

DfE: 3328

THE LOCAL GOVERNING BODY OF ST AIDAN'S CE ACADEMY

Minutes of the inaugural meeting of the Local Governing Body of St Aidan's CE Academy held at 6.00 pm at the School on Tuesday 14 March 2017.

PRESENT

Mrs D Gott (Chair), Mrs E Barrow, Mrs C Dixon, Mrs N Evans, Ms K Hobson, Mrs N Moss, Reverend Philip Reynolds, Mrs R Sherrin, Ms F Thornton, Mrs L Willimott.

In Attendance

Mrs J Edmunds (Minute Clerk)

	ITEM	MINUTES	ACTION						
1	Welcome and Opening Prayers.	The Chair Welcomed everyone to the meeting. Reverend Philip Reynolds offered an opening Prayer.							
2	Apologies for absence, consent and Declaration of Interest.	Apologies for absence were received from Mrs L Earnshaw and Mr Joe McAreavey. Both consented. There were no Declarations of Interest.							
3	Notification of items to be brought up under Any Other Business.	There were no items to raised under Any Other Business.							
4	Representation	<u>End of Term of Office</u> <table border="0"> <tr> <td><u>Name</u></td> <td><u>Category</u></td> <td><u>With Effect From</u></td> </tr> <tr> <td>Mrs F Thornton</td> <td>Foundation – PCC</td> <td>12 March 2017</td> </tr> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs F Thornton	Foundation – PCC	12 March 2017	
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		<p><u>Re-Appointment</u></p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Mrs F Thornton</td> <td>Foundation – PCC</td> <td>DBS received and submitted</td> </tr> </tbody> </table> <p><u>Appointment</u></p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Mrs Laura Willimot</td> <td>Staff</td> <td>25 January 2017</td> </tr> <tr> <td>Mr Joe McAreavey</td> <td>Foundation – PCC</td> <td>DBS received and awaiting submission</td> </tr> </tbody> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs F Thornton	Foundation – PCC	DBS received and submitted	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs Laura Willimot	Staff	25 January 2017	Mr Joe McAreavey	Foundation – PCC	DBS received and awaiting submission	
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5.	Academy Conversion update	<p>The Head Teacher stated that conversion to a MAT had taken place on 1 March 2017. Regular Head Teacher and Trustee Meetings had taken place.</p> <p>The Terms of Reference, the Scheme of Delegation and the Articles of Association had been circulated to governors prior to the meeting. The Terms of Reference needed to be reviewed and agreed again due to the delay in conversion taking place.</p> <p>Q. A governor asked for clarification on 2.2 and the Trustees have the right to appoint governors to the LGB?</p> <p>A. The Trustees have delegated this responsibility to the LGB. They have delegated to the LGB the same powers as the board previously held, with the only change being around the appointment of a Head Teacher. In this case there would need to be a Trustee sat on the appointment panel in an advisory capacity. Any appointment would then need to be ratified by the Trustees.</p> <p>RESOLVED: The Terms of Reference were agreed by the governors with following amendments:</p> <p>1.2 removal of Kaye’s First and Nursery School 2.3 the composition of the LGB shall comprise of:</p> <ul style="list-style-type: none"> • Head Teacher • 1 staff governor • 2 parent governors 																

		<ul style="list-style-type: none"> • 1 LA governor • 7 Foundation governors <p>Annex 2</p> <p>2. Quorum – The quorum for a meeting of the LGB, and any vote on any matter at such a meeting, should be 3 governors of which the majority should be none staff members.</p> <p>Governors were asked if there were any changes requested to the Scheme of Delegation.</p> <p>RESOLVED: The Scheme of Delegation was agreed.</p> <p>The Head Teacher informed the meeting that the Articles of Association had been re-signed in February 2017 as had information around buildings and land.</p>	
6.	Policies for Approval	<p>The policies listed below had been circulated to governors for their approval prior to the meeting.</p> <p>The Head Teacher explained that these were based on standard statutory policies.</p> <p>Q. Can these policies be changed in the future and can we agree them confident in the advice given by the Trustees?</p> <p>A. The policies can be changed in the future, any dramatic changes would need to be ratified by Trustees. Trustees had divided the policies between them and examined in detail.</p> <p>Q. If one of the other LGBs had concerns about any of these policies, would we be informed?</p> <p>A. Yes, this would be flagged up via the Head Teachers meetings.</p> <p>RESOLVED: The following Policies were agreed by governors with the agreement that a timetable would be devised to review and examine the policies in depth.</p> <ul style="list-style-type: none"> • Complaints • Data Protection • Freedom of Information • Pay and Grading • Recruitment 	EB

