

Governing Body Meeting Minutes

School: Cheetham C of E Community Academy

Quorum: 4 (met at this meeting)

Chair: Mary Upton

Clerk: Frances Bennett

Date of meeting: 17 October 2017

Venue: Cheetham C of E Community Academy

Attendance

Name	Governor type	'End of Term of Office' date	Present (P)/apologies (Ap)/absent (A)
Mary Upton (Board)	General (Chair)	14/10/2019	P
Karen Carter	Staff (Principal)	N/A	P
Rehan Riaz	Parent	21/03/2021	P
Maureen Cain	Foundation	28/09/2020	P
Samuel Dada (Board)*	DBE Representative	14/10/2019	P
Sarah Fletcher	Foundation (Vice Chair)	Ex officio	P
Jawad Amin (Board)	General	14/10/2019	Ap
Geoffrey Babb	Foundation	16/11/2019	Ap
Rachel Bruno	Staff	14/10/2019	Ap
Jim Yip	General	11/06/2018	Ap

**joined the meeting late – see item 3*

Others present

Name	Role
Frances Bennett	Clerk (One Education)
Paul Galloway **	Business & Finance Director (BFD)

***left the meeting early – see item 5*

Agenda Items

1	Apologies		
Apologies were received from Jawad Amin, Rachel Bruno, Jim Yip and Geoffrey Babbs. Geoffrey Babbs has also resigned, effective as from today, as he is relocating to another part of the country with his wife. Sarah Fletcher was welcomed to her first meeting as a new Foundation governor. She has vast experience of working with Multi Academy Trusts (MATs) as a governor and a trustee.			
	Actions or decisions	Owner	Timescale

2	Declaration of Pecuniary Interests		
Sarah Fletcher is the local minister and sits on the governing bodies for St James, Gorton and St Augustine's in Pendlebury. She will check whether she is able to sit on 3 governing bodies.			
	Actions or decisions	Owner	Timescale

3	Chair and Vice Chair election		
<u>Chair election</u> Mary Upton was re-elected as Chair, unopposed, for a period of 1 year.			
<u>Vice Chair</u> Sarah Fletcher was elected as Vice Chair, unopposed, for a period of 1 year.			
<i>*Samuel Dada joined the meeting.</i>			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Mary Upton elected as Chair 	Governing Body	1 year
	<ul style="list-style-type: none"> Sarah Fletcher elected as Vice Chair 	Governing Body	1 year

4	Minutes of last meeting 18.7.17 and matters arising		
The minutes of the last meeting were approved as an accurate record of the meeting, subject to the following amendments. A copy was signed for retention on file.			
Page 1 Jim Yip is not the Chair. Mary Upton is the Chair			
<u>Matters arising.</u> Page 7 Q. What has been put in place to ensure assessments are more rigorous to identify underperformance sooner? A lot of work has been undertaken regarding assessment.			
Page 10 Q. How are staff settling into the new model of work? It is too early to judge yet as this has only been in place this term.			
Page 11 Q. What has happened regarding the parent consultation meeting? This is to be arranged.			
Governors were reminded that they still need to submit questions for parents.			
Q. Is there a member of staff responsible for pastoral issues for parents? Yes.			

The confidential appendices were also approved.			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Minutes of last meeting approved 	Governing Body	
	<ul style="list-style-type: none"> Confidential appendices approved. 	Governing Body	

5 Finance Committee 9.10.17 update

The BFD presented an update on the Finance Committee meeting on 9 October and the following points were noted.

Jim Yip was elected as committee Chair for the year.

2016/17 Budget

The year end accounts are being compiled and will be presented for approval at the next Finance Committee meeting, in December.

An in year overspend of £83,750 was agreed to fund a variety of items. £40,000 was for the new build, £15,000 for Early Years equipment, a climbing frame for the Nursery, the new hall and a full time teacher in Y6,

The overspend, at 31 August, was a lot lower than expected at £22,000. This was due to not buying equipment and budget savings made throughout the year. A lot of contingency was built into the budget. The auditors are in the academy next week, to produce a full audit of the accounts. They will report back in December.

Q. Did the academy obtain quotes for the playground equipment?

No. A grant was received for the roof, some windows and another grant was received to replace other windows.

Total reserves are £621,689 to carry forward to 2017/18. This will decrease as money is spent on developing classrooms for Reception. £243,000 has been moved from the budget to complete this work.

Service Level Agreements (SLAs)

SLAs were also discussed. 2 major contracts have been agreed.

There have been very positive reports received from pupils and staff regarding the new catering contract with Aspens. The cost per meal has increased. This will be discussed in the next Finance Committee meeting.

A new contract for leasing ICT has also been agreed with Investec. New i-Pads and Chrome books have been purchased.

Benchmarking

Benchmarking was also undertaken and Cheetham compared to other primary academies with a similar context. Cheetham's costs are lower than other academies, however more is spent on resources. The comparison was not carried out with any schools/academies in Manchester, therefore could be misleading. There are no schools or academies with similar characteristics, locally.

Q. Could Cheetham be compared to local schools?

No. It would not be comparative.

