



## 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 5.00 pm at the School on Wednesday 28 June 2017.

### PRESENT

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

### In Attendance

Mrs J Edmunds (Minute Clerk)  
Mrs H Ricks (Associate)

All Teaching and Support Staff in attendance until item 22 (apologies received from 5 people)

	ITEM	MINUTES	ACTION
18.	<b>Welcome and Opening Prayers.</b>	The Head Teacher welcomed everyone to the meeting. Reverend Philip Reynolds offered an opening Prayer.	
19.	<b>Apologies for absence, consent and Declaration of Interest.</b>	Apologies for absence were received from Mrs K Hobson (consented). There were no Declarations of Interest.	
20.	<b>Notification of items to be brought up under Any Other Business.</b>	There was one item to be raised under Any Other Business: (i) "The Bridge" Community Hub	
21.	<b>Staff &amp; Governor End of Year Get Together</b>	The Head Teacher led a number of activities and exercises to engage staff and governors in evaluating school effectiveness and areas for future development to feed into planning	

	<p><b>and Training</b></p> <p><b>Staff left the meeting</b></p>	<p>for the next academic year. These included:</p> <ul style="list-style-type: none"> <li>• Presentation of a video taken of children using their own words to describe their experiences at St Aidan’s Academy.</li> <li>• Head Teacher feedback from a leavers’ survey, which had been very positive – children asked rated the school on average 4.5 out of 5, and 99% said they would “recommend the school to a friend”.</li> <li>• Examination of achievement and progress data information, taken from all cohorts and all subjects across St Aidan’s Academy.</li> <li>• Exercises to explore 8 key areas of effectiveness across school, these being finance, improvement, welfare, people, learning, curriculum, connections, and culture, climate and clarity.</li> <li>• From the above 2 exercises, staff and governors were asked to identify strengths, areas for improvement, and gaps.</li> </ul> <p>Staff and governors were thanked for their participation by the Head Teacher. Further work would be undertaken with teaching staff to develop actions from these identified areas, and these would be incorporated into development plans for the forthcoming year.</p>	<p>EB/teaching staff</p>									
22.	<p><b>Representation</b></p>	<p><u>Appointments</u></p> <table border="1"> <thead> <tr> <th data-bbox="616 1109 1041 1149"><u>Name</u></th> <th data-bbox="1041 1109 1489 1149"><u>Category</u></th> <th data-bbox="1489 1109 1912 1149"><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="616 1181 1041 1220">Mrs F Thornton</td> <td data-bbox="1041 1181 1489 1220">Foundation – PCC</td> <td data-bbox="1489 1181 1912 1220">06 April 2017</td> </tr> <tr> <td data-bbox="616 1220 1041 1260">Mr Joe McAreavey</td> <td data-bbox="1041 1220 1489 1260">Foundation – PCC</td> <td data-bbox="1489 1220 1912 1260">03 April 2017</td> </tr> </tbody> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs F Thornton	Foundation – PCC	06 April 2017	Mr Joe McAreavey	Foundation – PCC	03 April 2017	
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23.	<p><b>Policies for Approval</b></p>	<p><b><u>Behaviour Policy</u></b></p> <p>The Head Teacher presented the draft Behaviour Policy. This was based on treating others as you would like to be treated yourself and respect. This included a strategy pyramid for both positive reinforcement of desirable behaviours (green) and consequences for undesirable behaviour (red). The ultimate outcome for positive</p>										

behaviour was a St Aidan's Award, and for negative behaviour, this would be 2 fixed term exclusion. If these strategies did not work for individual children, they would then move onto an individual behaviour plan.

**Q. If an incident goes into the red log, would parents be informed**

A. Yes, this would be some sort of aggressive behaviour and the parents would be contacted. This would be an incident such as hitting, kicking, or saying something unkind.

**Q. How many incidents of this nature occur?**

A. With the strategies we are implementing these are decreasing. Most children are tending to offend in this way only once, Where there is a regular offender, parents would be invited into school and we would look at organising external input for the child.

**Q. During the earlier session with teaching staff, it did feel that children are displaying poor behaviour?**

A. There are a small number of children, approximately 6, who display poor behaviour, but overall behaviour within school is good.

**Q. Is there an alternative way to support these children, such as a member of staff employed to support them as a group?**

A. This would not work because the pupils involved are across a number of different age and class groups.

The Head Teacher stated that the behaviour strategy was showing results and behaviour was improving. When outside agencies had come into school, they had reported that they felt school were effective in managing behaviours.