		<ul style="list-style-type: none"> • Redundancy • Safeguarding • Whistleblowing • Pension Fund Discretion Policy <p>It was suggested and agreed that the Complaints Policy should be fronted by an introduction that encouraged parents to speak to someone in the first instance as it was felt the policy could be off putting to a parent with low level concerns. It was agreed that the flow diagram previously attached to the Complaints policy would be included.</p>	EB
7.	Reports from Committees	There were no committee reports. The Resources Committee had been postponed until after conversion.	
8.	Head Teacher's Report	<p>The Head Teacher's report had been emailed to governors prior to the meeting. The Head Teacher invited questions.</p> <p>The Head Teacher pointed out that on Page 4 of the report there was an error. It stated "Three boys not he SEN register" and should have stated "Three boys on the SEN register".</p> <p>Q. Some sentences in this section of the report appear to contradict. For clarity, are there 3 children with SEN in year 2?</p> <p>A. Yes.</p> <p>Q. It states Year 5 cohort are not as strong as in previous years, is this a statistical thing rather than being significant?</p> <p>A. Yes and the fact that there are a number of SEN children in this cohort.</p> <p>Q. In relation to maternity leave and a gap in insurance, is this something the school will now have to pick up the cost of?</p> <p>A. Yes, the insurance company have stated we can access maternity cover from them but we do not know how much we will get towards the cost of maternity allowance and towards payment of a teacher to cover this absence. We have agreed to pay an additional premium for maternity cover as we have several female staff members under 35 years.</p> <p>Q. Are there any other policies that may need attention following conversion?</p> <p>A. We are confident in the insurance in relation to staff and premises. In relation to pensions,</p>	

we do have a member of staff looking at reducing hours and we are currently exploring this.

Q. Regarding Mrs Burkinshaw, how many hours is she employed as a teacher and how many as SENCO?

A. She is paid as a teacher with a TLR addition. She is undertaking additional SENCO work but this is outside of St Aidan's hours and this is paid for this by Scissett School. This is a temporary arrangement until she takes on additional teaching hours at St Aidan's.

A governor commented that regarding the visit by Elaine Watson in her role as CEO and Fiona Denham, Kirklees Learning Partner, the feedback was very good, with lessons being seen as good or outstanding.

Q. Now that we have dissolved the Standards and Effectiveness Committee, what do governors feel are the best ways to track progress and attainment?

A. These are already in the School Development Plan and can be monitored through updates at meetings, attainment and progress can also be added to the Head Teacher's Report.

Q. For Year 5 pupils, why was reading progress lower than other subjects?

A. Predictions of progress are not an exact science. Previously the number of children working "below" was due to the fact it was September and we felt we would have a better idea of how children were progressing by Easter. However attainment is not looking as strong as we had hoped.

Q. Does reading time in school decrease as children get older?

A. No, guided reading happens every day for all children, with a teacher at least once a week and also ideally with a teaching assistant once a week. Identified children also get additional input from community readers, volunteers and through additional teaching assistant hours. We have a reading intervention in Year 3. As children get older, reading possibly decreases at home.

Q. Is the Library Bus being used?

A. Yes. This is used by a small number of families in a morning and this has now been opened up to all year groups each morning. We will assess at Easter how this is being used and look at ways to increase usage. Staff do use the bus during lesson times.

