

**PARBOLD DOUGLAS CHURCH OF ENGLAND ACADEMY**

**Minutes of the Governors Meeting Held on  
21st July 2014**

**PRESENT:** Dr B McGucken (Chairman)  
Miss C Mawdsley  
Mr Simon Greenhalgh  
Mr J Baker  
Mrs J Santi  
Mr C Lawson  
Mrs A Jones  
Mrs D Hemmady  
Mrs K Baybut  
Mr G Carruthers

**IN ATTENDANCE:** Mrs Daphne Durham Clerk  
Mrs Barbara Cooper

**WELCOME AND PRAYERS:** Dr Brian McGucken opened with prayer

The chair thanked the governors for accommodating the change of date for the meeting.

The meeting began with a walk around the school premises taking note of any health and safety issues. The Governors were guided by, Julian Baker, the chair of the Premises, Health and Safety committee.

**1. Apologies for absence**

Revd S Glynn, Mr P Smith (Principal) Mr K Hailwood

**2. Governing Body Matters**

**a) Membership**

No changes  
Barbara Cooper (Vice-Principal) attended as an observer for this meeting

**b) Declaration of Interest**

Simon Greenhalgh declared that his wife is employed at the Academy.  
Julian Baker declared that his wife is the manager of Our Lady's Nursery.

**c) Governor's contact details**

Governors updated their contact list, the clerk will amend the data.

<b>Action</b>
<b>Clerk</b>

### 3. Minutes of the Previous Meetings

The minutes of the Full Governing Body meeting on the 31<sup>st</sup> March 2014 were approved and accepted as a true record with one amendment.

Attendance - Alison Jones was not present for the meeting

#### Extraordinary Governors meeting 12<sup>th</sup> May 2014

#### Extraordinary Governors meeting 19<sup>th</sup> May 2014

The minutes were accepted as a true record and approved

### 4. Matters Arising

- The skills audits have been completed
- An analysis of the capital expenditure overspend has been conducted at the Resources committee. Barbara Cooper has been invited to assess the progress in the Autumn term.
- The Capital Expenditure group have not yet completed terms of reference. It was suggested that they should be completed and emailed to governors before the next meeting for comments.
- Reducing the admission number to 30, Barbara Cooper has been asked to consider the consultation in the Autumn term
- It was agreed that the position of Principal be offered to Mrs Barbara Cooper for a fixed term of two years from September 2014
- Mrs Cooper accepted the position

### 5. Reports

#### a) Committees

#### Premises Health and Safety 12<sup>th</sup> May 2014

#### Reported by Julian Baker

The walk around the school took place before this meeting

The Premises committee are concerned about the £15,000 overspend on the capital works and wish to remind the Governors of the need for a policy and procedures for capital expenditure.

**4.1** The wish list is under review.

**4.2** Grant Carruthers has put together an Emergency Plan, it just needs checking by the school for accuracy before approval.

**9.2** The Accident Log book requires a review.

**11.1** Approval was given for the purchase of fencing and a gate for a cost of £1936 +vat to make safe the vehicle access to the Academy.

£6400 DFC money has been received . It is anticipated that this will be used to purchase iPads and computers at a cost of £5226+vat. Chris Lawson explained that the iPads in years 5 and 6 have made a difference to the quality of teaching and learning in an innovative way and have proved to be a valuable resource.

**Action**

**Principal**

**Chair**

**Principal**

**Grant Carruthers**

**Grant Carruthers**

This funding will allow 24 to be purchased which brings the total of iPads in school to 86.

Simon Greenhalgh asked the Governors to appreciate the life span of an iPad and to build the costs for replacement into the budget

**Standards Committee 30<sup>th</sup> June 2014  
Reported by Kay Baybut**

Carol Dundas attended the Standards meeting to inform governors of the changes to the SEND provision. These are the biggest changes for 25 years. Parents will have a personal budget that they have control of, with the headteacher, on the type of expenditure to support the needs of their children.