**Q. Do you think there is a national picture of negative behaviour within children at school?**

A. Certainly there does appear to be a local picture.

**RESOLVED:** The Behaviour Policy was agreed and approved by the governors.

		<p><b><u>Uniform Policy</u></b></p> <p>The Head Teacher presented the draft Uniform Policy. This was discussed in detail and a number of amendments were suggested and agreed.</p> <p><b>RESOLVED:</b> The Uniform Policy was approved with the amendments agreed.</p>	
24.	<p><b>Reports from Committees</b></p>	<p><b>(i) Draft Minutes of the Resources Committee Meeting held on 16 May 2017</b></p> <p>The Minutes were presented to the governors.</p> <p>It was noted that Present – In addition to those listed Mrs N Evans and Joe McAreavey were also present</p> <p><u>Analysis of year end budget</u></p> <p><b>Q. With regard to the pension shortfall, has this been resolved and do we yet know how much this will be?</b></p> <p>A. The Chair had taken this to the Trustee Meeting, where it had been stated this was not of concern as it was a “paper exercise”. However, the Head Teacher had requested the Academy Trust Finance Officer to explore and resolve this question.</p> <p>With regard to electronic payslips also discussed at the Trustee Meeting, this was also being explored as it was of concern this could be in breach of Data Protection.</p> <p><u>Apprenticeship Scheme</u></p> <p>Legal Services had been consulted regarding the claim for the apprentice, which had been submitted late due to an error by the apprentice organisation. A letter had been sent to individual involved in the incident and her manager. A response had not yet been received.</p> <p><u>Staffing</u></p> <p>The Head Teacher had been authorised to employ an additional member of teaching staff on a short term contract. This position had now been advertised with a closing date of 29 June 2017. Shortlisting would take place on 30 June 2017.</p>	<p>School Clerking Service please note</p>

		<p><b>(ii) Draft Minutes of the Values Committee Meeting held on 24 March held on 24 March 2017</b></p> <p>The Minutes were presented to the governors.</p> <p>It was noted that this Committee consisted of only 4 governors. Additional governors were invited to join the committee, particularly as values were central to the religious nature of the school.</p> <p><b>(iii) Draft Minutes of the Health &amp; Safety Committee Meeting held on 24 March 2017</b></p> <p>The Minutes were presented to the governors.</p> <p>Again it was noted this was a small committee, and at the meeting on 24 March this was not quorate and therefore no decisions could be made. It was proposed that Mrs L Willimott would join this committee in order to ensure that in future it should be quorate, and to consider a change of day/time of meeting to enable Mrs L Earnshaw to be available to attend.</p>	EB
25.	<b>Approve Health &amp; Safety committee terms of reference</b>	<p>A recommendation had been made that Governors adopt the Terms of Reference for the Health &amp; Safety Committee</p> <p><b>RESOLVED:</b> Governors agreed to adopt the Terms of Reference of the Health &amp; Safety Committee.</p>	
26.	<b>Head Teacher's Report and Governors' Questions</b>	The Head Teacher felt this had been covered under Minute 21 through the presentation of attainment and progress data, school evaluation and development planning.	
27.	<b>Head Teacher's Wellbeing</b>	The Head Teacher said that she felt great and had no concerns about her well-being.	
28.	<b>Prevent Risk Assessment &amp; Audit (Min 8 refers)</b>	The Head Teacher explained that this was a statutory requirement and that a Risk Assessment and Audit would be prepared for September. Prevent training using an on-line package had been trialled by a member of staff and it had been agreed that all staff would undertake this. It was proposed and agreed that this link would be emailed to governors who	

