

**GOVERNING BODY**

**MINUTES OF THE MEETING FOLLOWING THE AGM MEETING**  
**ON TUESDAY 17 DECEMBER 2019**  
**AT THE SUTTON ACADEMY**

**Present:**

Norman Jackson  
 John Maclaren  
 Gordon Pennington  
 Andrew Ross  
 Alison Sherman  
 Peter Winter (Chair)  
 Natalie Morley  
 Nicola Kearney  
 Mark Doyle  
 Nick Gribben

**In Attendance:**

Jayne Tallant, Chief Financial Officer  
 Rob Hodgson, Faculty Leader of Physical Education  
 Paul Blakemore, Director of Operations  
 John Brian, Estates Manager  
 Vikki Semple, Senior Governor Support Officer  
 Marion Wood, Clerk to the Governing Body

**Minutes**

<b>Item</b>	The meeting being quorate, the Chair opened the meeting at 3.25pm
<b>1.</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest notified.</p>
<b>2.</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>No apologies for absence had been reported, Jo Davies did not attend.</p>
<b>3.</b>	<p><b>NOTIFICATION OF ITEMS TO BE INCLUDED UNDER URGENT BUSINESS</b></p> <p>The Principal reported that three Governors, who were not members of the Finance &amp; HR Committee, would be required for a meeting in January 2020 to consider appeals for pay progression.</p> <p>Q. Could Governors who were members of the Finance &amp; HR Committee but who had not attended the committee meeting, where pay progression was discussed, sit on the appeals committee?</p> <p>A. Yes, the Governors who consider the appeals must be different from those who made the decisions about pay progression. Therefore, a Governor who had not attended the committee, but was a member of the committee, would have no prior knowledge of the decisions made.</p> <p><b>Action:</b> The Principal agreed to contact Governors once a date and time in January 2020 had been finalised.</p>

The Principal reported that two items had been included on the agenda under any other business which would be considered at the start of the meeting. In addition, Paul Blakemore and John Brian would be joining the meeting at 4pm to present information in relation to item 14 on the agenda – Health and Safety Report.

The following items were to be considered at the start of the meeting:

- Amendment to the student group for the trip to Disneyland Paris, to include Year 11 with Year 13.

The Foreign/Residential Visits request form had been circulated prior to the meeting. They were the original form for the trip which had been approved by Governors on 16 October 2019 and the revised form with the proposal to include Year 11 pupils who were studying German.

Q. The trip for Year 13 students was approved as a rewards trip, what was the reasons to include Year 11 students?

A. The reasons for included the Year 11 pupils was to reward them for their hard work and because it was not feasible to offer a trip to Germany. The trip would not take pupils out of school during term time because it was to be taken from Saturday to Monday during the Easter holidays.

Q. Were there any pupils in Year 11 who would be unable to attend the trip due to the cost?

A. No

Q. How many pupils would there be on the trip and would they be travelling together?

A. There would be thirty-six pupils who would be travelling together

Q. Had there been mixed year groups on trips previously?

A. No

Q. Could there be some discontent from pupils of other subjects, such as French, who had not been given the opportunity to participate in the Disneyland Paris trip?

A. The French Year 11 pupils had just returned from a trip.

**RESOLVED:** Governors considered the request to extend the trip to Year 11 pupils and approved the amendment to the request as the trip was during holiday time and would not affect curriculum time.

*Rob Hodgson joined the meeting at 3.35pm*

- Additional numbers of students for the ski trip

Rob Hodgson reported that the ski trip had originally been planned to offer up to forty-three places. The places had been filled within two days and there were currently forty-four pupils on the reserve list. If the number of places on the trip was to increase it would be necessary to increase the number of staff accompanying the pupils and change the resort for safety reasons.

The proposal was to increase the number of places on the trip to accommodate 94

pupils with 12 members of experienced staff.

The Principal reported that she had insisted that a member of the Academy Leadership attend the trip if the number of pupils was to be increased.

Q. Was the trip during school holidays?

A. Yes, but it would involve traveling on the Friday which was the last day of term

Q. Would the doubling of the number of pupils increase the risk or accidents or injuries?

A. It may increase the chance of injury but that would be expected with pupils with no prior ski experience

*Gordon Pennington joined the meeting at 3.40pm*

Q. Would pupils' behaviour be considered when allocation a place on the trip?

A. Good behaviour throughout the year would be considered and required

Rob Hodgson reported that if Governors approved the increase in pupil numbers the requests for deposits would be re-opened.

