



THE LOCAL GOVERNING BODY OF ST AIDAN'S CE ACADEMY

Minutes of the meeting of the Local Governing Body of St Aidan's CE Academy held at 6:00 pm at the School on Tuesday 21 November 2017.

PRESENT

Mrs D Gott (Chair), Mrs E Barrow, Mrs C Dixon, Mrs L Earnshaw, , Mrs N Moss, Reverend Philip Reynolds, Mrs R Sherrin.

In Attendance

Mrs J Edmunds (Minute Clerk)

	ITEM	MINUTES	ACTION
70.	Welcome and Opening Prayers.	The Chair Welcomed everyone to the meeting. Reverend Philip Reynolds offered an opening Prayer.	
71.	Apologies for absence, consent and Declaration of Interest.	Apologies for absence were received from Ms K Hobson, Mr J McAreavey, Ms Frances Thornton and Mrs L Willimott. The apologies were consented. Mrs L Earnshaw had sent her apologies to say that she would be late arriving at the meeting. There were no Declarations of Interest.	
72.	Notification of items to be brought up under Any Other Business.	There was one item of any other business: i) Head Teachers Pay & Performance Review.	
73.	Reports from Committees	<u>Draft Resources Committee Minutes</u> The draft Minutes of the Resource Committee of 17 October 2017 were considered by the governors. Questions and comments were invited by the Chair.	

		<p><u>Copymark Contract</u></p> <p>A letter had been sent by St Aidan's to Copymark to terminate the contract. A telephone call had been received in response, offering a 3 months free contract with an option to walk away with no obligation at the end of that period. However, they also stated that if the school went ahead with terminating the contract at that point they would be in breach of contract and would incur a 12 month contract fee. St Aidan's asked for this information in writing, plus a copy of terms and conditions. This information was not received except a copy of the terms and conditions, which stated that as Copymark were in breach of their contract, the terms and conditions did not apply. A second letter was therefore sent by the school to end the contract.</p> <p>The school were looking at alternate providers.</p> <p><u>Electronic payslips</u></p> <p>There had been no further progress with this matter. However, the Head Teacher felt that as the governors had raised and documented their concerns in relation to GDP regulations to the Local Authority and the MAT, the school would not be liable should future issues arise.</p> <p><u>Premises</u></p> <p>The automated flush on the boys' toilets was now being dealt with.</p> <p>Q. Is the electrician being used regulated to work on a school buildings, as this could have implications for whether his work is covered by the school insurance?</p> <p>A. The Head Teacher would look into this, although believed that this was not an issue.</p> <p><u>Draft Values Committee Minutes</u></p> <p>Governors examined the draft Minutes from the Values Committee on 27 October 2017.</p> <p>The Chair invited questions and comments. There were no questions.</p>	
74.	School Development Plan	The Head Teacher had emailed a number of documents 7 days prior to the meeting including:	

	<p>Mrs Linda Earnshaw joined the meeting.</p>	<ul style="list-style-type: none"> • The School Development Plan • Key strengths and areas for development • Inspection Data Summary Report IDSR • Perspective Lite • The Head Teachers Report <p>Q. Is this information produced specially for this meeting? There is a lot of information, would it be possible in the future to indicate the key documents for governors to focus on prior to the meeting?</p> <p>A. Some of these reports are produced for other reasons but are useful for governors to understand. The key documents in addition to the School Development Plan are the Key strengths document, the Inspection Data Summary report. Much of the other information, is the data behind these reports presented in different formats.</p> <p>The Head Teacher reported that the School Development Plan was on track. The main Autumn actions have been implemented, they now needed to be embedded and monitored for impact.</p> <p>Q. Numbers of pupils with SEN statements and SEN support are different, should these be the same?</p> <p>A. No.</p> <p>Q. There seems to have been a trend towards a reduction in the number of children receiving free school meals, and this seems to be lower than the national average, are we informing parents about their possible right to free school meals?</p> <p>A. Yes, parents are given lots of information prior to children starting at the school and at various stages, about access to free school meals. However, due to the catchment area we have a lot of families that are possibly just outside of the eligibility due to their income.</p> <p>Q. Is there anything to particularly highlight within the School Development Plan?</p> <ul style="list-style-type: none"> • The Growth Mindset training had been delivered to staff and pupils, and next it would be useful to provide some training to governors and also parents within the pyramid. • Feedback is going well. • Learning and teaching including lessons observations had taken place. 	
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75.	Head Teachers Report	<p>This had been circulated to governors 7 days prior to the meeting.</p> <p>Questions were invited by the Head Teacher.</p> <p>Q. How are school managing with regard to staff absences and temporary cover?</p> <p>A. A planned phased return to work is planned for the member of teaching staff who is absent, and another teacher is working full-time to cover her hours. In addition, there are 2 teaching assistants who are also absent, and the apprentices are helping to fill these gaps.</p> <p>Q. It looks like St Aidan’s is going to be over-subscribed again next year. Have we contacted the parents with younger siblings to ensure they have made their choices? Do we inform interested families they may not be given a place? When is the cut-off date?</p> <p>A. So far we have 31 families who have given St Aidan’s as their first choice. The cut-off date is 15 January 2018. The parents of siblings have been contacted and when potential families initially make contact and/or visit the school, they are always told the school is usually over-subscribed and advised that they must put down a second and third choice or they may be allocated a school.</p> <p>In depth discussion took place regarding the local population and potential future housing developments and the impact this might have for school admissions. The Local Authority were not predicting a growth in population in the area. However, a groups of Heads were currently meeting to focus on these issues.</p>	

