



GOVERNING BODY MEETING
HELD AT 3.00 PM ON TUESDAY 19TH JUNE AT THE SUTTON ACADEMY

Draft Part 1 Minutes

MEMBERSHIP:

- Dr J Burford **(Chair)**
- Mr M Carr
- Ms J Davies*
- Mr N Gribben
- Mr N Jackson
- Mr R Molloy
- Mrs A Morey
- Mrs D Aspinall-Wood
- Mr G Pennington
- Mrs A Sherman **(Principal)**
- Mr P Winter*
- Vacancy (Sponsor Governor)**

In attendance

- Lorna Lloyd-Williams Clerk to the Governing Board
- Paul Willerton Vice Principal
- Jayne Tallent Chief Financial Officer (CFO)

Italics denotes absence

	The meeting opened at 15.05 and was quorate with at least 5 members present.
1	Declarations of interest/potential conflicts of loyalty There were no declarations of interest.
2	Apologies for Absence Apologies were received and accepted from Peter Winter and Jo Davies.
3	Notification of urgent business The Board were advised that there was urgent business in relation to the catering contract.
4	Minutes of previous meeting held on 26th March 2018 and 7th June The minutes of the meeting held on the 7th June were approved as a correct record. It was noted that because of confidentiality the minutes of the meeting on the 26 th March had been moved to a part 2 item. The minutes of the 7 th June were approved as a correct record.

5	<p>Matters Arising</p> <p><u>Primary School liaison strategy</u></p> <p>Governors were advised that the school is continuing to work closely with primary schools and middle leaders are taking part in different networks. The Academy will produce a further community strategy to be launched in September.</p> <p>Governors questioned whether there were any primaries that the Academy has no close network with. The Principal advised that this was not the case but there are two primary schools where the majority of their pupils do not come to the Academy but efforts are being made to change this.</p> <p><u>Roofing contract</u></p> <p>The CFO gave feedback on the queries raised at the meeting on the 7th June in relation to the roofing contract. Governors received assurance in relation to the potential audit concerns that had been raised. It was confirmed that the plans were in line with the original bid and the contract. Governors asked if there had been a risk assessment. The Principal will request this at the meeting on Thursday and this is to be forwarded to governors.</p> <p>Action: Principal</p>
6	<p>Ofsted monitoring visit</p> <p>The Board expressed it's thanks to the Academy for a positive report. The main message is that there needs to be improvement on science. The Principal advised that a teach first participant is joining in September in an effort to employ more good quality science teachers. The Academy will also be part of a training initiative in relation to STEM with the Academy focusing on science. As part of this CPD will be provided to non-specialists delivering science.</p> <p>Governors were advised that this had been reported online by a local paper.</p>
7	<p>Financial matters:</p> <p style="padding-left: 40px;">The Governing Board considered the above item to be confidential, with the details therefore recorded within the confidential minutes of this meeting.</p> <p style="padding-left: 40px;"><u>7.2 Financial regulations</u></p> <p>The Board noted the increase in the limits regarding financial delegation changing from 10k to 25k. Governors from the committee advised of the discussion that had taken place regarding this and that these limits were appropriate for an academy of its size within the sector. Upon the recommendation of the Finance and HR committee it was</p>

	<p>Resolved to approve the Financial regulations.</p> <p>7.3 <u>3-year financial forecast and budget for 18/19</u> (for recommending to the Trust)</p> <p>The Governing Board considered the above item to be confidential, with the details therefore recorded within the confidential minutes of this meeting.</p>
8	<p>Academy Development Plan progress report</p> <p>It was noted that there were no developments to report on the plan and that a final review will take place over the next few weeks to inform the development plan for the next year.</p>
9	<p>KPI report</p> <p>The Board considered the KPI report which had been scrutinised at committee level. The Vice Principal explained what ghost data is and there was discussion about vocational and academic courses.</p> <p>The Academy were asked to provide a paper to analyse academic versus the vocational balance of the curriculum and how it impacts on progress 8. Also to report on which subjects include assessment by coursework as well as by exam.</p> <p>Action: Vice Principal</p> <p>The Vice Principal advised the Academy is currently tracking above where we were last year and have some made huge gains but these will now be more marginal and moving towards zero. The deputy reported he feels more confident in the quality of teaching and believes results will be better. Upon being asked the Vice Principal explained how other schools were tracking progress.</p> <p>The Parent Governor commented upon how impressed she was with the way in which the Academy is preparing the pupils for exams.</p>
10	<p>Principal's Report</p> <p>The Principal spoke to her report and advised that the Academy is in the middle of trialling a new lesson observation system. The plan is that this will roll out to all staff in September. Staff development programme has been put together and nearly all staff are on this. Governors queried why some staff were not and were advised that they would be on the whole staff CPD programme which is not so bespoke.</p> <p>Governors raised questions about the cleaning contract and that level of service. Governors also queried the wiring and whether there was any immediate risk and it was confirmed that there was not and it would be addressed in the summer holidays.</p>

