

HATCHELL WOOD PRIMARY SCHOOL LOCAL GOVERNING BODY

Minutes of the Hatchell Wood Primary School Local Governing Body's Meeting held at the academy on Thursday 23 November 2017 at 5.00 pm.

PRESENT: C Street (Chair), J Harris (Headteacher), K Braes, J Bullock, N Foster, K Hill, M Huby, D Mansfield, L Redfern, K Richards, L Simpson, J Slee-Karim, and M Stilborn

IN ATTENDANCE: P Steadman (Chair of the Rose Learning Trust and Chair of Woodfield Primary Local Governing Body) – invited to attend the meeting as an observer.

CLERK: L Earley

1 TO AGREE A FINISHING TIME FOR THE MEETING

RESOLVED (1)

That the finishing time for the meeting be agreed as 7.00 pm.

2 ELECTION OF THE CHAIR

Nominations were sought at the meeting for the position of Chair.

RESOLVED (2)

That C Street be elected Chair of the Local Governing Body to hold office until the next Annual Meeting.

3 ELECTION OF THE VICE-CHAIR

Nominations were sought at the meeting for the position of Vice-Chair.

RESOLVED (3)

That M Huby be elected Vice-Chair of the Local Governing Body to hold office until the next Annual Meeting.

4 APOLOGIES

The Local Governing Body considered a report concerning the submission and acceptance of apologies for absence from any of the Local Governing Body's meetings and the disqualification from membership of the Local Governing Body due to non-attendance.

RESOLVED (4)

- a) That the report be received and noted.
- b) That it be noted that no apologies had been received from any Governors and that the meeting was expected to have full Governor attendance.

J Slee-Karim arrived at 5.23 pm

5 REGISTRATION AND DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS

The Local Governing Body was informed that all Governors were required to complete a declaration of business and personal interests form and to declare any financial interest they have in any item on the Annual and Ordinary meeting agendas.

The information and the assessment of the responses should be included on the register within the academy.

The Local Governing Body was recommended to ensure that there was a standard agenda item at all meetings for declaring any interest and this was recorded in the minutes accordingly.

It was also recommended that the Headteacher and other senior staff complete declarations.

RESOLVED (5)

- a) That all Governors be required to complete a declaration form.
- b) That it be noted that there were no declarations of any business or personal interest raised in connection with any items on the Annual or Ordinary meeting agendas.
- c) That the Headteacher be requested to ask all staff to complete the register.
- d) That the declarations be assessed and documented on the declaration of interest register.
- e) That Declaration of Personal or Business Interest be a standard agenda item at all meetings and that this be recorded in the Minutes.

6 LOCAL GOVERNING BODY CODE OF CONDUCT

Governors were reminded of the requirement to annually read, understand and support the Local Governing Body Code of Conduct and agree to adhere to it.

The Chair informed Governors that the Code of Conduct had moved from the Headteacher's office to the staff room and was kept in the folder with the training log and Governor visits forms.

RESOLVED (6)

- a) That the requirement to read and adhere to the Local Governing Body Code of Conduct annually be noted.
- b) That it be noted that Governors present at the meeting had signed to confirm their willingness to adhere to the Code of Conduct.

- c) That the Headteacher be asked to ensure that any Governors not in attendance at the meeting sign to agree to adhere to the Code of Conduct.

7 MINUTES

In relation to the Resources Committee meeting, Governors discussed the update regarding the school bungalow that the Caretaker might move out in January 2018 as he had purchased another property. The cost of refurbishing the property for another site manager had been high therefore the funding was likely to be used to convert the building for other purposes. It was planned to advertise the replacement Caretaker post without the bungalow to gauge the possibility of recruiting without it.

Q Will there be any impact of not having a Caretaker living on site?

A There are other schools that do not have a Caretaker residing on site, with call-out contracts in place if needed.

Q Could the bungalow be used for the purposes of a Rose Learning Trust Office?

A P Steadman reported that the academy chain had considered the possibility of locating the Trust head office or training centre in the bungalow but it was currently working through issues and financial implications, in conjunction with the academy.

Q Would the academy still need to pay council tax when the caretaker leaves?

A There may be a discretion made due to the building's change of use, however, the Headteacher and Business Manager will follow this up.

RESOLVED (7)

- a) That the Minutes of the meeting held on 22 June 2017 be agreed and signed as correct records subject to the following amends:

P.1 – D Mansfield's *Mother-in-law* was a teacher at the school.

P.2 – Change L *Redfum* to L *Redfern*

- b) That the Minutes of the Resources Committee meeting held on 15 June 2017 be agreed and signed as a correct record.
- c) That the Headteacher and Business Manager would enquire if the academy would need to pay council tax for the bungalow once the Caretaker had moved out.
- d) That the Minutes of the CAST Committee meeting held on 7 September 2017 be agreed and signed as a correct record.