Canopy

The canopy was discussed. The cost would be approximately £29,000 to £30,000. The BFD will come back with details.

Q. Will there be access to facilities?

This is a semi-permanent structure and can be dismantled to access facilities. If work needs to be undertaken, urgently, a mini digger can be kept under the canopy.

Governors raised a concern that work may not be able to undertake quick enough in the event of an emergency.

The 2017/18 budget is vulnerable as 3 of the most experienced middle leaders are going on maternity leave. The academy did not want Newly Qualified Teachers (NQTs), however, there is no other availability. The NQTs will need a lot of support and there is a limited supply budget. This was set due to uncertainties regarding the National Funding Formula (NFF). The academy had to ensure each class had a teacher and pupils are kept safe.

The academy asked if money that was not spent last year, could be put back into the budget for this year, as a contingency. There are not enough middle leaders to train NQTs this year. It would give the school flexibility.

No issues were raised and the contingency was approved.

Q. How would the canopy be maintained?

The canopy is guaranteed for 25 years. The BFD will discuss maintenance with the suppliers.

Q. What type of roof does the canopy have?

It is an arch made of some type of material.

Q. Could pupils climb onto the canopy roof?

It would be difficult for pupils from Cheetham to climb onto the canopy. It is a risk that will be reviewed.

Pupils are open to the weather when moving between building and the canopy would resolve this. It would also provide parents with shelter when waiting for their children.

Governors thanked the BFD for the meeting update.

Christmas Lunch for Staff

Historically, the academy has paid for staff to have Christmas lunch. Aspens are very keen for pupils and staff to have their Christmas lunch on the same day. They will review the options and costs. The cost, for staff, will be approximately £50.

Q. What is the difference between a Christmas lunch and a Sunday roast?

It is a peasant experience for all.

No further issues were raised and the free Christmas lunch for staff was approved.

The Pay Committee was unable to meet as it was not quorate. This will be undertaken via email.

Pay Policy

The Pay Policy was emailed to governors. 4 governors replied to the email and the policy was subsequently approved.

*** Paul Galloway left the meeting*

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • Contingency budget approved 	Governing Body	
	<ul style="list-style-type: none"> • Christmas lunch for staff approved 	Governing Body	
	<ul style="list-style-type: none"> • Pay Policy approved 	Governing Body	

6 Behaviour & Safety

The Principal provided governors with an update and the following points were raised/highlighted in discussion.

Attendance was 95.2% las year. This is an area for improvement, this year.

Safeguarding

There are no pupils on Child Protection (CP).

4 pupils are on Children in Need (CIN) concerning 2 families. 2 pupils are at Early Help and there are 3 Looked After Children (LAC) in Y1, Y2 and Y5.

The safeguarding NSPCC model is being adopted and this will be reviewed in February 2018.

The academy has invested in a new pastoral team this year. A Teaching Assistant (TA) 4 is leading a number of interventions and lunchtime activities specialising in vulnerable pupils.

The academy is reviewing how to enrich outdoor provision and ensure lunchtime staff are consistently implementing the Behaviour Policy.

Keeping Children Safe in Education has been re-issued to staff and they need to sign to state they have read this. Governors also need to undertake this and the Principal will email out a link for governor to complete on-line.

Jenny Wildgoose, the Special Educational Needs Co-ordinator (SENCo) is the designated lead for safeguarding. An external supervisor is carrying on from last year.

There are some new safeguarding development in Manchester and staff are yet to be trained.

Sophie King will come into the academy to undertake training, if necessary.

The SENCo presented a session on Female Genital Mutilation (FGM) in July.

The SENCo is also on a pilot for a new neglect strategy. She is a grade 2 profile trainer.

The academy uses Child Protection On-line Management System (CPOMS) and 13 new incidents have been recorded since the beginning of Summer. There are 22 ongoing incidents relating to 16 pupils.

Q. Is this an increase?

No.

There were 2 referrals to Children's Services in July.

1 Y3 pupil managed to leave the academy at the end of the day, in July, before being collected by their father. Procedures have been reviewed following this incident. The pupil was safe.

There was an incident where a stranger managed to enter the academy at the end of the day, asking to use the toilet. He said he lived locally and had locked himself out of his home. The police were called and CCTV was checked. He appeared to be genuine.

Q. How did he gain entry?

When the gates were opened for parents, he came in. He was not able to access the main part of the academy which proved that procedures worked.

The new caretaker is being very pro-active and is very pleasant.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Email link on Keeping Children Safe in Education to governors Complete on-line training. 	Principal All governors	

7 Strategy Committee meeting 26.9.17

The strategy committee met on 26 September and discussed the vision and values, the School Evaluation Form (SEF), Academy Improvement Plan (AIP), Strategic Improvement Teams (SIT) and governance. Some policies and the growth strategy were also reviewed.

	Actions or decisions	Owner	Timescale

8 Governing Body housekeeping

The Chair presented a number of items for review.

9.1 Terms of Reference

The Finance TOR needs to have 'date' inserted in page 2, first bullet point

No further issues were raised and the TORs were approved.

9.2 Code of Conduct

No issues were raised and the Code of Conduct was approved.

