm if he had met with L Mills and V Sedgwick to look at Pupil Premium.

**Action 5 – Admission of Pupil who had not been in education for 6 months**

The Headteacher explained that there had not been a need for further discussion to take place on this and it had therefore not been progressed.

**Action 6 – Safeguarding Policy**

A Nixon confirmed that the Safeguarding Policy had been looked at and approved.

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

The Headteacher addressed his written report which had been circulated prior to 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 323 and numbers had increased from 213 in 2011 prior to the school converting to an academy. A breakdown per class was also provided together with the attendance percentage of each class. Some pupils had also transferred from the local infant academy in order to ensure they had a place at Ivanhoe.

**Q How is this impacting on the SATs?**

A The pupils are being admitted before the assessments.

**Q How much longer can the academy sustain this?**

A We have applied to the EFA for more space so we can grow.

**Q How does this impact on staffing?**

A We will be fine with the current staffing as pupils will transition to the new classes in the Summer term. We will be employing two more teachers.

b) **Staffing**

The Headteacher provided an update to Governors on staffing changes. D Gashi had been appointed and was delivering additional speech and language support to pupils on an individual basis and also providing interventions.

c) **Attendance**

A breakdown of attendance had been provided in the report by class and the Headteacher explained that it was good considering the illnesses during the winter months. 29 pupils whose attendance was below 90% were being closely monitored. 13 were in respect of holidays in term time

and 19 whose attendance was between 88% and 89% and therefore would be relatively easy to bring these up to 90%. Overall there were only 5 who were deemed to be a real concern.

**d) Visits and Visitors**

One of the major changes that had taken place was the introduction of 21 guaranteed trips (3 per year) and would consist of experiences that pupils would participate in as part of the academy's commitment of the concept of cultural capital. 21 trips would be set in stone from Reception to Y6 and would stay fixed so that every pupil would access all of them. This was in response to the new Ofsted Inspection Framework.

**e) Tests/Assessments**

The Headteacher explained that the academy was working towards the tests in the Summer term and was on task with everything. There was no further update to provide at this point.

**f) Quality of Teaching**

All teachers would be observed this term as part of the process of appraising teachers by linking together the quality of teaching.

**g) Children in Care**

There were currently two looked after children who had been in the academy since Easter 2018.

**h) Behaviour and Safety of Pupils at the Academy**

Behaviour in the academy was very good due to the excellent teaching and behaviour management systems in place.

**i) Condition Improvement Funding**

A bid had been submitted for extra classrooms and improved toilets.

**j) Other School Issues**

The Headteacher updated Governors on Nuala's garden which was underway.

The Headteacher also informed Governors that the pupil who had been admitted to the academy in Y6 who had been out of education for 6 months was proving to be a challenge for staff. A lot had been invested in this pupil. He expressed his disappointment with the LA at the lack of interest in engaging in some extended transition to secondary school for this pupil.

Governors asked whether this was affecting the other pupils in the class and were informed that as these were Y6 pupils they understood that 'everyone was different' so it wasn't having much impact.

RESOLVED (6)

That the Headteacher's report be received with thanks.

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

The Headteacher confirmed that the SIP had been reviewed and considered previously.

**12 ONLINE ANNUAL SAFEGUARDING REPORT**

The Governing Body was asked to note the duty with regard to safeguarding and promoting the welfare of children and approve the Annual Safeguarding Report prepared by the Designated Person for Safeguarding.

As F Denigan wasn't in attendance there was no report presented. It was agreed that A Nixon would arrange to meet with her to consider the report and Action Plan prior to submission to the LA.

RESOLVED (7)

- a) That the Governing Body's duty with regard to safeguarding and promoting the welfare of children be noted.
- b) That A Nixon meet with F Denigan to consider the report and Action Plan prior to submission to the LA.

**13 LOCAL AUTHORITY REPORTS (LA) SPRING TERM BRIEFING PAPER**

Governors considered the additional information provided within the Local Authority Briefing Paper that had been circulated with the agenda. The Safeguarding Audit had been considered as part of the previous agenda item.

**14 MONITORING THE BUDGET**

CF circulated a budget monitoring report for the 2018/2019 financial year and provided an update. A Finance Committee meeting would be held the following week and the report would be considered in more detail at that meeting. She provided a brief overview and addressed the following;

- The budget did not yet include any additional staffing for the next academic year
- The increase in teachers' pension had not yet been included. This would be increasing from 14.8% to 23.68%. The Government had allocated some funding to cover the teachers' pay increase but nothing had yet been confirmed about whether any funding would be allocated for pensions. The academy would need to find approximately £7,000.
- Formula Capital included expenditure for the kitchen work from the Summer term so this was spread across two financial years. If the funding for the classrooms was not received there would be some funding remaining and this would be moved into repairs.
- The cleaning charge would increase due to an increase in the living wage

The report would be considered in more detail at the Finance Committee meeting when notification may have been received on the GAG funding.

RESOLVED (8)

- a) That the budget monitoring report for the 2018/2019 financial year be received and noted and C Foster be thanked for her update.
- b) That the report be considered in more detail at the next Finance Committee meeting.

**15 COMPLIMENTS, COMMENTS AND COMPLAINTS**

Governors acknowledged the complementary article on the academy that had recently been included in the local press.

**16 GOVERNOR TRAINING REPORT**

C Lee had recently attended a training course on Handling Complaint. She had intended to present documents that she had obtained as part of the course on a Model Complaints Policy and new DfE guidance but as she was not able to attend the meeting Governors agreed to set up either a Policy meeting or a working party to consider these.

RESOLVED (9)

That further consideration be given to the Model Complaints Policy and the new DfE Guidance by a working party at a later date.

**17 TO CONFIRM ANY CONFIDENTIAL ITEMS**

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

**18 DATE AND TIME OF NEXT MEETING**

RESOLVED (10)

That it be noted that the Governing Body's next meeting would be held at the academy on Tuesday 21 May 2019 commencing at 4.45 pm.

Chair \_\_\_\_\_

Date \_\_\_\_\_

The meeting ended at 5.55 pm.

**ACTION SHEET – GOVERNING BODY MEETING**

<b>Academy:</b>	Conisbrough Ivanhoe Primary Academy
<b>Meeting Date:</b>	Wednesday 6 March 2019
<b>Clerk:</b>	Wendy Heath

<b>Action Number</b>	<b>Action Required</b>	<b>By whom</b>	<b>By when</b>	<b>Actioned</b>
1	Complaint be submitted to the LA regarding the lack of report following the Health and Safety Audit and the need for this now to be undertaken again as the report had been lost.	Chair on behalf of the Governing Body	End of term	
2	Safeguarding Report and Action Plan we considered prior to submission to the LA	F Denigan and A Nixon	End of term	
3	Model Complaints Policy be considered either at a policy meeting or working party and the Chair to present	Chair	Next meeting	

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