- e) That the Headteacher and K Braes would follow up on organising the maths activity morning, listed as an action within the CAST Committee meeting.
- f) That the Minutes of the Resources Committee meeting held on the 26 October 2017 be agreed and signed as a correct record.
- g) That the Headteacher and Business Manager enquire if there was a current insurance policy in place for the academy flooring, as one had been arranged and claimed against a number of years previously.

8 **MATTERS ARISING FROM THE MINUTES/ACTION SHEET**

Governors reviewed the Action sheet from the Governing Body meeting held on 22 June 2017 and the following updates were provided:

P.4 – the Pre-school was doing well and was full for January. The Headteacher would review the cost of rent in January 2018.

P.5 – The review of the lock-down policy would include a non-urgent trial of the pupils practising fitting into the safe rooms planned for phase 1 (those rooms facing into the building). Phase 2 would involve fitting into the Sports Hall which had no windows.

Q What would happen if the pupils were on the school field?

A A claxon is kept nearby, which would be used to get the children's attention.

Q How is the practice trial going to be pitched to the children?

A After assembly the children will be told that a practice will take place to check if they all fit into the places of safety. The academy will also be sending a text to parents after the event, explaining what had occurred.

Q Did L Simpson attend the support and challenge meeting?

A No, this may have been missed due to her father's illness – the visit took place and is recorded in the visitor book, with K Hill attending.

RESOLVED (8)

- a) That the report be received and noted.
- b) That the Headteacher would review the cost of rent for the Pre-school in January 2018.

9 **HEADTEACHER'S REPORT**

The Headteacher addressed his written report which had been circulated separately prior to the meeting and covered the following items:

The number of children on roll was 408 when the Headteacher had checked today, which was 1 up from when the report was written. Another child was

due to be discussed at appeal panel next week and one further child was likely to start, meaning the number on roll was likely to increase to 410.

Q Now that the school is an academy, will it be charged for the costs of school appeal panels?

A The school has not been charged before it was academy due to the support packages it has bought into. P Steadman reported knowing of a school in Rotherham that was required to pay costs of around £300 for each appeal. The Headteacher would make further enquiries to check if the academy was likely to be charged appeal costs going forward.

Governors discussed a pupil that would be attending St Wilfrid's, with it noted that the school had completed a great deal of work leading up to the inclusion panel and that the level of evidence presented to the panel had resulted in the child being accepted into the specialist support. The Headteacher emphasised the academy's philosophy to work with children as much as possible before alternative support was requested. He highlighted that the child would be treated as a dual registration, meaning that their results would still impact on the academy.

Governors discussed a parent complaint regarding the use of a child's inhaler during a school trip. The Headteacher and K Braes confirmed that steps had been taken throughout the trip to ensure that the child used their inhaler appropriately and that their participation in activity was supervised. The complaint had resulted in a lengthy meeting with the parent to explain the measures that the academy had put into place. It was anticipated that the parent might decide to escalate the complaint.

Q Has the academy's response to the complaint been documented?

A Yes, on the CPOMS system.

It was noted that another LAC child had joined reception from a distant Local Authority. An additional Doncaster authority LAC child was no longer attending the academy due to being home educated. The Headteacher was meeting with Theresa Elvin from the Local Authority to discuss taking the pupil off the academy roll if they were not likely to return.

Sarah Marsden would be coming back to work in the academy on a part time basis, sharing the Year 4 class with Louise Laycock. G Parnell had handed in her notice, and would be leaving the academy on 19 January 2018. Options for manning the office were being considered, with the possibility of an existing member of staff completing an additional day each week. The possibility of employing an apprentice was also being reviewed, including looking for opportunities across the Trust.

Q Will the Local Governing Body write to G Parnell to thank her for her long service?

A The Chair would follow this up.

The StEP had undertaken its final StEP report as a maintained school and the academy would be subject to an Inquiry Report in Spring as per its new processes following academisation.

The ASP and IDSR academy performance documents were reviewed, with progress scores positive and some additional focus required around middle attainers. Overall the progress of disadvantaged children was better than the national levels of progress for non-disadvantaged children. Although there was still a gap, the academy was closing it at a better pace than national. Reading mark schemes had been raised by 6 marks on a national basis which had affected middle attainers in particular (7 pupils who almost reached their target were impacted) – this was a national issue. A key focus of the School Improvement Plan had been closing the gap, which had shown as having an impact when progress data was reviewed.

It was discussed that the Sports Week might be scaled up for the next Summer based on the success of the previous year, with use of Sports Premium funding.

Q In regards to funded sports activities, what impact are they having and are there any good news stories or case studies that evidence impact?

A The academy has started tweeting about the sports activities and has a display on during Sports Week. There is a particular child that showed signs of benefitting from sports activities on the Robinwood trip in particular – the Headteacher and K Braes would follow this up as a potential case study.