11	<p>Termly HR Report</p> <p>The Board considered the HR report which it was noted had been scrutinised at committee level. No questions were received and the report was duly noted.</p>
12	<p>Annual report on compliments and complaints</p> <p>The Board noted the report which had also been considered at committee level. The Principal advised of a compliment that had been received only last week from a year 11 parent and read some of the letter to the Board which was extremely complimentary. It was noted that complaints are generally resolved before appeal.</p>
13	<p>Safeguarding Report</p> <p>The Board had been provided with a report setting out how the Academy aims to prevent or respond to incidents of sexual violence or harassment. The Principal had been asked to write this by the local safeguarding board following an incident at the school. The report highlights some changes to practice but is also in line with a very recent report provided by the Government. The report has been shared with the St Helens Safeguarding Board and feedback is awaited. In her capacity as Safeguarding Governor the Chair advised that she was happy that the incident had been dealt with properly.</p> <p>Mrs Aspinall-Wood advised she would be happy to be Safeguarding Governor if the current governor did not wish to continue in this role.</p>
14	<p>Disadvantaged and most able students: progress report</p> <p>The Principal advised that this report had been presented to the committees and has been evaluated throughout the year. It was noted that the Ofsted monitoring inspector was very impressed with the plan and that the plan was awaiting external review.</p> <p>The Vice Principal talked through the table on evaluation and highlighted the improvement in predicted outcomes for disadvantaged students. He confirmed that the academy's disadvantaged students are making more rapid progress than the general student population.</p>
15	<p>Governance: <u>Proposed schedule of meetings</u></p> <p>Mrs J Davies had commented that she cannot attend any committees that take place on Thursdays. There was also discussion as to whether the meeting of the Finance and HR committee on the 27th September would be necessary. It was</p> <p>Resolved to agree the schedule subject to the Governing Board date changing to 9th October and the Clerk checking whether the September finance meeting was needed.</p>

	<p>Action: Clerk</p> <p><u>Proposed cycle of business for the Board</u></p> <p>It was agreed that the schedule was fine.</p> <p><u>Proposed cycle of Business for Standards and Curriculum committee</u></p> <p>It was agreed that the schedule was fine.</p> <p><u>Governor training needs 2018/19 and a</u></p> <p>Governors advised that development days help to assist in training /keeping up to date with issues in sector. They also raised the issue of a subcommittee to look at policies. It was agreed there should be Governor training in relation to safeguarding and the new paper keeping children safe which comes into force in September.</p> <p>Action: Clerk</p>
16	<p>Standards and Curriculum committee</p> <p><u>Minutes of the 25th April</u></p> <p>The minutes of the meeting held on the 25th April were received as a correct record.</p> <p><u>Minutes of the 7th June for approval</u></p> <p>The minutes of the meeting held on the 7th June were received as a correct record.</p> <p><u>Protection Policy and Privacy notice for approval</u></p> <p>The Principal confirmed that the Academy was compliant. Upon the recommendation of the Standards and Curriculum committee it was</p> <p>Resolved to approve the Protection Policy and Privacy notice to be sent out.</p> <p><u>Assessment, Reporting, Marking and Feedback Policy for approval</u></p> <p>Upon the recommendation of the Standards and Curriculum committee it was</p> <p>Resolved to approve the Assessment, Reporting, Marking and Feedback Policy</p>
17	<p>Finance & HR committee</p> <p><u>Minutes of the 14th June for approval</u></p> <p>Postponed until the next meeting.</p>

	<p><u>Insurance renewal for approval</u></p> <p>Upon the recommendation of the Finance and HR committee it was</p> <p>Resolved to agree to renew the insurance policy for a further two years.</p> <p><u>Catering Contract</u></p> <p>Upon the recommendation of the Finance and HR committee it was</p> <p>Resolved to approve the renewal of the catering contract for a further period of two years.</p>
18	<p>Governor link Feedback Report-</p> <p>The Chair of the Governing Board advised that she had undertaken a link meeting with the lead for Teaching, Learning and Assessment and was able to report that she was impressed and that the school has a very detailed strategy. She had proposed that the Academy should organise external peer observations with the TLA team members and all teachers to give feedback to the team as well as the experience from this viewpoint.</p>
	<p>The Principal advised governors of a musical event to which they were invited. Also invited to awards evening on 17th July.</p>
19	<p>Date and time of next meeting: 3pm Tuesday 9th October 2018</p>
	<p>Part 1 of the meeting closed at 16.34 and the Staff Governor Left the meeting.</p>