

Hatchell Wood Primary Academy

Plumpton Park Road
Bessacarr
Doncaster
South Yorkshire
DN4 6SL

Tel: 01302 538108

Email: admin@hatchellwood.doncaster.sch.uk

Website: www.hatchellwood.doncaster.sch.uk



INSPECTION COPY

Contact: Governors' Support
Tel: 01302 737111
Fax: 01302 737342
E-Mail: governors@doncaster.gov.uk
Web: www.doncaster.gov.uk/schoolgovernors
Our Ref: GS/LE/CW
Your Ref:
Date: 9 November 2017

Dear Governor

HATCHELL WOOD PRIMARY ACADEMY GOVERNING BODY

Would you please note that the Hatchell Wood Primary Academy Local Governing Body's Inaugural Meeting will be held at the Academy on Thursday 23 November 2017, commencing at 5.00 pm

The Code of Conduct has been reviewed and an amended copy can be found at www.doncaster.gov.uk/schoolgovernorspolicies or can be made available on request. You will be asked to confirm at the meeting that you have read, understand and support the Code of Conduct and agree to adhere to it. A form will be made available by the Clerk at the meeting which you will be asked to sign.

I do hope it will be convenient for you to attend. Please contact the academy on 01302 538108 if you will be unable to do so.

Yours faithfully

CAROL WILLIAMS
Governors' Support Officer
On behalf of the Hatchell Wood
Primary Academy Governing
Body

To: Mrs C Street (Chair)
Miss K Braes
Mr J Bullock
Mr N Foster
Mr J Harris
Mr K Hill
Mr M Huby

Mr D Mansfield
Mrs L Redfern
Ms K Richards
Mrs L Simpson
Mrs J Slee-Karim
Mrs M Stilborn

Lynsey Earley - Clerk

Quorum for the meeting shall be any three Governors, or where greater, any one third (rounded up to a whole number) of the total number of Governors holding office at the date of the meeting. Please note observers do not count towards the quorum.

AGENDA ITEMS

- 1 **TO AGREE A FINISHING TIME FOR THE MEETING**
- 2 **APPOINTMENT OF THE CHAIR**
- 3 **APPOINTMENT OF THE VICE-CHAIR**
- 4 **APOLOGIES**
- 5 **REGISTRATION AND DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS**
- 6 **GOVERNING BODY CODE OF CONDUCT**
- 7 **MINUTES OF THE HATCHELL WOOD PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON 22 JUNE 2017**
- 8 **MATTERS ARISING FROM THE MINUTES/ACTION SHEET**
- 9 **HEADTEACHER'S REPORT**
- 10 **LAND AND BUILDINGS COLLECTION TOOL**
- 11 **ANNUAL SAFEGUARDING REPORT**
- 12 **CHILDREN AND YOUNG PEOPLE IN CARE - ANNUAL REPORT**
- 13 **DETERMINATION OF 2018 /2019 TERM DATES**
- 14 **CONSULTATION ON PROPOSED CHANGES TO ADMISSION ARRANGEMENTS**
- 15 **DATA PROTECTION LEGISLATION**
- 16 **EFFECTIVE GOVERNANCE**
- 17 **ANY OTHER URGENT BUSINESS**
- 18 **TO CONFIRM ANY CONFIDENTIAL ITEMS**
- 19 **DATE AND TIME OF NEXT MEETING**

HATCHELL WOOD PRIMARY ACADEMY LOCAL GOVERNING BODY**ANNUAL MEETING****THURSDAY 23 NOVEMBER 2017****AGENDA****PART 1*****IN THIS SECTION OF THE AGENDA ALL THE REPORTS ARE AVAILABLE TO THE PUBLIC*****1 TO AGREE A FINISHING TIME FOR THE MEETING**

Governors are asked to give consideration to agreeing a finishing time for the meeting in line with the Governing Body Code of Conduct which makes reference to a maximum time limit of two hours.

The Articles require that the Clerk will act as Chair during that part of the meeting at which the Chair is elected.

2 APPOINTMENT OF THE CHAIR**Introduction**

The Local Governing Body do not currently have a procedure in place for the election of Chair and Vice-Chair and it is recommended that this be considered.

The Local Governing Body is asked to determine;

- The procedure for the election of the Chair and Vice-Chair – self nomination at the meeting or nominations in advance of the meeting
- Whether candidates should be asked to provide a written statement (either at or prior to the meeting) or a verbal statement prior to a vote being taken.
- Whether to adopt the attached procedure for the election of the Chair and Vice-Chair

For this meeting Governors wishing to be considered for the position of Chair are asked to self-nominate at the meeting.

In appointing the Chair the Governing Body must be aware that a Governor who is employed in any capacity at the Academy cannot be elected Chair or Vice-Chair of the Governing Body. In addition should the Chair or Vice-Chair be absent a Governor employed at the Academy cannot be appointed Chair for the meeting.

