

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: 19 December 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
Samuel Dada (Board)**	DBE Representative	14/10/2019	P
Sarah Fletcher	Foundation (Vice Chair)	Ex officio	P
Sadaf Adeel	Parent	05/12/2021	P
Jawad Amin (Board***)	General	14/10/2019	P
Rachel Bruno	Staff	14/10/2019	P
Jim Yip	General	11/06/2018	P
Maureen Cain	Foundation	28/09/2020	Ap

**joined the meeting late – see item 4

***joined the meeting later – see item 9

Others present

Name	Role
Frances Bennett	Clerk (One Education)
Paul Galloway	Business & Finance Director (BFD)
Steve Collings*	Auditor from Moore & Smalley

*left the meeting early – see item 4

Agenda Items

1	Apologies		
Apologies were accepted from Maureen Cain.			
	Actions or decisions	Owner	Timescale

2	Declaration of Pecuniary Interests
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None.			
	Actions or decisions	Owner	Timescale

3	Minutes of last meeting 17.10.17 and matters arising		
<p>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.</p> <p>Page 4 £50 should read £300. Peasant should read pleasant. Jenny Wildgoose is the Designated Safeguarding Lead.</p> <p><u>Matters arising.</u> None</p>			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Minutes of last meeting approved 	Governing Body	

4	2016-17 year end accounts and financial statements		
<p>Steve Collings presented the year end accounts. These had been discussed, in detail, at the Finance Committee meeting 14.12.17. The following points were raised/highlighted in discussion.</p> <p>Total income for 2017 was £3,151,708 compared to £6,796,520 for 2016. 2016 included income donated from the LA for the new build.</p> <p>Expenditure for 2017 was £3,677,589 compared to £3,257,817 for 2016. This resulted in a net deficit of £525,881 for 2017 compared to a net surplus of £3,538,703 for 2016.</p> <p>There has been an increase in staff costs, increase in pension and national insurance contributions and a lot of supply was used to cover maternity leave.</p> <p>There are no concerns about the deficit. This was planned. There was a total overspend of £20,000.</p> <p>The £525,881 deficit includes depreciation etc. The Local Government Pension Scheme (LGPS) deficit is also included here. Actuaries evaluate the fund deficit based on investment return assumptions. The pension liability for 2016 was £688,000 and this has reduced to £454,000 for 2017. However, this is not necessarily a trend. For the money to crystallise, all members would have to retire on the same date.</p> <p>Cash in bank at the end of August 2016 was £672,499 and the assets were £6,782,883. This a very healthy financial position.</p> <p>Audit</p>			

Systems and processes have been tested. They are very strong. The Finance Team have worked incredibly hard, especially with a key member of staff being on maternity leave. There were only 2 areas for improvement and these were not high priority. Some invoices for 31.8.17 arrived after the date and were not accounted for, originally. This low priority. The Education and Skills Funding Agency (ESFA) will not have any concerns.

Accounts need to be signed off and submitted to the ESFA by 31 December 2017. The ESFA have sent a standard letter to all academies to clarify procedures for any returns not submitted on time.

A further return has to be submitted by 18 January 2018. This is in a different format and accounts have to be with Companies House by the end of May and published on the website by June 2018.

Steve Collings stated that this is a year to celebrate. There have been staff changes, however, this has worked well. The auditors were very pleased with the financial situation in the academy. The academy is to be congratulated.

No further issues were raised and the year end accounts and accompanying financial statements were approved.

**Steve Collings left the meeting.*

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> 2016-17 year end accounts and financial statements approved 	Governing Body	

***Samuel Dada joined the meeting.*

5 Finance Committee 14.12.17 update

The BFD presented an update on the Finance Committee meeting on 14 December and the following points were noted.

The work on the new classrooms has been completed and they are looking very good.

Q. Are there any decisions that need to be made?

No.