Q. What would be the impact on the trip if more pupils were included?

A. There would not be an increase in the cost of the trip but the staff to pupil ration would be affected.

Q. Which year groups had signed up to the trip?

A. Year 7, 8 and 9 pupils had signed up but Year 10 pupils had not due to sitting GCSE examinations next year.

**RESOLVED:** Governors agreed the proposal to increase the number of pupils attending the trip but requested a final briefing which would include health & safety considerations and risk assessments.

*Rob Hodgson left the meeting at 3.50pm*

#### 4. **MINUTES OF THE PREVIOUS MEETING HELD ON 15 OCTOBER 2019**

The minutes were approved subject to the following amendments:

The headings for item 16 should read 'Approval of School Improvement Plan 2019/20' and item 17 should read 'Marketing Plan'.

#### 5. **MATTERS ARISING FROM MINUTES**

##### **11. Allocation of Governor Roles**

The template of questions for Link Governors meetings had been included in the training event in November 2019.

##### **30. Any Other Business**

The Chair reported that he had been tasked with reviewing the start times for the meetings. Governors discussed the options for amending the start times to 3pm, 4pm or breakfast meetings.

Q. Had there been any indications from Governors who had resigned that the start time for the meetings was unacceptable?

A. The start time for meetings had not been identified as a factor in Governor

	<p>resignations.</p> <p><b>Action:</b> The item would be carried forward to the next meeting.</p>
6.	<p><b>MANAGEMENT ACCOUNTS FOR SEPTEMBER 2019</b></p> <p>The Income Analysis 2019/20 to September 2019 and the summary report had been circulated prior to the meeting and the CFO summarised the key issues and reported:</p> <ul style="list-style-type: none"> <li>• The unrestricted reserve brought forward balance on 1 September 2019 was £184,000. The remaining balance of £11,000 would be transferred to the unrestricted reserve account, taking to reserves balance from £184,000 to £195,00.</li> <li>• To-date £223,000 of the total planned capital expenditure had been committed.</li> <li>• Work was currently taking place in relation to two new CIF bids. The deadline for submission was 29 November 2019 with notification about the outcome in early 2020.</li> </ul> <p>Q. Would there be a contribution to the CIF bids?  A. There would be a contribution of £5,000 which had been discussed at the Finance &amp; HR Committee meeting.</p>
7.	<p><b>APPROVAL OF THE COST OF PAY PROGRESSION (TEACHING STAFF)</b></p> <p>Details of the cost of pay progression 2018/19 had been circulated prior to the meeting and the CFO reported:</p> <ul style="list-style-type: none"> <li>• the costs needed to be signed off by the Governing Body meeting as it exceeded £50,000</li> <li>• the cost of the recommended pay progression, excluding on costs, was £62,491. This had not included the Principal and Vice Principal pay progression.</li> </ul> <p><b>RESOLVED:</b> Governors reviewed and signed off the pay progression costs.</p>
8.	<p><b>CLEANING CONTRACT TENDER</b></p> <p>The Cleaning Contract Update Report had been circulated prior to the meeting and the CFO reported:</p> <ul style="list-style-type: none"> <li>• the cleaning contract tender had been reviewed by the Finance &amp; HR Committee in October 2019.</li> <li>• The current cleaning contract was with St Helens Council</li> <li>• A proposal to tender had been received from Tenet who specialise in the procurement of contracts for the education sector.</li> <li>• Best value needed to be demonstrated.</li> <li>• If the contract with the Council ceased it would result in a deficit transferring to The Sutton Academy.</li> <li>• The deficit was currently estimated to be £77,000 and the transfer would result in an increase in the pension deficit reported on the balance sheet.</li> </ul> <p>Q. Would the same staff be retained if the contract was to change?  A. The same staff would be retained but they would be managed differently. If any of the existing staff were to leave, new staff would be employed under new terms and conditions.</p> <p>Q. What had been done to address the poor provision under the current contract?  A. The Council had been challenged but a temporary supervisor had resulted in there not being consistency in the managing of staff.</p> <p>Governors discussed the non-performance of the contract from the Council and considered the implications of re-tendering the contract.</p>

Q. When would the contract go out to tender?

A. After Easter 2020 or during the Summer holidays 2020 at the latest.

Q. Have you considered using buying for schools procurement route which was free of charge?

A. This had been considered and the CPC framework would still be used in this instance. We have proposed using a consultant for this contract due to the technical nature of the transfer of the pension deficit, TUPE requirements etc.

**RESOLVED:** Governors approved the re-tendering of the contract in line with the Finance & HR Committee recommendations and Tenet would manage the procurement of this contract.