The Articles require any election which is contested to be held by secret ballot and any Governor standing to withdraw from the meeting.

Recommendation

The Local Governing Body is asked to:

- a) appoint the Chair to hold office until the Annual meeting of the 2017/2018 academic year;
- b) determine the arrangements for the election of the Chair and Vice-Chair;
- c) consider whether candidates should be asked to provide a written or verbal statement; and
- d) adopt the enclosed Procedure for the Election of the Chair and Vice-Chair.

For this meeting the election of Chair and Vice-Chair is to be undertaken by allowing Governors wishing to be considered for the positions to self-nominate at the meeting.

In appointing the Chair the Governing Body must be aware that a Governor who is employed in any capacity at the Academy cannot be elected Chair or Vice-Chair of the Governing Body. In addition should the Chair or Vice-Chair be absent a Governor employed at the Academy cannot be appointed Chair for the meeting.

The Articles require any election which is contested to be held by secret ballot and any Governor standing to withdraw from the meeting.

Recommendation

The Local Governing Body is asked to appoint the Chair for ratification by the Multi-Academy Trust Board, to hold office until the next Annual meeting.

3 APPOINTMENT OF THE VICE-CHAIR

Introduction

The Local Governing Body is invited to appoint the Vice-Chair-designate to hold office until the next Annual meeting.

For this meeting Governors wishing to be considered for the position of Vice-Chair are asked to self-nominate at the meeting.

The election for the post should be carried out in accordance with the Regulations for the election of Chair.

The Articles require any election which is contested to be held by secret ballot and any Governor standing to withdraw from the meeting.

Recommendation

The Local Governing Body is asked to appoint the Vice-Chair to hold office until the next Annual meeting.

4 APOLOGIES

Introduction

Governors should be aware that the Articles state that 'A Governor shall cease to hold office if he is absent without the permission of the Governors from all their meetings held within a period of six months and Governors resolve that his office be vacated.'

The Governing Body should receive at each of its full meetings apologies submitted on behalf of a Governor who is unable to attend the meeting and formally confirm whether or not it consents to a Governor's absence and for that decision to be recorded in the Minutes. Where consent is given the Governor's absence will not count towards his/her disqualification from membership of the Governing Body.

Recommendation

The Local Governing Body is asked to confirm whether or not it consents to any Governor's absence from the meeting for which apologies have been submitted.

5 REGISTRATION AND DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS

Introduction

Governors and Academy staff have a responsibility to avoid any conflict between their business and personal interests and affairs and the interests of the Academy.

It is vital that Governors and staff act, and are seen to act, impartially. All members of the Local Governing Body are therefore required to complete a declaration of their business interests. It is also strongly recommended, as a matter of good practice, that the Headteacher/Principal and other senior staff complete declarations. Individual declarations should be maintained together in a register of interests. Declarations should include all business and pecuniary (monetary) interests such as directorships, shareholdings and other appointments of influence with a business or other organisation. They should also include interests of related persons such as parent, spouse, child, cohabitee and business partner where influence could be exerted by that person over a Governor or a member of staff.

Where a Governor or member of staff or related person has any interest, either pecuniary or non-pecuniary, in a matter to be discussed at a Governors' meeting the Governor or member of staff must declare their interest and withdraw from that part of the meeting.

Where a Governor or related person has a pecuniary interest in a business, and that interest exceeds limits that may be specified in the Academy's Memorandum or Articles of Association, the Academy must not enter into any contract or arrangement (such as the purchase of goods and service) with that business. For example, an Academy would not generally be permitted to trade with a company in whom a Governor holds more than 1/100th of the share capital.

It is the responsibility of Governors and staff to ensure their declarations of business interests are kept up to date at all times, and to amend or update them as necessary.

It will be necessary for every Governor and member of staff to make an entry even if that entry is simply to register that he/she has no business or personal interests that will conflict with the interests of the school or the Local Governing Body. The register should be completed by all Governors and staff, retained at the Academy, kept up to date and complete, and open to free inspection by Governors, staff, parents and the Local Authority.

Recommendation

Governors are asked to:

- a) complete the register which has been established at the academy;
- b) assess the impact that the interest declared by the individual would have on the decisions made and how this will be managed in the academy. (This action needs to be documented on the declaration of interest register and should be monitored by a nominated individual);
- c) ensure that there is a standard agenda item at all meetings for declaring any interest and this is recorded in the minutes accordingly;
- d) declare any business or personal interest they or their immediate families may have in any item on the Annual and Ordinary meetings' agendas; and
- e) request the Headteacher to ask all staff and Governors not in attendance at the meeting to complete the register.

6 GOVERNING BODY CODE OF CONDUCT

All Governors are required to read, confirm they understand and support the Code and agree to adhere to it. Governors not in attendance at the meeting will be asked to sign to adhere to the code as soon as possible.

A copy of the updated Code of Conduct can be found at www.doncaster.gov.uk/schoolgovernorspolicies or can be made available on request.