	<p>Q. What is the Prevent Risk Assessment about?</p> <p>A. The school have a statutory duty to carry out a Prevent audit and risk assessment. Prevent is around monitoring children for radicalisation and looking at what can be put in place to prevent this. Once a risk assessment template from Lee Hamilton, the LA Prevent co-ordinator, is received this will be circulated to governors for discussion at the LGB meeting.</p> <p>The Head Teacher highlighted information in the Report relating to behaviour in school. Whilst behaviour in school in general was excellent, a very small group of children had been presenting quite challenging behaviour. The Head Teacher proposed reviewing the Behaviour Policy particularly for situations where a child has hurt another child. The Head Teacher suggested the school should adopt a zero tolerance policy towards violent behaviour. Since writing the report a further complaint had been received from a parent relating to a particular child and a 2 day fixed term exclusion had been issued.</p> <p>The Head Teacher had consulted DfE guidance around exclusions and stated she felt this related more to permanent exclusions. She stated none of the children met the requirements of a permanent exclusion and that within certain parameters, exclusions were the decision of the Head Teacher. The Head Teacher and Mrs L Willimott had met with the senior leadership team to discuss this situation.</p> <p>Q. Are the children involved seeing these incidents as serious? Are they getting excluded from nice things?</p> <p>A. The majority of parents see it as serious. Children are given work to complete during exclusions and one child has been excluded from the residential trip.</p> <p>Q. Have the concerns by other parents been addressed?</p> <p>A. Yes, the majority were in relation to the residential trip, physical violence and wanting reassurance that something is being done to address the problems.</p> <p>Q. Do we need to look at how we support staff?</p> <p>A. There is extra support at play times, including a child who is now having one to one support. The Head Teacher and Mrs L Willimott are having regular meetings with staff and also involvement when incidents occur.</p> <p>Discussion took place about a two pronged approach to resolving the issues, with a zero</p>	EB
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		<p>tolerance to violence in school and looking at the issues for the children involved in these incidents. A range of support services have been accessed for these children.</p> <p>The Head Teacher stated that governors needed to be aware of the situation and it was possible that complaints may be received from parents if children received fixed term exclusions.</p> <p>RESOLVED: The Head Teacher will review the Behaviour Policy to include a zero tolerance approach to violence and the use of fixed term exclusions, and present to the next LGB meeting for approval.</p> <p>ACTION: A message will go in the school newsletter to say that school are adopting a zero tolerance approach to violence and that fixed term exclusions may be adopted.</p> <p>RESOLVED: The Head Teacher was thanked for her report.</p>	<p>EB</p> <p>EB</p>
9.	Governors Financial Update	<p>The Declaration of Grant Expenditure was presented to the Chair for the £25,000 given to the Academy towards the cost of conversion. The Chair was asked to sign this to say this was an accurate reflection of how the funds had been spent. The Head Teacher stated that a full audit trail was available.</p> <p>RESOLVED: The Chair of the LGB signed the Declaration of Grant Expenditure.</p> <p>Q. Have we got a contingency in place until we receive money back that we are owed from the LA?</p> <p>A. We have transferred the remainder from the £25,000 and paid a couple of income amounts into the new account, so yes there is a little bit of lea way.</p>	
10.	Correspondence	<p>No correspondence had been received, except the letters of complaint discussed under Head Teacher's Report.</p>	
	School Development Plan	<p>This had been emailed out to governors prior to the meeting.</p> <p>A number of comments and questions had been emailed to the Head Teacher.</p>	