## 9. LEASE UPDATE

The following documents had been circulated prior to the meeting:

- The draft building lease agreement between The Sutton Academy and St Helens Council
- The lease for a term of 125 years
- The lease site plan

The CFO reported:

- The lease was a standard Department for Education model
- A request had been submitted to land registry about a boundary correction and the outcome was still outstanding
- That trying to get the lease signed had been on-going since 2015
- There was a caretaker's bungalow included in the lease site plan

Q. Who owned the car park?

A. The Sutton Academy owned the car park but there was shared liability for the maintenance costs

**RESOLVED:** The Governing body approved the lease subject to the confirmation that a separate re-emption contract, in relation to the use of the Leisure Centre, was approved by St Helens Council and there were no changes to the boundary.

*Paul Blackmore and John Brian joined the meeting at 4.10pm and Governors agreed to consider item 14 at this point in the meeting.*

## 14. HEALTH AND SAFETY REPORT

The St Helens Council Health & Safety Audit and Inspection Report dated 10 August 2017, the Action Plan with 2019 updates and a report from the Estates Manager had been circulated prior to the meeting. Mr Blackmore reported that the previous Estates Manager had been responsible for the actions and had been identified in the reports. Mr Brian added:

- that much of the work had been done to address the areas in the action plan.
- No report from a Surveyor/Structural Engineer was available to confirm that the inspection of the emergency exit stairs had taken place. Another report would need to be commissioned.

Q. There had been 150 accidents/incidents reported from September 2018 to December 2019, was that a high number?

A. It was high but it was because all accidents/incidents were being reported which ranged from slips or trips to incidents during practical lessons.

Q. Was the information being used to address issues or prevent further accidents/incidents?

A. The information in the accident reports was being analysed for trends and the Estate

	<p>Manager would speak to departments about preventative measures.</p> <p>Q. Was there a Governor linked to Health and Safety? A. No</p> <p>Governors discussed having a Governor to review Health and Safety on behalf of the Governing Body and Nicola Kearney agreed to become the Link Governor for Health and Safety.</p> <p>Governors discussed PAT testing of new items of equipment and John Brian reported that there had been an incident when the plug on a Hoover had caught fire.</p> <p>Q. Did the Sutton Academy own the hoovers? A. The cleaning contractor owned the hoovers and other items of equipment.</p> <p>Q. Were there systems to monitor contractors who work on the school site? A. A tighter process was needed with accreditation and a permit to work being issued for contractors on site.</p> <p><i>Paul Blackmore and John Brian left the meeting at 4.30pm</i></p>
<p><b>10.</b></p>	<p><b>KEY PI REPORT</b></p> <p>The KPI Report 2019/20 had been circulated prior to the meeting and the Principal reported:</p> <ul style="list-style-type: none"> <li>• The Key PI's had been reviewed and discussed at the Standards &amp; Curriculum Committee meeting held on 5 December 2019.</li> <li>• Year 11 mock data had shown no dip in targets with Attainment 8 at 44.45, Progress 8 at -0.14 and disadvantaged Progress 8 at -0.30.</li> <li>• Track 2 predictions for December 2019 would be populated and reported at the next meeting of the Standards &amp; Curriculum Committee.</li> </ul>
<p><b>11.</b></p>	<p><b>IDSR</b></p> <p>The Secondary Inspection Data Summary Report (IDSR) had been circulated prior to the meeting and the Principal reported:</p> <ul style="list-style-type: none"> <li>• it was a slimmed down document which lacked detail.</li> <li>• School workforce and Finance guidance were new to the report</li> </ul> <p>Q. Was the £5,987 spent per pupil in 2017-18 for Year 7 to 11 or whole school? A. The report shows data for pupils aged 11 to 18 years</p> <ul style="list-style-type: none"> <li>• Prior attainment for Reading, Writing and Mathematics showed that Year 7 to Year 11 cohorts were in line with national.</li> <li>• Progress 8 three-year trend was not a positive picture with improvements in Mathematics but dip in EBacc due to the cohort.</li> </ul>
<p><b>12.</b></p>	<p><b>SAFEGUARDING REPORT</b></p> <p>The Safeguarding Data Report had been circulated prior to the meeting which showed information from 4 September to 7 October 2019 and from 8 October 2019 to 6 December 2019. The Principal reported:</p> <ul style="list-style-type: none"> <li>• The number of Looked After Children at twelve and Young Carers at twenty-seven was static.</li> <li>• The number of internal logged safety and welfare concerns showed that students felt comfortable talking to staff.</li> </ul> <p>Q. Could the reports regarding safety and welfare concerns be more than one report</p>