Governors discussed the suggested addition of a vision statement to the school's vision, aims, values, skills and expectations document. It was agreed that "an inclusive community where all children enjoy their learning and achieve their potential" was an effective vision statement. K Braes agreed to share the statement with staff at the next staff meeting.

It was agreed that the 3 new areas of focus included in the School Improvement Plan as a 1 page cover added an effective contribution.

RESOLVED (9)

- a) That the Headteacher's report be received with thanks.
- b) That the Headteacher would enquire if the academy would be charged for appeal costs following conversion.
- c) That the Headteacher would discuss with Theresa Elvin from the Local Authority if the LAC child being home educated would come off the academy pupil roll.
- d) That the Chair would follow up on writing to G Parnell from the school office offering thanks for her long service.
- e) That the Headteacher and K Braes would progress with developing a case study to evidence success and progress of the Sports Premium.

- f) That K Braes would share the school vision statement with wider staff at the next staff meeting.

10 **LAND AND BUILDINGS COLLECTION TOOL**

RESOLVED (10)

That this item be deferred until the Spring Local Governing Body meeting.

11 **ANNUAL SAFEGUARDING REPORT**

RESOLVED (11)

That this item be deferred until the Spring Local Governing Body meeting.

12 **CHILDREN AND YOUNG PEOPLE IN CARE – ANNUAL REPORT**

Guidance on the statutory duty of Governors to promote the outcomes of looked after children.

The Local Governing Body considered the Annual Report from the Designated Teacher for Children and Young People in Care. The report demonstrated that the academy had a clear overview of the educational needs and progress of the children in care - their attainment and progress; attendance (including exclusions), as well as a detailed analysis of the data to identify groups within the cohort e.g. Special Educational Needs (SEN). The data detailed the above for children in care as a discreet group and in comparison to all children in the academy to identify the 'gaps' which needed to be addressed. Governors were also asked to ensure that arrangements were in place to keep the Local Governing Body informed about provision for, and attainment of, children in care on the academy's roll on a more regular basis.

The Annual Report included reference to the impact of the use of the Pupil Premium Plus for children in care on roll in the academy as required by the Ofsted framework. A copy of the report would need to be provided to the Local Authority Virtual School.

It was discussed that a report would be completed and submitted by the end of the term. It was observed that some differences had been noticed between PEPs undertaken across different authorities; Doncaster was still paper based, whereas other authorities were using electronic systems which were more effective.

Q Has feedback regarding the efficiency of other electronic systems been passed back to Doncaster Local Authority?

A Yes, the matter has been discussed with the previous Virtual Head, and reassurance given that this feedback would be taken on board.

RESOLVED (12)

- a) That the Local Governing Body receive and note the above guidance.

- b) That the report from the Designated Teacher for Children and Young People in Care be received and noted.
- a) That it be noted that a copy of the Annual Report would be forwarded to the Local Authority Virtual School.

13 DETERMINATION OF 2018/2019 TERM DATES

It was agreed that the academy would follow Doncaster's preferred holiday pattern as other academies within the Trust also do. The academy would also adopt the same training days as other academies in the Trust, except closing in May for the elections. It was noted that Easter would fall late in 2019.

RESOLVED (13)

That the report be received and noted.

14 CONSULTATION ON PROPOSED CHANGES TO ADMISSION ARRANGEMENTS

This was recorded within the confidential section of the minutes.

15 DATA PROTECTION LEGISLATION

A GDPR (General Data Protection Regulation) awareness session had been attended by the School Business Manager and J Bullock. This had included information on the European Regulations and potential fines for non-compliance.

Q Will the Trust be outsourcing advice from a compliance company?

A P Steadman disclosed that this is under discussion within the Trust in terms of whether it will be an employee's role or whether advice will be outsourced. The network of Business Managers were involved in seeking a solution. The new regulations would come into effect in May 2018.

RESOLVED (14)

That the report be received and noted.

16 EFFECTIVE GOVERNANCE

The Local Governing Body had decided to adopt the Trust meeting agenda template. P Steadman shared that other academies in the Trust had a Clerk to the Trust who advised on legal aspects, supports the board and can put together a model agenda on what academies may need to address whilst providing flexibility around the academy's identity.

The Woodfield Governance Handbook had been circulated in advance of the meeting and was discussed by Governors. It was agreed that a Task and Finish Group was required to review the content and discuss next steps for the committees, specific responsibilities and meetings of the Local Governing Body.

P Steadman explained that other academies did not have a number of committees in place but instead had working groups which fed into Local Governing Body meetings which occurred every half term. A statutory Resources Committee would still be in place, meeting 2-3 times a year and an Appeals Committee in place when required.