		<p>Q. The Report makes reference to personal, social and emotional development particularly for boys doing less well and an increase in the number of SEN registered children. Are we doing anything to tackle these problems and could there be a MAT resource to support these children?</p> <p>A. There is an increase in children who struggle with social learning and how to get on with other children, and also some children who come into school are very young. In the current reception cohort there are 3 or 4 boys who have struggled to settle into school. Often social and emotional issues result in children being on the SEN register. This appears to be in line with the national research that suggests children are increasingly anxious and struggle with emotions and mental health issues.</p> <p>The Head Teacher stated the school recognised the importance of putting as many strategies in place to help children and a number of resources had been identified and were being used to support children with their personal, social and emotional development, including a resource called Jigsaw.</p> <p>Q. Do you think that parents struggle as well?</p> <p>A. A questionnaire was sent to parents on behalf of the Pyramid hub and the key issues parents wanted to support with were on-line safety, sex education and parenting and behaviour. This therefore is an opportunity to provide some input in this area moving forward.</p> <p>There were no further questions.</p> <p>RESOLVED: The Head Teacher be thanked for her report.</p>	EB
76.	Safeguarding	<p>The Head Teacher reported there were no children on a Child in Need Plan. There was one family being monitored.</p> <p>Safeguarding training was planned for all staff in May and all were now doing on-line Prevent Training, with face to face Prevent training planned for May.</p> <p>The Section 11 Safeguarding audit had not been received. The Head Teacher had been on-line to register for this and hoped to receive this and complete the audit prior to the Health & Safety Committee meeting on 8 December 2017.</p>	

		The Safeguarding Policy needed to be reviewed and changed to a MAT Safeguarding policy.	
77.	Correspondence	No correspondence had been received.	
78.	Head Teacher's Well-being	<p>The Head Teacher reported that she was well. For future meetings she proposed tabling the number of hours she had worked each week and any Head Teacher dedicated time. She had been unable to take dedicated Head Teacher time due to current staff absences but would be attending the Academies Show on 22 November 2017.</p> <p>Q. Do you feel that the governors provide you with the right support? A. Yes.</p>	EB
79.	Governor Training and Governor Visits.	<p>Mrs Lynda Earnshaw had visited school and met Reception children. Mrs Ruth Sherrin would be coming into school for Hand and Mouth and had been coming into school on a Thursday afternoon to spend time in Jupiter.</p> <p>The Head Teacher informed governors of the Christmas fare on 26 November 2017 and invited governors to come along to help with the event.</p> <p>Mrs Caroline Dixon reported that she currently did not receive the school newsletter.</p>	
80.	Any other business.	<p>i) <u>Head Teachers Pay & Performance Review</u></p> <p>The Head Teacher explained that due to a number of reasons, the Head Teacher's Pay & Performance review meeting was not taking place until 8 December 2017. If the LGB wished to give a pay increment, the Committee would need to make a decision to delegate the power to the Performance Management Committee, as there would not be another LGB Meeting prior to the end of term to ratify any recommendation.</p> <p>If the committee did want to give a pay increment, there were two options: to award an increment under Retention and Recruitment; or to extend the pay scale, which currently goes up to point 19. The Head Teacher believed that Scissett First had extended their scale up to point 21 in recognition of an increased number of children within the school.</p>	
	The Head Teacher left the meeting.	The Head Teacher left the meeting.	