Originally £243,000 was put in the budget for the re-fit. The academy applied for a grant for windows and doors and this reduced the re-fit costs to £223,000. There were major decisions to be made once the BFD had met with the architects. There is excess water in the tank fed into that part of the academy and it is not sure if the system will be adequate. A quote of £11,000 has been received to put this onto the main system. A booster pump could be installed as a priority.

Q. When would the work be undertaken?

It would be completed over a weekend. It takes 2 days.

A concern was raised that if the toilet cisterns did not fill quickly enough, pupils would not wait to use the toilets.

A pump could be put in as a contingency and this could be monitored to ascertain how effective this is.

Another large expense is with regard to some steps. The academy wants to open another entrance on Marshland Street. Steps will be needed, for access, at a cost of £19,000. This would ease traffic congestion at the existing entrance.

The designs keep being rejected as unsuitable and this is going to be discussed with the architects this week. The work should be carried out over Easter.

Q. Were other quotes obtained?

The academy could not obtain separate quotes for the steps from other providers.

If all the projects were undertaken, the cost would be £253,000 which is £10,000 over the original budget. However, the traffic situation is very frustrating at the beginning and end of the school day and another entrance would alleviate this.

Q. Have these proposals already been approved?

Yes, in principle.

The Responsible Officer report has been reviewed which has shown improvements in the academy. The only issue raised was regarding school trips. The BFD has asked for all trips to be booked by the end of this term. Some staff do not want to plan trips too far in advance due to possible curriculum changes.

Peter Lauener has sent a letter to all academies. This confirms arrangement for academies and also notifies academies that Peter Lauener is retiring from the EFSA. The letter will be sent to governors for information.

General Data Protection Requirements (GDPR)

The new GDPR is intended to increase security and with replace existing legislation. This will become law before the UK leaves the European Union. The BFD is undertaking training with the SLT. A lot of the training is around how schools and academies store data and who can access this.

Scheme of Delegation

This was discussed by the committee and requires approval.

No issues were raised and the Scheme of Delegation was approved.

Financial Regulations Manual

This was discussed by the committee and requires approval.

No issues were raised and manual was approved.

Sports Premium Grant statement 2016-17

This was reviewed by the committee. No issue were raised and the statement was approved.

Teach First Newly Qualified Teachers (NQTs)

The committee approved the recruitment of 3 Teach First NQTs. This requires ratification. The Principal stated it is unusual to ask for approval for staff for next year, however, there will be a need for these staff and there have been some good outcomes from previous trainees.

No issues were raised and the recruitment of 3 Teach First NQTs was ratified.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">• Peter Lauener letter to be send to governors• Scheme of Delegation approved• Financial Regulations approved• Sports Premium Grant statement 2016-17 approved• 3 Teach First NQTS ratified	BFD Governing Body Governing Body Governing Body Governing Body	

6 Academy calendar 2018-19

The BFD presented the calendar for 2018-19 for review and approval. He notified governors that the calendar matches the LA until the final half term when the academy will have 2 weeks holiday. Eid falls on June 5/6 and the academy wants to ensure staff and pupils are able to enjoy Eid. To compensate for this, the academy will close later in July.

No issues were raised and the 2018-19 calendar was approved.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">• 2018-19 academy calendar approved	Governing Body	

7 General Data Protection Requirements

This was covered in item 6 above.

	Actions or decisions	Owner	Timescale

8 Curriculum Committee 7.11.17 update

The Principal provided governors with a summary on the meeting held on 7.11.17.

High Needs in Reception

The academy has an unusually high number of high needs in this cohort. The high needs pupils have been put into one class to keep staffing ratios in line. Some of these pupils are not toilet trained.

Once the move to the new classrooms is completed this will become more manageable. The level of need for some pupils is a concern and it is unsure whether Cheetham is the most appropriate setting for these pupils. The academy is working with different agencies and they are supportive of the measures taken by staff. The academy has been asked to set up a Resources Unit.

Zoe Gallagher made a presentation on attendance. The academy achieved 95.3% last year which was below the target. Zoe had been on maternity leave and this did impact attendance. The day to day running of attendance was managed well, although the extra work undertaken by Zoe, as the home liaison officer, was not undertaken as part of this role. In addition, there was an outbreak of chicken pox and the court ruling did not help.