Literacy – the phonics screening has shown some improvement over two years but is still below national average. Most year 1 children at Parbold academy are readers and find the phonic interpretation of nonsense words confusing.

Numeracy – there are changes to the maths curriculum from September

A new Mission Statement was approved by the Governors

Governors had a long discussion on specialist teaching and concluded that this should not be introduced at the present time. The matter would be further investigated.

The Sports Grant equates to a lump sum of £8,000 plus £5 per pupil and this has been mostly spent on specialist teachers. The children are assessed by the specialist teachers every half term for skill development and the use of these sports teachers is providing good CPD for the Academy staff.

The Governors have asked that children be consulted to assess their perception of the sport provision.

The Chair has asked for a report to the governors Standards committee on the impact of the sports grant on children's development.

Absence – there has been an improvement this term and the figures are close to the national average. (96%)

There was discussion around the policy of term time holidays which cause some problems to Parbold Academy. It was agreed to try to educate the parents more on the issues surrounding absence. The permitted absence policy is clear and Governors felt that parents would respond negatively to the school if fines were imposed. Dr McGucken is willing to implement a warning letter with a strongly worded message regarding unauthorised absence. It was suggested that asking parents to sign and agree to the Home School Agreement each school year might remind them of the need to take holidays during the school holiday.

Sex and Relationships (SRE ). A working committee has been set up

**Resources  
committee**

**Principal**

**Principal**

to review this policy which will be presented to the next Standards committee.

**Question** What are we doing about below average phonic results of 54%?

**Reply** The Academy is to carry on with Read write Inc and we expect to see further improvements next year. The progress will be monitored throughout the year and reviewed again next summer.

### **Resources 7<sup>th</sup> July 2014**

#### **Reported by Dr McGucken in Ken Hailwoods Absence**

The budget has been recommended for approval by the Governing Body

**4.3** The catering contract is to be rolled forward on a 6 month contract

**5.2** The budget return for the teaching school is complete but the money, £50,000 has not yet been received.

**6.3** Dave Ryan, a major part of the Teaching School has stepped down from his role at short notice. There are 25 students due on the School Direct programme in September. Dr McGucken and Ken Hailwood met and were very impressed with Ms Helen Flanagan who has experience of directing a Teaching School and offered her the post on a two year contract on the equivalent of 3 days a week, which she accepted.

**Question** Will she take on the role of Academy Adviser?

**Reply** Not yet decided. The Governors need to decide who will become the new school adviser by the start of the Autumn term.

The extra money that the Academy puts towards the sports grant will not be used this year so a saving will be made to the school

Mrs Chew, a new receptionist has been appointed.

Jill Bithell is stepping down as the internal Auditor, Sarah Carruthers will take over the post of Internal Auditor from September 2014.

Living wage – it was agreed that the full amount would be applied and backdated to all relevant nursery and school staff as detailed in the Audit committee minutes of the 7<sup>th</sup> July 2014

The Auditors have to be reviewed every three years, the process will go out to tender again.

### **b) Nominated Governors**

#### **Child Protection/Safeguarding**

The annual Safeguarding report had been circulated to all governors.

One incident in the Academy has been dealt with using the new CAF form.

There have been training updates for all staff

The safer recruitment standard only lasts for 5 years, Dr McGucken and Barbara Cooper are to update their training.

**Working  
Committee**

**c) Chair's report and Action**

Nothing further to report

**6/7. Principal's Report including School Improvement and Self Evaluation**

**a) Termly report**

The self evaluation judgement in all 4 areas for inspection is still deemed to be outstanding and this was confirmed by the school advisor.

Year 6 Results 27 out of 28 children took the tests

Reading level 5	97%
SPAG level 4	97%
level 5	86%
level 6	6%

Maths level 4	97%
level 5	89%
level 6	39%

Pupil Premium. This section was noted. The pupil premium financial figures will be reported to the Standards committee at the next meeting.