9.3 Committee structure/memberships

Finance Committee – Karen Carter, Mary Upton, Rachel Bruno, Samuel Dada, Jim Yip.

Curriculum Committee – Karen Carter, Mary Upton, Jawad Amin, Maureen Cain, Sarah Fletcher.

Pay Committee – Mary Upton, Jim Yip, Samuel Dada.

Q. Does the academy Have an Ethos Committee?

No.

9.4 Named/linked governors

These were agreed at the Strategy meeting.

In addition, Sarah Fletcher will be the named/linked governor for Nursery and Y6.

Rehan Riaz asked what was involved in being a linked governor as he has no responsibilities. It was confirmed that it involved spending time with the subject lead and to become familiar with that area of the school.

Rehan agreed to take on Reception and PSHE.

9.5 Schedule of meetings

This was approved at the Strategy Committee meeting. The clerk agreed to send details of the meetings, committee and linked governors to governors.

9.6 Confirmation of eligibility

Signed forms were accepted from governors in attendance.

9.7 Declaration of pecuniary interests

Signed forms were accepted from governors in attendance.

9.8 Governor vacancies update

The Articles of Association are going to be amended to change the constitution of governors. Members will approve this and the amended Articles will be forwarded to Companies House.

9.9 Governor training update

There is nothing to report at this meeting.

9.10 Governing Body Action Plan

The Governing Body Action Plan is split into 6 areas – strategic leadership, accountability, people, structure, compliance and evaluation.

In people – Mary Upton, Karen Carter and Rachel Bruno have reviewed the competency framework and looked at what training is needed. This is not necessarily statutory training, however, it would help the Governing Body to become outstanding.

Q. Is there training that is specific for academies?

It has been difficult to find any specific training. Governors could review the competency framework and ascertain how the governors meet this.

Q. Has a skills audit been completed by governors?

Yes. The clerk agreed to send the NGA skills audit to Mary Upton and she will discuss with Rachel Bruno.

The clerk agreed to send the termly handbook to governors. This contains details of induction training and chairs network meetings. It also has examples of questions that governors can use to challenge.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Send schedule of meetings, committee memberships and linked governor details to governors 	Clerk	
	<ul style="list-style-type: none"> Send NGA skills audit to the Chair 	Clerk	
	<ul style="list-style-type: none"> Send termly handbook to governors 	Clerk	

9 | Policies

Admissions Policy

The academy uses the LA policy.

Q. Does the academy need to consult every 7 years?

Yes.

Q. When was the last consultation?

Not known. The clerk will check.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Check when Admissions Policy was last sent for consultation 	Clerk	

10 | Analysing School Performance (ASP)

ASP is replacing Raise on line and Rachel Bruno was going to present this today. This is being updated with all the data and this will be presented at the next Curriculum Committee meeting.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> ASP to be on the next Curriculum Committee agenda 	Clerk/Principal	13 Feb 18

11	Primary Writing Project update		
	<p>The Principal provided governors with an update on the project and following points were noted.</p> <p>Writing was a big area of focus for the academy and outcomes improved last year. Reading is a concern and is a focus for this year. The project is for reading and writing. The project team is in place. They were trained in July and September. The academy was closed yesterday and all staff have received training. Audits have been completed and a pupil voice undertaken. The academy needs more varied books and improved displays. Staff need to ensure pupils are engaged. Staff completed SATS to help them identify shortfalls. There is a lot of staff development in this area as the academy wants highly skilled literacy teachers.</p> <p>The Principal will provide an update on the project to governors termly.</p> <p>This is costing £12,000 over 2 years.</p> <p>A lot of pupils in the academy have English as an Additional Language (EAL) and struggle with some words. A number of pupils have very limited English. A speech and language therapist (SALT) is shared with other schools, to support pupils. The academy provides a lot of support for these pupils and teaches grammar. The project goes beyond this and pupils receive a visual story initially, then they learn the pattern of language, innovation and writing. The third stage is intervention. Different story structures are introduced throughout the year into groups.</p> <p>Some pupils do not receive help from home and the project ensures that all pupils have a diet of goof quality text throughout the academy.</p>		
	Actions or decisions	Owner	Timescale

12	Perspective log in and demonstration		
	<p>Q. Have governors received their log in details? Not yet.</p> <p>The Principal will check this. Governors should be able to access different documents, once this the system has been populated. Currently the School Evaluation Form (SEF) is on perspective.</p>		
	Actions or decisions	Owner	Timescale

13	AOB
	The Trust Governor

The clerk will present this document management system to governors. It reduces the need for papers. Governors would need wi-fi to access the system. This will take place at 4pm on 7 November before the Curriculum meeting scheduled for 4.30pm.

Fleeces

Some staff have asked for fleeces as they spend a lot of time outside in EYFS. Governors were asked if they were willing to subsidise a fleece or a coat. Examples were produced at the meeting for governors to review.

Governors agreed to pay for these for EYFS staff and to have some in general reserve. They would remain the property of the academy.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Fleeces and coats to be provided to staff approved 	Governing Body.	

Date and time of next meeting:	Tuesday 19 December 2017 @ 4.30pm
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