The academy is tracking different groups such as Special Educational Needs (SEN) and disadvantaged pupils. The pastoral team has increased to cater for pupils with differing needs.

Some presentations were made on the strategies being used for social, emotional & health needs and behaviour. Behaviour is generally, good, however, there are some concerns regarding how pupils speak to each other. A small number of pupils are quite volatile and unable to control their anger. Staff are working on this with parents.

Expectations around behaviour are very high and the Behaviour Policy is very robust.

The clerk was asked to forward the minutes of the meeting to governors.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Curriculum Committee minutes 7.11.17 to be forwarded to governors 	Clerk	

9 Feedback on values strapline

This was an item was carried forward from the Strategy Committee meeting of 26.9.7. Rachel Bruno issued the vision and aims document This has been updated following comments made.

This document provides a summary of the academy's vision, aims and principles of the curriculum. It also shows the drivers of the academy based on known factors.

There are 4 main drivers that are used when teachers are planning. These are the underlying elements that need to be addressed. The drivers are wellbeing, possibilities, diversity and wonder.

****Jawad Amin joined the meeting.*

	Actions or decisions	Owner	Timescale

10	Principal's Performance Management (PM)		
<p>The Chair advised governors that the Principal's PM had been undertaken and all objectives had been met. David Jackson attended as the external adviser It was a very positive PM.</p> <p>The Principal stated that the process was very rigorous and 4 new challenging targets have been set regarding the academy's performance.</p> <p>It is recommended that 3 governors form the PM Committee this year.</p> <p>Mary Upton, Sarah Fletcher and Jim Yip agreed to form the PM Committee.</p>			
	Actions or decisions	Owner	Timescale

11	Governing Body housekeeping		
<p>The Chair presented a number of items for review</p> <p><u>11.1 Governor vacancies update</u> Parent governors are needed. Governors should be invited to attend Parent evenings to increase their visibility.</p> <p><u>11.2 Governor visits</u> There was nothing to report under this item.</p> <p><u>11.3 Governor training update</u> One Education new governor induction is scheduled 15 February 2018. The Chair asked for the skills audit to be sent to herself and Rachel Bruno. The clerk agreed to send this.</p> <p><u>11.4 Governing Body Action Plan</u> The Governing Body Action Plan is split into 6 areas – strategic leadership, accountability, people, structure, compliance and evaluation. The Chair has reviewed the competency framework. Governors can have training on this or on outstanding governance from One Education. 2 dates were suggested – 25 January 2018 and 1 February 2018. Rachel Bruno will circulate to confirm the best date</p> <p>Review of the effectiveness of the committees is to be carried out. The Chair will send out 4 questions to governors.</p>			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • Send skills audit to the Chair and Rachel Bruno • Circulate dates for training session 	<p>Clerk</p> <p>Rachel Bruno</p>	

	<ul style="list-style-type: none"> • Questions on committee effectiveness to be send to governors 	Chair	
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12 | Principal's Report

The Principal presented her comprehensive report which had been issued ahead of the meeting and the salient points were discussed.

Pupil premium (PP) has been discussed in a separate report. Data has been analysed and key areas identified – barriers to learning.

In November, David Jackson completed a PP review and was very positive of the work undertaken by Sajida Zaman. He looked at how money is spent, what the barriers to learning are. A lot of families are on low income but are not receiving PP due to changes in the criteria. This is one of the most deprived areas on the country, however PP entitlement is decreasing.

Some interventions that are carried out are highly effective. There is a gender gap and also a gap with pupils with English as an Additional Language (EAL).

A Primary Writing project is being undertaken and the academy is trying to improve writing through reading. In KS1 there is a big gap between the pupils and the National Average (NA). There is also a high level of transience in KS1.