Recommendation

Governors are asked to:

- a) agree to adhere to the current Code of Conduct;
- b) sign the form (which will be available at the meeting) to confirm they have read, understand and support the Code; and
- c) request the academy to ensure that any Governors not in attendance at the meeting sign to agree to adhere to the Code of Conduct.

7 MINUTES OF THE HATCHELL WOOD PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON 22 JUNE 2017

(Enclosed)

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

Governors are asked to review the Action Sheet appended to the minutes of the Governing Body meeting and consider any matters arising.

9 **HEADTEACHER'S REPORT**

A copy of the Headteacher's report will be circulated separately for consideration and will include:

- Review of the Academy's vision, or agree if content with existing vision
- School Improvement Plan (agree SIP priorities)
- Pupil Premium (annual review of strategy and impact)
- PE and Sports Premium (annual review of effectiveness of approaches used and impact)
- Staffing Matters
- Budget profile for year
- Academies Financial Handbook (to receive 2017 update and be aware of slight changes)
- Trust Pay Policy

10 **LAND AND BUILDINGS COLLECTION TOOL**

An update on advice received from the Trust Chief Finance Officer.

11 **ANNUAL SAFEGUARDING REPORT**

The Headteacher will address this item.

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

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

There is a statutory requirement for the Local Governing Body to receive an Annual Report from the Designated Teacher for Looked After Children and best practice is for that to be in the Autumn term. The report should enable the Local Governing Body to make overall judgements about the effectiveness of the designated teacher role in the context of wider academy planning.

The Annual Report should demonstrate that the academy has a clear overview of the educational needs and progress of the children in care: their attainment and progress; attendance (including exclusions or 'inclusion' when used as an alternative to exclusion); and a detailed analysis of the data to identify groups within the cohort where it is large enough (e.g. those with Special Educational Needs or a Disability; boys and girls, etc.). The Report should also provide a comparison for children in care to all children in the academy to identify any 'gaps' or significant differences of outcomes which may need to be addressed.

The Ofsted school inspection framework requires an account of how the use of the Pupil Premium has benefited pupils. Therefore the Designated Teacher's Annual Report should include reference to the impact the Looked After Pupil Premium (Pupil Premium Plus) has had on the attainment and progress of children in care on roll in the academy.

The Local Governing Body is asked to ensure that a copy of the Annual Report is sent to the Doncaster Virtual School Head (VSH) by the end of the Autumn Term so that, if Ofsted contact the Virtual School during an inspection of the school, the VSH is effectively briefed on the school's policy and practice.

In addition to considering and acting on an Annual Report, Local Governing Bodies should make sure that there are arrangements in place to keep themselves informed about provision for, and attainment of, children in care on the academy's roll on a more regular basis. There is a duty on Governors to ensure the Designated Teacher is provided with appropriate training to fulfil their role and the Doncaster Virtual School advises the Governing Body to seek similar training for the Designated Governor.

The Local Governing Body should work in partnership with the Headteacher to monitor the effectiveness of the Designated Teacher role in the context of wider academy planning. The designated Governor should ensure that the academy gives very high priority to raising education standards for this vulnerable group and that this philosophy is embedded in day to day practice.

Further advice to academies and Governors, with respect to children in care, can be found on the Doncaster Virtual School website.

Recommendation

The Local Governing Body is asked to:

- a) receive and note the above guidance;
- b) ensure the Local Governing Body forwards a copy of the Annual Report to the Doncaster Virtual School by the end of the Autumn term;
- c) ensure arrangements are in place for more regular updates from the Designated Teacher to the Designated Governor; and
- d) ensure that the academy adopts best practice in planning for looked after children and produces high quality Personal Education Plans (PEP).

13 DETERMINATION OF 2018 /2019 TERM DATES

The Headteacher will address this item.

14 CONSULTATION ON PROPOSED CHANGES TO ADMISSION ARRANGEMENTS

The Headteacher will address this item.

15 DATA PROTECTION LEGISLATION

The Headteacher will address this item.

16 EFFECTIVE GOVERNANCE

- Review of Governing Body Membership
- Review of delegation of functions; committee structures and membership (previous committee structure and terms of reference enclosed)
- Review of Governors' lead roles
- Governor information on Edubase
- School Website
- Governor training and development – Discuss impact of training undertaken
- Reports from Governor visits into school.

17 ANY OTHER URGENT BUSINESS

18 TO CONFIRM ANY CONFIDENTIAL ITEMS

To consider the confidentiality of any items discussed during the meeting.

19 DATE AND TIME OF NEXT MEETING

Governors are asked to note that the next Local Governing Body meeting will be held at the Academy on

Information can be made available in other languages, or other formats such as Braille or Audio Tape, on request. Please contact the Governor Support Service staff on Doncaster 737111 for more information, or if you need any other help or advice. They can arrange for someone to speak to you in your own language if you need them to.

s:\cyps_governors\agn17cademy\agn17c academies.doc