



GOVERNING BOARD

MEETING TO BE HELD AT 3.00 pm on TUESDAY 9TH OCTOBER 2018
AT THE SUTTON ACADEMY

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

Item	The meeting opened at 3.02pm and was quorate with at least 5 Governors present.
GB/09/10/01	<p>Governor development session- Safeguarding Deborah Aspinall Wood</p> <p>Deborah Aspinall-Wood, parent Governor provided Governors with training in relation to safeguarding focusing on the key changes in the latest safeguarding legislation and Ofsted. She confirmed that part 1 of the guidance had been issued to all the staff at the Sutton Academy. It was highlighted to the Board that Part 2 has a new section 5 and Governors were advised that they need to be aware of 2 key documents:</p> <ul style="list-style-type: none"> • keeping children safe • working together to safeguard children. <p>The following key points were made:</p> <ol style="list-style-type: none"> 1. Missing in education: need to have more than one emergency contact number. Ofsted IS looking at whether changes have been written into school's policy and whether they have been implemented. 2. A current concern in Merseyside is children missing school as they are travelling to other areas of the country to sell drugs on behalf of adults who are grooming them for this purpose. The child, in law, is seen as a victim and therefore not able to be prosecuted. 3. GDPR: if there is a safeguarding matter at high school then the school must retain documentation until the child's 25th birthday.

	<p>4. Abuse: Ofsted will be checking the school policy regarding peer on peer abuse and procedures and process for how it will be dealt with. Governors need to know the policy and process. Ofsted is looking for the safeguarding policy to be individualised to the school. Governors were advised that there is likely to be a strong emphasis on section 5.</p> <p>5. Sexting – The Academy approach and what Governors would be expected to do if involved in disciplinaries was discussed.</p> <p>6. Use of reasonable force- need to look at staff training and policy so that staff are protected. This is a responsibility for Governors.</p> <p>7. Looked after children change means that responsibilities now have to be reviewed and need to have a designated teacher for looked after and previously looked after children.</p> <p>8. Closer focus on Special Educational Needs children and Ofsted checking that procedures are in place re safeguarding and bullying.</p> <p>9. Section 128 check should be undertaken on all Governors of Academies. The DBS check can include a sct128 check. ACTION: Academy</p> <p>10. Schools need to have their own DBS records and need to check on contractors etc that they have DBS's. Must be easily identifiable to pupils who has clearance to be present and who has not. Would expect this to be built into the Academy's policy and Governors should be aware of this.</p> <p>11. Single central record needs to be signed off every year by the Principal and the safeguarding Governor.</p> <p>12. Ofsted is looking for</p> <ul style="list-style-type: none"> • Evidence of online safety curriculum • System to easily identify adults unsupervised around children • Checks on attendance evidence • Training on awareness and role • Training records up to date • Single central record • 175 audits must be completed before end of October having been signed off by Governors. <p>Thanks were expressed to Mrs Aspinall-Wood.</p>
<p>1 GB/09/10/02</p>	<p>ANNUAL ELECTION OF CHAIR/DEPUTY CHAIR</p> <p>It was proposed by Mr G Pennington, seconded by Mr N Jackson and duly RESOLVED that Dr J Burford be re-appointed as Chair of the Sutton Academy Governing Body for 2018/19. No other nominations had been received.</p> <p>It was proposed by Mr G Pennington seconded by Mr N Jackson and duly RESOLVED that Mr M Carr be re-appointed as Deputy Chair of the Sutton Academy Governing Body for 2018/19. No other nominations had been received.</p> <p>It was Resolved that Mrs Aspinall-Wood be appointed as the safeguarding Governor.</p>
<p>2 GB/09/10/03</p>	<p>DECLARATIONS OF INTEREST/POTENTIAL CONFLICTS OF LOYALTY</p> <p>All Governors present acknowledged at the onset of today's meeting that whilst</p>