The number of pupils achieving a Good Level of Development (GLD) remains on track for those pupils attending nursery and reception. For all pupils the GLD percentage is below the NA but continues to improve. PP outcomes in the EYFS are above the national average (88%).

Pupil progress meetings are held for every pupil not making sufficient progress and actions are recorded on their report.

The Education Endowment Foundation (EEF) toolkit is used for advice.

There is a concern regarding the more able pupils.

Q. Why did they not achieve a high attainment?

A number of them-did not make enough progress.

Q. What actions have been taken to address this?

Data is being scrutinised. Some pupils did not convert to working at depth. The Primary Writing project is very focused and concerned with learning writing structure. The Y6 lead identified pupils who could achieve at greater depth and parents have been invited to come into the academy to engage them in this.

Speech and language issues are big barriers to learning.

Governors need to understand that they are being kept informed about disadvantaged pupils.

Q. How does the Quality Assurance (QA) partner report the evaluation of the academy?

It is in line with our self evaluation.

The report provides a flavor of the curriculum and the variety on offer.

Q. Could some of this be shared with parents?

Yes. There are a number of pictures that could be shared. It would be good if this came from governors.

The academy is looking at how it can use social media as a form of communication to parents.

The appraisal targets are directly linked to academy improvement. (page 27). These are reading outcomes, behaviour management and develop leadership and the new curriculum.

The EYFS target is to increase the level of pupils achieving a GLD to above 60% to close the gap with the NA of 71%. There are a lot of high needs pupils in this cohort who will be tracked separately.

Progress made in respect of the key priorities are detailed in the report and this shows that a lot of work has been undertaken.

Governors raised a concern around Reception and asked what the issue was.

This is a Manchester wide issue. There is a lack of funding and Manchester is trying to make the funding more effective. They liked the hub.

A whole school forecast has made. This is broken down into year groups by progress and attainment. It shows the percentage of pupils working below, working towards, expected and at greater depth.

Q. Is this the end of year forecast?

No.

Q. What has happened to Raise on line reporting?

This has been replaced by Analysing School Performance (ASP). The data is not available yet.

Q. What is the gender gap?

In Y2 boys are performing better than girls due to interventions. In Y3, and Y4 there are still gaps. Y5 is similar and in Y6 boys are performing well.

Q. What is the situation with disadvantaged pupils?

In Y3 and Y4 there are gaps. Pupils need to be identified.

Q. What are the strengths in the academy?

Mathematics is a strength of the academy.

Behaviour

Q. Is the behaviour policy reviewed on a regular basis?
 Yes. This is under review with a working party to ensure it is rigorous and used.

Q. What measures are in place to control behaviour?
 There is a culture and expeditions moving around the school. Lunchtime Organisers (LOs) have been trained and have scripted responses to give to pupils.

Q. How is constantly poor behaviour addressed?
 This would be referred to the Pastoral team and a child centred approach taken involving a team. Checklists and assessments would be used.

Attendance

Whole school attendance is 96.1%. PP pupil attendance is 95.84%.
 97% of pupils have less than 90% attendance.
 There is only a 0.1% difference between girls and boy attendance.

Jawad stated he had visited the academy and spent time with Sajida Zaman. This was a very good meeting and they discussed PP. There was an overspend due to the meeting the needs of pupils who are not eligible for PP but are vulnerable and disadvantaged. Sajida made the data very clear.

Sports funding grant has doubled this year.

Governors asked for a glossary of abbreviations. The clerk agreed to send this to governors.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Glossary of abbreviations to be sent to governors 	Clerk	

13	Policies	This has been covered in item 6 above.	
	Actions or decisions	Owner	Timescale

14	AOB	<p>The next meeting is scheduled for 20 March 2018, however, Sarah Fletcher has an issue with Tuesday meetings. The clerk will suggest an alternative date to the Principal and Chair.</p> <p>The Trust Governor has been piloted at this meeting and this will be further developed going forward.</p>	
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Alternative date for the next meeting to be communicated to the Chair and Principal 	Clerk	

Date and time of next meeting:

TBC