	<p>about the same student.</p> <p>A. Yes it may be more than one report about the same students and may be a minor concern such as a lack of a coat on a cold day.</p>
<p><b>13.</b></p>	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal's Report to Governors – December 2019 had been circulated prior to the meeting and the Principal reported:</p> <ul style="list-style-type: none"> <li>• There would be minimal changes to staffing next year with just one redundancy.</li> </ul> <p>Q. Would there be consultation on the redundancy?</p> <p>A. Yes, the consultation would begin in the New Year</p> <ul style="list-style-type: none"> <li>• Attendance from September 2019 to November 2019 was slightly below that of last year.</li> </ul> <p>Q. Was the Attendance Team working?</p> <p>A. The structure of the Attendance Team was right but improvements had not yet been seen.</p> <p>Q. Had there been discussion with feeder primary schools about the high numbers of disruptive pupils in Year 7?</p> <p>A. Yes discussion had taken place but the pupils were not always identified by the feeder primary schools</p> <ul style="list-style-type: none"> <li>• The migration out of school from September to 30 November 2019 was higher than the migration in.</li> <li>• Positive news - the Gratitude Graffiti Wall, as part of Anti Bullying Week, had positive messages posted on it.</li> </ul> <p>Q. Were there more female students than male who participated in extracurricular activities?</p> <p>A. The Healthy Lifestyle Champions was a mixture of boys and girls but the Anti Bullying Ambassadors were mainly girls.</p>
<p><b>15.</b></p>	<p><b>ANNUAL PERFORMANCE MANAGEMENT REPORT</b></p> <p>The Annual Performance Management Report had been circulated prior to the meeting and the Principal reported:</p> <ul style="list-style-type: none"> <li>• that it covered the performance management cycle 2018/19 and the setting of objectives for the 2019/20 cycle.</li> <li>• Trade Unions had not wanted data to be used when setting objectives.</li> <li>• The wording of the professional outcomes was agreed by the NEU union. The NASUWT voted by a very narrow majority not to accept it and 7 teachers had not set a professional outcomes objective.</li> </ul> <p>The NASUWT were meeting to consider the professional outcomes requirements on 18 December 2019 and Governors discussed the options and requirements if there was no agreement.</p> <p>Q. Why was there a gap between the staff who were eligible for pay progression and those who had applied?</p> <p>A. Not all staff applied for pay progression because a fall in outcomes may affect pay progression approval and some staff were happy to remain on their current grade.</p>
<p><b>16.</b></p>	<p><b>SEND REPORT</b></p> <p>The AEN Report to Governors had been circulated prior to the meeting and the Principal</p>

	<p>reported:</p> <ul style="list-style-type: none"> <li>The SEN cohorts 2019-20 were working well and further information would be presented at the Standards &amp; Curriculum Committee meeting</li> </ul> <p>Q. Was the number of pupils receiving SEN support in Year 7 high at 61?  A. Year 7 was a large cohort and the number of pupils receiving SEN support may reduce once they had been reassessed.</p> <p><b>Action</b> – Tabitha Simmonds, Assistant Principal AEN/Inclusion, to present SEN Cohort data at the next Standards &amp; Curriculum Committee meeting.</p>
17.	<p><b>AD-HOC COMMITTEE TERMS OF REFERENCE</b></p> <p>The 2019/20 Terms of Reference for the Ad Hoc Committees had been circulated prior to the meeting and the Principal reported:</p> <ul style="list-style-type: none"> <li>A hearing for the dismissal of a member of staff was required</li> <li>Terms of Reference to delegate power to a committee needed to be approved</li> </ul> <p>Governors discussed whether the power to dismiss a member of staff should rest with the Principal.</p> <p><i>Nick Gibben left the meeting at 5.15pm</i></p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>That the Governing Body would delegate the power for staff dismissal to the Ad-Hoc Committee.</li> <li>A small group of Governors would review the Terms of Reference</li> </ol>
18.	<p><b>SKILLS AUDIT MATRIX ANALYSIS</b></p> <p>The results from the skills audit questionnaire, which had been completed and submitted by Governors, had been circulated prior to the meeting.</p> <p><b>Action:</b> The Clerk to forward skills audit questionnaire to those Governors who had not completed and submitted them.</p>
19.	<p><b>DATE AND TIME OF NEXT MEETING:</b></p> <p>Tuesday 17 March 2020 at 3.00pm</p> <p>There being no other business, meeting closed at 5.20pm</p>

*Patricia Wintle*  
31/1/20