The Nursery is expected to show a good profit next year. Barbara Cooper and the staff are looking at the curriculum provision for September and will report to the Standards committee in the Autumn.

The Governors are to become more involved in the Teaching School.

**Action** To set up a Teaching school committee with Helen Flanagan and provide a termly report to the Governors. The committee will meet once a term.

**Members :**

- Dr B McGucken
- Ken Hailwood
- Simon Greenhalgh
- Grant Carruthers
- Barbara Cooper
- Helen Flanagan

School Development Plan. (Attachment). An updated development plan is to be provided by Barbara Cooper in the Autumn Term

**Question** Who will be the additional teacher in Year 2?

**Reply** A new teacher has been appointed Anne Marie Scott, she is

**Chair/ Principal**

**Principal**

**Principal**

**Teaching school committee**

**Principal**

one of the School Direct students

## **b) Evaluation and approval of Visits**

15<sup>th</sup> June 2015 a residential visit to Colomendy North Wales is proposed.

The Governors approved this visit subject to all necessary risk assessments.

## **c) Nursery**

There is a healthy waiting list. The Nursery teacher is pleased with the pupil results which should impact on the Foundation stage.

## **8 Governor Training and Development**

Raise on Line training is in the process of being arranged for the Autumn Term probably October/November.

## **9. Policies and Procedures**

### **a) Election of Chair and Vice Chair procedures**

<b>Nomination</b>	Both self and other governor nominations
<b>How Provided</b>	Both prior to and at the meeting
<b>Voting will be by</b>	Show of hands
<b>Tie</b>	Draw lots

If only one candidate then they will not be asked to leave the room while a vote is held.

### **b) Policy reviews**

1. Child Protection policy - Dr McGucken updated this with the staff. Keeping Children Safe in Education is a Key Document.

2. E Safety Policy updated to include ' No Member of Staff can use a mobile phone to take an image of a child in school'

**Question** How do we stand if parents take mobile phone pictures in celebration assembly?

**Reply** Difficult to police. Recommend that parents only take mobile phone pictures of their own children. Highlighted at the start what is acceptable.

From September 2014 all parents, children and staff will have to sign an e-safety policy annually to include the use of iPads.

### **3. Marking Policy**

A new marking policy is to be trialled this next term to aid with book scrutinies.

Barbara Cooper explained the elements of the marking policy.

The Governors approved the policy at this first stage awaiting the reviews.

**Link Governor**

E Safety and Child Protection policies also approved.

#### **10. Finance**

The budget had been scrutinised in detail at the July Resources Committee which recommended its approval by the Governing Body. It was noted that the Teaching School, School Direct and Parbold Nursery are supplementing the school budget.

The £50,000 grant needs to be received by the 31<sup>st</sup> August to balance the budget as the new budget starts on the 1<sup>st</sup> September.

The Budget was approved by the Governors

#### **11. Information, Updates and Items for Discussion**

- a) Provision Planning Update
- b) Implementing SEND reforms
- c) Infant Free School Meals
- d) Early Years Foundation Stage
- e) Infant Class Size

Information Noted

#### **12. Forums for Chairs and Vice Chairs**

Noted

#### **13. Confidentiality**

None Identified

#### **14. Date and Time of Future Meetings**

<b>Full Governors</b>	<b>15<sup>th</sup> December 2014</b> <b>23<sup>rd</sup> February 2015</b> <b>13<sup>th</sup> July 2015</b>
<b>Premises</b>	<b>29<sup>th</sup> September 2014</b> <b>2<sup>nd</sup> February 2015</b> <b>11<sup>th</sup> May 2015</b>
<b>Standards</b>	<b>17<sup>th</sup> November 2014</b> <b>2<sup>nd</sup> March 2015</b> <b>22<sup>nd</sup> June 2015</b>
<b>Resources</b>	<b>1<sup>st</sup> December 2014</b> <b>9<sup>th</sup> March 2015</b> <b>29<sup>th</sup> June 2015</b>