	<p>potential conflicts of loyalties may exist, they must act only in the interests of the Academy.</p> <p>Ms A Morey, staff Governor, declared an interest in Agenda item 12 relating to the Teachers' Pay award 2017/18.</p> <p>The staff of St Helens College (The Sponsor) declared an interest in agenda item 12 relating to the review of the Service Level Agreements for 2018/19.</p>
3 GB/09/10/04	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received and accepted from Mr P Winter and Mr R Molloy.</p>
4 GB/09/10/05	<p>NOTIFICATION OF URGENT BUSINESS</p> <p>The Clerk advised that there was also the pay review of the Principal and the Senior Vice Principal to be considered by the Board.</p> <p>The Principal asked that Governors agree the proposed holiday dates.</p>
5 GB/09/10/06	<p>MINUTES OF THE PREVIOUS MEETING HELD ON THE 19TH JUNE 2018 FOR APPROVAL</p> <p>The minutes of the meeting held on the 7th June were approved as a correct record.</p>
6 GB/09/10/07	<p>MATTERS ARISING</p> <p>The Clerk advised that all matters were either on the agenda or completed.</p>
7 GB/09/10/08	<p>PRINCIPALS REPORT</p> <p>The Principal spoke to her report and highlighted the following:</p> <p>She advised that she was pleased with TLA and the impact of the coaching model. Governors challenged the NQT bespoke programme and whether it was beneficial for NQTs to undertake both this and the coaching model, The Principal advised that this would be too intensive and she outlined some of the details of the NQT training.</p> <p>The Board were advised that the staff development programme has been responded well to with 4 middle leaders on an intensive leadership programme which has a rigorous selection process. It was noted that this was assisting in strengthening the leadership of the academy.</p> <p>The Principal advised the Board of enrolment and attendance figures and also fixed term exclusions. Governors challenged the drop in attendance from the previous academic year. The Principal reported that this was due to a number of unauthorised holidays being taken in September.</p> <p>The Principals report was duly accepted by the Governing Board.</p>
8 GB/09/10/09	<p>APPROVAL OF SEF AND ACADEMY DEVELOPMENT PLAN 2018/19</p> <p>The Chair asked whether a working group would be best suited to go through this document in great detail. It was agreed that Mr N Jackson, Ms J Davies, Mrs D Aspinall-Wood and Dr J Burford would undertake this task. Either Mr M Carr or Mr P Winter would also assist and Mr Carr advised that he would arrange this.</p>

	<p>The improvement plan was noted to be a working document and that priorities were the same as last year with greater focus on particular subjects, focus on disadvantaged students and key stage 5 with more of a focus on boys due to a progress gap. The Principal advised that TLA remains a priority and that CPD continues to develop this. There will also be this year a greater focus on attitudes to learning of students. Student recruitment would remain a priority.</p> <p>Action: Bring back to the next board meeting</p>
<p>9 GB/09/10/10</p>	<p>MANAGEMENT ACCOUNTS</p> <p>The CFO presented the Management Accounts for the period ended 31 August 2018 which summarised the Academy's financial position for the financial year ending 31 August 2018, and identified significant variances against the current forecast for the financial year 2017/18. The Academy's financial performance was summarised in the KPI Dashboard presented with further detail on each of the KPIs included within the presented report.</p> <p>The forecasted deficit was noted to be £92k with the variances outlined in a table within the report. The Board noted there was a deficit of £116k for the financial year against a forecasted deficit of £92k giving rise to an adverse variance of £24k. Three significant expenditure variances relating to staffing costs, supplies and services and third-party training costs were highlighted to the Board.</p> <p>The Board was taken through the Balance sheet and advised that cash and deposits amount to £665k and advised that all internal checks had been completed and there were no issues to report. In relation to cash flow the CFO advised of a positive cash flow of £16k.</p> <p>It was noted that the finance committee were recommending the accounts and it was therefore</p> <p>Resolved</p> <p>To accept the management accounts for the period ending 31st August 2018</p>
<p>10 GB/09/10/11</p>	<p>TRUST BODY MEETING 19TH JUNE 2018</p> <p>The minutes were noted and the Board were advised that Mr M Carr had agreed to assist in consulting with all Governors regarding the advice from the DfE that the Trust Body needs to take a wider remit in respect of the Academy's performance. It was noted that there was a new trust member.</p> <p>Action: The Clerk was asked to look at widening the terms of reference for the Trust board.</p>
<p>11 GB/09/10/12</p>	<p>STANDARDS AND CURRICULUM COMMITTEE 13TH SEPTEMBER</p> <ul style="list-style-type: none"> • Minutes for noting <p>The minutes were duly noted</p> <ul style="list-style-type: none"> • Examination results 2017/18

The Senior Vice Principal advised that results had gone down slightly from the data presented in September which had been based on predicted achievements. He advised that the current data does not include resits and it was noted that the Sixth Form results did not include the 12 “addback students “. Value added was noted to be at (-0.17) and the Board challenged on individual subjects and a table providing results per subject area across the last three years. Governors asked for the numbers in the cohorts to be included in future.

Action: Senior Vice Principal.

The Board were advised that in relation to Key stage 4, there had been some marginal gains e.g. some maths progress, improvement for HAP students and Governors were also taken through the areas which needed improvement. It was noted that there had been relatively greater progress for disadvantaged pupils. The Senior Vice Principal advised that in relation to Key stage 2 there had been improvement for HAPs and LAPs but the Academy had met targets in relation to MAPs. The Board also considered the attainment figures.