RESOLVED (15)

- a) That a Task and Finish Group would meet to discuss the Woodfield Governance Handbook and review the academy's committees, specific responsibilities and meetings, for further discussion at a future Local Governing Body meeting.
- b) That the current committee structure and Terms of Reference remain in place until further decisions were approved at a future Local Governing Body meeting.

17 ANY OTHER URGENT BUSINESS

None were discussed.

18 TO CONFIRM ANY CONFIDENTIAL ITEMS

Governors identified the items which were confidential and these were minuted accordingly.

19 DATE AND TIME OF NEXT MEETING

RESOLVED (16)

That it be noted that the Local Governing Body's next meeting was scheduled to be held at the academy on 8 February 2018 commencing at 5.00 pm, however, this may be moved back once the Task and Finish Group had met in January 2018 (date to be arranged).

Chair _____

Date _____

PART II

The following item was considered as a confidential item

20 CONSULTATION ON PROPOSED CHANGES TO ADMISSION ARRANGEMENTS (CONTINUED)

Q What is the latest with the new build proposals in the areas surrounding the academy?

A The nearby Manor Farm development is expected to build 1000 new houses and new building work is taking place in Rossington which is an area lacking any junior school which are Good or better. The nearby Hayfield catchment is very full. Conversations with Neil McAllister, School Organisation Manager at the Local Authority, have covered the fact that Hatchell Wood Primary Academy is the school with the biggest pull from across areas in terms of the pupils it attracts. It is therefore likely that the academy will be considered in terms of the possibilities of expansion.

Q Is the admission number to remain 60 for 2018/19?

A Yes at this moment, although this will be reviewed at a planning committee and could rise to 90 if expansion plans proceed, with a phased approach.

Q Would an increase in admissions make a difference to the number of Governors?

A Not necessarily as the number of Governors is a choice of the academy. P Steadman commented that the Trust viewed it as key to maintain parental representation at Local Governing Body level.

AOB

In regards to other schools joining the Rose Learning Trust, P Steadman shared that some other schools had approached the Trust and Headteachers and Governing Bodies would have an input on decisions made. He commented that the Trust had an exciting future, with the key school leaders attracting other schools to join.

Q Has the Trust decided on the maximum number of schools it would take on?

A The proposed growth plan has referred to taking on up to 10 schools but the Trust is cautious not to expand too quickly as some other Trusts have, valuing putting capacity in place before expansion. The Trust is looking at schools which share its vision and values.

P Steadman also shared that the Trust was in discussion with the Chief Executive of the Doncaster Chamber of Commerce to bring in further independence on its Governing Board.

Q Is the Trust subject to inspections and Ofsted?

A Trusts will be reviewed and a framework is expected in May 2018 for how reviews by the Regional Schools Commissioner will take place.

The meeting ended at 7.00 pm

ACTION SHEET – LOCAL GOVERNING BODY MEETING - AUTUMN TERM 2017

School:	Hatchell Wood Primary Academy
Meeting Date:	Thursday 23 November 2017
Clerk:	Lynsey Earley

Agenda Item Number	Action Required	By whom	By when	Actioned
7	Headteacher to enquire if the school will need to pay council tax once the caretaker moves out of his home, and report back to the Resources Committee.	Headteacher	As soon as possible	
7	Headteacher to inform the council's planning team that the school is considering a change of use for the caretaker's property once he moves out.	Headteacher	As soon as possible	
7	CAST Committee to progress with arranging a Maths activity morning, as per the committee minutes.	CAST Committee	As soon as possible	
7	School Business Manager to enquire if the school has a current insurance policy in place for the school's flooring.	School Business Manager	As soon as possible	
8	Headteacher to ensure that the rent for the school nursery is reviewed in January, given that the take-up has improved significantly since the rent was temporarily reduced.	Headteacher	January 2018	
9	Headteacher to enquire if the school will be charged by the local authority for admission appeals, given its recent change of status to an academy.	Headteacher	As soon as possible	
9	Chair to arrange for a letter of thanks to be provided to Jill from the office for her long service, given her recent resignation.	Chair	Prior to resignation	
9	Headteacher and K Braes to consider success stories for the use and impact of Sports Premium funding.	Headteacher and K Braes	As soon as possible	
9	Share the agreed vision statement with wider school staff.	K Braes	Next staff meeting.	

16	Working group to meet to consider the school's governance structures (i.e. possible changes to committees, working groups and specific responsibilities) in response to the governance template provided by the Rose Learning Trust for Woodfield Primary School.	Working group to be established	As soon as possible	
19	Date of the Spring Governor Body Meeting to be rearranged to a later date, in line with finance deadlines and after the working group for the school's governance structures has met.	School Business Manager	As soon as possible	
19	Clerk to request that the Governors Support Service provides the School Business Manager with an updated Governor Constitution list.	Clerk	As soon as possible	