		<p>Priority 2: Emailed comments had been received that the theme weeks were an excellent way of engaging children and that it was nice to see siblings had the opportunity to work together.</p> <p>A governor had received a concern from a parent that her children had not been given the opportunity to work together. The Head Teacher provided reassurance that this should have happened and requested further information.</p> <p>Priority 3: Q. What coaching models, if any, are used in developing the capabilities of middle leaders? A. Shadowing, one NQT was attending a co-ordinator course and disseminating to the other 2 NQT's, new co-ordinators were accessing the Co-ordinators Network, mentoring, and Miss Ford had completed the NPQML.</p> <p>Governors offered congratulations to Miss Ford on passing the NPQML.</p> <p>Priority 4: A question had been emailed regarding the SENCO support and this had already been answered under Head Teacher's Report.</p> <p>Q. It is good to see the Executive Head conducting observations and providing constructive feedback. What examples have we seen as an improvement across the school as a result? A. The Head Teacher stated that some work had begun on looking at this and that she would feedback on this at the next LGB meeting.</p> <p>Priority 5: Q. How do school validate the effectiveness of communication? A. Feedback from stakeholders.</p> <p>One governor stated he did not receive the school newsletter. Another governor reported she received multiple copies of the same text from school and that texts for some also seemed to go out to emergency contacts. The Head Teacher agreed to ask the business support team to rectify these issues.</p>	<p>EB</p> <p>EB</p>
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11.	Safeguarding	The Head Teacher reported she had completed Level 3 Safeguarding training courses on Neglect and Domestic Violence. Mrs H Ricks and Mrs L Willimott had both completed Designated Leader Safeguarding training.																
12.	Governor Training and Governor Visits.	<p>Mrs R Sherrin was undertaking Safeguarding Training on 15 March 2017.</p> <p>Mrs F Thornton had looked at grant applications with Mrs H Ricks, with one being submitted for the library from Foyle and another being worked on from Awards for All.</p> <p>The Head Teacher stated that the Academy would no longer be accessing the Glad Package which gave access to training for governors from the Local Authority. Many of the current governors were currently experienced and had undertaken a range of training. Induction Training for new governors would be accessed via the Diocese and other training would be paid for on an ad hoc basis when required. A range of training was also accessible on-line. The Head Teacher asked the governors to make her aware of any training needs as these occurred.</p>																
13.	Any other business.	There were no items to be discussed under Any Other Business.																
14.	Dates of future meetings and possible agenda items	<p>Future meeting would be held on the following dates:</p> <table border="0" data-bbox="577 1050 1473 1273"> <tr> <td>Friday 24 March</td> <td>Health & Safety Committee</td> <td>9.00am</td> </tr> <tr> <td>Tuesday 16 May</td> <td>Values Committee</td> <td>5.00pm</td> </tr> <tr> <td></td> <td>Resources Committee</td> <td>6.30pm</td> </tr> <tr> <td>Wednesday 28 June</td> <td>Full Governors (joint with staff)</td> <td>5.00pm</td> </tr> <tr> <td>Friday 30 June</td> <td>Health & Safety Committee</td> <td>9.00am</td> </tr> </table> <p>Agenda items for the next LGB Meeting were: Prevent Risk Assessment & Audit Review and approval Behaviour Policy Head Teacher's Well-being (standing item)</p>	Friday 24 March	Health & Safety Committee	9.00am	Tuesday 16 May	Values Committee	5.00pm		Resources Committee	6.30pm	Wednesday 28 June	Full Governors (joint with staff)	5.00pm	Friday 30 June	Health & Safety Committee	9.00am	
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15.	Minutes of the meeting held on 24 January 2017	<p>RESOLVED: That the Minutes of the meeting held on 24 January 2017 be approved and signed by the Chair as a correct record with the following amendments:</p> <p>i) <u>Governor Training and Governor Visits (min 1319 refers)</u></p> <p>“Corral” to be replaced with “Coral”.</p>	
16.	Matters arising	<p>i) <u>Representation (Mins 1312 refers)</u></p> <p>AGREED: The Governors would like to send Mrs Michelle Bennett flowers.</p> <p>ii) <u>Head Teachers Report (min 1314 refers)</u></p> <p>A Trustee Meeting was being held on 20-March 2017 and a Ratification Meeting regarding the Head Teacher of Skelmanthorpe School on 21 March 2017. An Admission Committee meeting had taken place and there were 36 first choice applications to St Aidan’s (of which 22 were siblings). The admissions criteria was followed and Reverend Philip Reynolds verified those applications which stated they were regular worshippers. The families of those children not offered a place would be notified by the LA on 18 April 2017 and the SLT would send out a letter also wishing the children good luck in their new school. Of the 6 children not offered a place, 2 children, who both lived in Skelmanthorpe and were regular worshippers within another parish, had particularly specified they wished to attend a church school, so may have grounds for appeal.</p> <p>A question had been received by email: Q. Comparing the applications to St Aidan’s, there appears to be a low number for Skelmanthorpe First & Nursery. Is this a cause for concern? Would it be prudent for Skelmanthorpe school to absorb some of the additional pupils? A. This is a matter of parental choice.</p> <p>iii) <u>Head Teacher Wellbeing (min 1315 refers)</u></p> <p>The Head Teacher was asked about her well-being. She stated she was fine. This should be a standing item on the Agendas for LGB meetings.</p>	<p>EB</p> <p>Clerking Service please note</p>

		<p>iv) <u>School Development Plan (min 1317 refers)</u></p> <p>With regards to progress in relation to Mara, representatives from the Diocese had just returned from Tanzania and St Aidan's was the next school on the list to be allocated a link school. Mrs L Willimott was also attending a link meeting on 30 March 2017.</p> <p>v) <u>Any Other Business (min 1320 refers)</u></p> <p><u>Financial Report</u></p> <p>A number of questions had been emailed in relation to this item.</p> <p>Q. Is the liability of funding 20% of support staff's pension, across all schools in the MAT?</p> <p>A. Yes.</p> <p>Q. In relation to the LA not specifying how much this would be and stating they would not do so until after the conversion, why would they not reveal this and is this now known? What did the solicitors advise on this matter? Do we now know what the percentage figure would be to pay back the deficit and do we have a timeframe?</p> <p>A. The LA said they could not calculate this figure until the date of conversion was confirmed and we are still awaiting this information. The solicitors advised this was normal practice. The School Business Manager would hopefully have information available for the next Resources Committee Meeting regarding the percentage figure and timeframe.</p> <p>In relation to the School's financial contribution to the MAT, the original understanding by the Head Teacher and governors had been that school's contribution would be 3.5% but with 0.5 % being funded through the Small Schools Grant initially. A decision appeared to have been made that the GAG money went to the MAT centrally and then following the contribution being taken out, the money was then distributed to the schools. The contribution has been taken out as 3.5%</p> <p>The Head Teacher had questioned with the person currently dealing with finances both whether this percentage was correct and whether the GAG was being calculated daily</p>	LW
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		<p>or by an average monthly amount. However, there was concern that the school were contributing 3.5% as this was not the understanding of the LGB.</p> <p>RESOLVED: The Chair will question the percentage of St Aidan's financial contribution at the Trustee Meeting on 20 March 2017.</p>	DG
17.	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 8:10pm.