		would also undertake the training.  <b>RESOLVED:</b> All school staff and governors would undertake on-line Prevent training.	All
29.	<b>To receive position statements &amp; action plans from staff re subjects/curriculums</b>	This item would be deferred until the September meeting in order for the Head Teacher to work with new co-ordinators to train them around developing position statements and action plans.	Item for LGB meeting September 2017
30.	<b>To receive T5 and cashflow</b>	<p>Mrs H Ricks presented the income and expenditure report. This had been presented on the new HCSS system, and Mrs Ricks explained some income and expenditure might not yet be presented under the most appropriate categories. Changes to budget since the move to Academy status included the schools income being received monthly and therefore careful budgeting and prioritising of expenditure needed to take place as the budget could not go into deficit.</p> <p>The Governors thanked Mrs H Ricks for all her hard work in implementing the new systems.</p> <ul style="list-style-type: none"> <li>• Gemma Falconer (Trust Finance Officer) was now in post. From September she was hoping to spend a day each week in St Aidan's. Mrs Ricks reported she believed this would have a big impact in establishing the finance systems.</li> <li>• LA are behind in sending out invoices for school salaries and therefore salaries for May and June still currently sit within the school budget.</li> <li>• St Aidan's had not overspent on the GAG and still had some of the Academy Grant left. £2,000 had also been received from small Schools Grant and this had yet to be deposited into the bank.</li> <li>• The school could now start claiming VAT. The money would initially go to Learning Accord and then be allocated to St Aidan's.</li> <li>• DFC funds for the year had been received but were awaiting transfer from the Learning Accord account.</li> <li>• The first half of the Sports Grant had been received.</li> <li>• St Aidan's had a deficit budget at the end of March 2017 with the LA of £7,604. This would be paid back to the LA in full by the Government who would then recoup from the school over a period of time from the new budget in September.</li> <li>• The freezer had recently broken. This had been repaired but due to concerns regarding this needing to be replaced, at an approximate cost of £2,000, money had</li> </ul>	

been put aside within the budget as a contingency. It was suggested that should a new freezer be purchased, it might be worth considering insurance cover for the new appliance.

- Mrs Ricks reported that she and the Finance Officer would be doing further work to complete the budget before the end of summer term and once complete, the budget would be sent to governors for approval. Mrs Ricks requested a fast response from governors.

**Q. Are we seeing economies of scale in working across the MAT?**

A. There has been some success in this with service-level agreements such as ground maintenance. Cleaning is an area to be explored in the future. When anything comes up for renewal or new purchase contracts are being agreed, this is something that is explored. Training is an area where savings have been made. Joint training days across the MAT have allowed the cost of the trainer to be shared. "Too Simple" software is another area where we were able to negotiate a better deal.

Currently the photocopier/printer contract is due for renewal. Each of the Academies' contracts ends at a different time so this is problematic. The current contractor, Copymark, was offering to renew the contract at a reduced cost, saving £350 a quarter on the previous contract. The representative from Copymark had said he cannot renew the contract on a short-term until May 2018 in order for St Aidan's to come in line with contract period for the other academies in the MAT. He has asked for a decision by 30 June and stated there would be a cost to removing the current copiers/printers.

Governors recommended that following:

- (1) Comparing costings to the contracts with the other academies within the Trust.
- (2) Look at the cost of contracts with other companies
- (3) Inform Copymark that a decision cannot be made by 30 June and request the costings for the removal of their equipment.
- (4) Ask Copymark again for a short-term contract.

**RESOLVED:** The Business Support Manager would follow the recommendations above in order to ensure that the best possible tender is obtained for photocopiers and printers.

HR

		Governors thanked Mrs H Ricks for her report.	
31.	<b>Review 3 Year Plan and Self Evaluation document</b>	It was agreed this item would be deferred to the September LGB meeting.	Item for LGB meeting September 2017
32.	<b>Review teacher's pay</b>	It was agreed this would be deferred until September and delegated to the Resource Committee	Item for LGB Resource Committee
33.	<b>Review Governing Body performance and procedures</b>	It was agreed this item would be deferred to the September LGB meeting.	Item for LGB meeting September 2017
34.	<b>Review attendance of pupils, staff and governors</b>	<p>The Head Teacher presented data for pupil, staff and governor attendance.</p> <p>The Head Teacher explained that attendance in each year group should be above 95%. She reported there had been some persistent absentees and where attendance for a child dropped below 95% a letter was sent out to the family. Currently there is only one child who is of concern and is being monitored. Overall pupil attendance for the year was 96.84%.</p> <p>The Attendance Policy had been reviewed within the Pyramid, it had been agreed that the issuing of fines was not appropriate or necessary at the current time.</p> <p>The Local Authority had issued a new letter regarding absenteeism but across the Pyramid it would be looked at when the issuing of this letter is appropriate. This is something that might be discussed at transition meetings so that each school knows when it is appropriate to issue the letter/fine to a family.</p> <p><b>Q. What do we do to recognise 100% attendance?</b></p> <p>A. We have done things in the past but when we have sent out certificates we have had issues with families who believe their child should have a certificate and has not, and also this can be really difficult for children who cannot attain 100% for issues relating to health etc. We do recognise best class attendance record.</p>	