Governors asked about comparison with other schools in St Helens. The Principal advised that based on attainment the Academy is 4th in the authority and 3rd on progress. There was discussion about wider comparison of schools and the need to look at high achieving authorities and schools for benchmarking. The Senior Vice Principal advised that in conclusion the academy had not seen the gains that had been made in previous years but had achieved consolidation and acknowledged that there was further work to be done to accelerate progress further.

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GB/09/10/13

FINANCE AND HR COMMITTEE 4TH OCTOBER 2018

- Annual Pay award for teachers

This item was considered to be confidential by the Corporation, with the details therefore recorded within the confidential minutes of this meeting.

- Review of Service Level Agreements 2017/18

Mr G Pennington chaired this item and advised there had been discussion regarding the cleaning contract at the recent finance committee meeting and the CFO gave further details. It was also noted that all related party transactions have to be reported to ESFA if they exceed £20k from April 2019. It was highlighted that any agency staff need have to have DBS checks. After discussion, it was **RESOLVED** by the Governing Body that the Service Level Agreements for 2018/19 be approved, as recommended by the Finance and HR Committee at the meeting held on 4th October 2018.

It was **RESOLVED** by the Governing Body to approve the following Academy policies under delegated authority, with only minor amendments which were outlined, and which had been reviewed by the Finance and HR Committee at the meeting held on 5th October 2018:

- Anti-Bribery Policy
- Anti-Fraud Policy
- Fraud Response
- Whistleblowing Policy

	This item was considered to be confidential by the Corporation, with the details therefore recorded within the confidential minutes of this meeting.
13 GB/09/10/14	<p>Report on Subject tracking</p> <p>The Senior Vice Principal spoke to the report which gave an idea of how well the Academy track subject areas with subject areas having been rag rated in respect of predictions against actual results. He explained that the report identified areas where there were still issues around tracking and explained the reasons for those that were rag rated purple. The Senior Vice Principal highlighted some of the subject areas which were of concern and Governors asked for further information about how the teams that did not track activity accurately would be trained to address this issue.</p> <p>Action: Senior Vice Principal.</p>
14 GB/09/10/15	<p>Safeguarding Report</p> <p>The Principal gave a verbal report. She advised there had been 33 pupils under family action and 2 on child protection plans. Numbers were given for looked after children and young carers. Since September there had been 88 safety and welfare concerns with the largest proportion due to mental health and substance misuse. The Board were informed that there had been 4 referrals to the police. It was confirmed that none of the referrals involved activity in the Academy or a member of staff.</p>
15 GB/09/10/16	<p>School Trips</p> <p>a. Cantabria Thursday 4th April – 8th April 2019 for approximately 40 students - the Chair's action in approving this trip was ratified, it being noted that this action had been taken following consultation by email with other Governors.</p> <p>b. Anderton Centre PE trip 3rd to 5th May 2019 for approximately 50 year 9 & 10 students. It was confirmed that the trip would be subject to risk assessment and that the staff/pupil ratio would be in accordance with DfE guidelines. It was also confirmed that the trip did not include any dangerous activities e.g. swimming and the Board</p> <p>Resolved to approve the Anderton Centre PE trip 3rd to 5th May 2019</p> <p>c. La Thuile ski trip The Board were advised that the Head of Faculty had experience of leading ski trips in previous school. Governors noted the staff to student ratio would be 1:8 and that the proposed visit was 6-14th April 2019 at an approximate cost of £900 per pupil. It was explained that the Academy wanted to try and run the trip this forthcoming April but if they did not get the numbers the trip would be postponed until the following year. Governors questioned year 11 pupils going on a trip at the planned time of the academic year and also asked about the cost to the Academy and were advised there would be no costs for the academy.</p> <p>The trip was not approved and the Board advised that if a 2020 trip was proposed a request would need to come back to the Board with dates and age groups.</p>
16	Any Link Governor Feedback

GB/09/10/17	<p>The Link Governor gave feedback on his visit to technology lessons and was able to give a very positive report to the Governing Board outlining details of his visit.</p> <p>The Chair also gave feedback on her recent visit and that she was extremely pleased with the orderly atmosphere and was able to report that the environment was conducive to learning having seen all students “on task”.</p> <p>The IT area had also been visited and it was reported that student behaviour was good.</p>
17 GB/09/10/18	<p>Urgent Business</p> <p>The Principal advised that the proposed holiday dates were in accordance with LA proposals and it was noted that there would be 5 inset days. Governors asked if this aligned with other schools and local feeder schools and this was confirmed. It was</p> <p>Resolved to approve the suggested holiday dates.</p>
18 GB/09/10/19	<p>Date and time of Next meeting: Wednesday 21st November joint Governor/ALT planning meeting)</p>
	<p>The meeting closed at 17.19</p>