		<p>It was agreed that further information needed to be collated in order that any decision could be fully informed. In the immediate term, any pay increment would be awarded under retention and recruitment should this be felt appropriate pending the outcome of additional information. Longer term the Head Teacher's pay scale would be reviewed to ensure this was appropriate in relation to the number of pupils and nature of the school.</p> <p>RESOLVED: That the Performance Committee be delegated the power to make a decision regarding a pay increment to the Head Teacher under Retention and Recruitment, depending on the outcome of the information obtained, and any decision relating to the review of the Head Teacher's performance.</p> <p>RESOLVED: To add to the Agenda of the Resources Meeting for May 2018 <i>Review of Head Teachers Payscale</i>, and annually in May of each academic year.</p>	<p>DG</p> <p>Governors' Clerking Service please note</p>
81.	Dates of future meetings and possible agenda items	<p>RESOLVED: It was agreed that future LGB meetings would be held on the following dates:</p> <p>Tuesday 23 January 2018, 6:00 pm Tuesday 13 March 2018, 6:00 pm Tuesday 8 May 2018, 6:00 pm Wednesday 27 June 2018, 5:00 pm</p>	
82.	Minutes of the meeting held on 26 September 2017	<p>RESOLVED: That the Minutes of the meeting held on 26 September 2017 be approved and signed by the Chair as a correct record with the following amendments:</p> <p><u>Reports and accounts for the period ending 31 August 2017 (min 51 refers)</u></p> <ul style="list-style-type: none"> • "Audit fee of £3,000" should read "Accountancy fee of £3,000" • "The compliance check had been triggered by a significant increase in outgoings in July due to a number of large bills being paid and an error in one of the returns" should be removed. • The "only money" that went into this account should be replaced by "the main funds" that went into this account. 	

		<p><u>Consultation on Admission Arrangements for 2019/20 (min 62 refers)</u></p> <p>“The Academy had had been informed” to be replaced with “The Academy had been informed”</p> <p><u>Any Other Business (min 65 refers)</u></p> <p>“git aid” to be replaced with “gift aid”.</p>	
83.	Matters arising	<p>i) <u>Annual Review of Governance (min 48 (iii) refers)</u></p> <p>Clarification had been obtained from the MAT regarding the additional business interests form governors had been asked to complete. Governors only needed to include details of close family members and children (if these were over the age of 18) and there was a relevant business or pecuniary interest.</p> <p>ii) <u>Reports and accounts for the period ending 31 August 2017 (min 51 refers)</u></p> <ul style="list-style-type: none"> • Lanefields had now been invoiced. There was not a MAT lettings policy in place, the school were currently operating in line with the Local Authority Lettings Policy, with a slight increase. • The Chair had emailed again regarding the money’s which had not been recovered for the apprentice – no response had yet been received <p>iii) <u>Correspondence (min 61 refers)</u></p> <p>The letter of 25 September 2017 from a concerned parent, and the Chair’s letter of response of 5 October 2017, were read out to Governors. The Head Teacher indicated that individual staff would be looking at CPD and all staff would be receiving additional training.</p> <p>iv) <u>Any Other Business - Skipping Workshop and Sponsored Event (min 65 refers)</u></p> <p>Money raised through the sponsored event, Sports money and money from the Denby Dale grant would be used to fund £3,000 of outdoor play equipment. In addition the</p>	All Governors

		<p>PTA would be funding a climbing wall.</p> <p>On looking into the issue relating to the karate leader, it transpired the school admin officer had been in touch regarding planned training after the half term, and the karate leader in due course had apologised for double booking. The Head Teacher informed governors that she had been invited to an award ceremony, but unfortunately had been unable to attend or identify someone else, as this was at short notice.</p>	
84.	Agenda, minutes and related papers – school copy.	RESOLVED: That no part of these minutes, agenda or supporting papers be omitted from the copy to be made available at the School under the Freedom of Information Act e	

The Meeting closed at 8:25pm.