		<p><b>Q. Could 100% attendance be acknowledged in a child's end of year report?</b></p> <p>A. Yes this could happen.</p> <p>With regard to staff attendance, 41.51 days sickness had been taken in total, averaging at 2.36 days per 1 FTE.</p> <p>It was acknowledged that these attendance figures were good and that staff were very committed.</p>	
35.	<b>Governors' Financial Update</b>	This had been covered in Minute 29.	
36.	<b>Correspondence</b>	No correspondence had been received.	
37.	<b>School Development Plan</b>	This item had been covered in Minute 21.	
38.	<b>Safeguarding</b>	<p>One family were currently being monitored.</p> <p>One child had been the subject of a team meeting and a referral had been submitted. A transition meeting would also take place with Scissett Middle School.</p> <p>The Head Teacher had attended Sensible Risk training and training on Domestic Violence.</p> <p>Mrs H Ricks and Mrs L Willimott were booked on a level 3 training course and would also need to do a Safeguarding update course.</p>	
39.	<b>Dealing with Concerns and Complaints about Schools – A practical Toolkit for Head Teachers and Governors</b>	<p>No complaints had been received. A new Complaints Policy had been received from the LA and governors had been requested to view this on-line. The governors had not read this but the Head Teacher had. The Head Teacher asked governors if they wished to defer this item or to proceed with her recommendations. The Head Teacher reported she felt this was well written, covered statutory requirements and recommended the policy with the addition of a front sheet that encouraged parents to speak to someone in the first instance if they had low level concerns.</p> <p><b>RESOLVED:</b> Governors agreed to:</p>	

		<ul style="list-style-type: none"> <li>(i) Adopt the Complaints Policy with the addition of an introductory document</li> <li>(ii) Once dates were made available for training, governors would be asked to nominate themselves to attend</li> <li>(iii) The Policy would be updated on the Academy website and all staff would be made aware of the procedure</li> <li>(iv) The Policy would be reviewed in September of each year.</li> </ul>	
40.	<b>Governor Training and Governor Visits</b>	Mrs R Sherrin had attended a class assembly and Mrs L Earnshaw had attended a class assembly and the new parents' event. Mrs F Thornton had attended Sports Day.	
41.	<b>Any Other Business</b>	<p><b><u>“The Bridge” Community Hub</u></b></p> <p>The Head Teacher stated that with the reduction of LA services, and them now only being able to meet statutory obligations with regard to social care, that support given to families was changing. The vision was for schools to come together in community hubs to look at early help, engage with families, Locala, family support and the voluntary and community sector and to begin to provide a local offer.</p> <p>The Pyramid were coming together to form a community hub – The Bridge – to share expertise and resources to work with families who need some early help or support. Once a child became “In need” or “At risk”, they would then become the responsibility of the LA. Initially this would be working on expertise model but it may be down that line that a specific member of staff would be employed, such as a family support worker. Part of the local offer would be to work with other agencies to upskill parents eg on-line safety, dealing with anti-social behaviour, SPICE.</p> <p>The Head Teacher proposed that St Aidan’s Academy should join the community hub. A Memorandum of Understanding would need to be signed but this was not a legal document.</p> <p><b>Q. Is there a cost implication?</b></p> <p>A. No there is no funding required. This would be an expertise base initially although there may be a budget required as the hub developed.</p>	

		<b>RESOLVED:</b> That St Aidan’s Academy would join The Bridge Community Hub.	
42.	<b>Dates of future meetings and possible agenda items</b>	<p><b>RESOLVED:</b> The Head Teacher agreed to schedule dates for the new academic year and email these to the School Governor Service and to governors</p> <p>Agenda items for future meetings deferred from this meeting are:</p> <ul style="list-style-type: none"> <li>• To receive position statements &amp; action plans from staff re subjects/curriculum</li> <li>• Review 3 Year Plan and Self Evaluation document</li> <li>• Review teacher’s pay</li> <li>• Review Governing Body performance and procedures</li> </ul>	EB
43.	<b>Minutes of the meeting held on 14 March 2017</b>	<p><b>RESOLVED:</b> That the Minutes of the meeting held on 14 March 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 12 refers)</u> “Foil” to be replaced with “Foyle”.</p>	
44.	<b>Matters arising</b>	<p>(i) <u>Representation (Mins 1319 &amp; 16 refers)</u></p> <p>Flowers had been sent to Mrs M Bennett and governors were pleased to report that she was now doing really well.</p>	
45.	<b>Agenda, minutes and related papers – school copy.</b>	<b>RESOLVED:</b> 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.	

The Meeting closed at 7:30 pm.