

**PARBOLD DOUGLAS CHURCH OF ENGLAND ACADEMY**

**Minutes of the Governors Meeting Held on  
15th December 2014**

**PRESENT:**  
**Dr B McGucken (Chairman)**  
**Revd S Glynn**  
**Mrs B Cooper (Principal)**  
**Miss C Mawdsley**  
**Mr Simon Greenhalgh**  
**Mr K Hailwood**  
**Mrs J Santi**  
**Mr C Lawson**  
**Mr G Carruthers**  
**Mrs K Baybut**  
**Mrs A Jones**

**IN ATTENDANCE:** Mrs Daphne Durham Clerk

**WELCOME AND PRAYERS:** Revd. Glynn opened with prayer

**1. Apologies for absence**

Apologies from Mr J Baker and Mrs D Hemmady were accepted by the committee.

**2. Election of Chair**

Dr Brian McGucken was elected as chair for a period of 1 year.

Proposed by Reverend Simon Glynn  
Seconded by Chris Lawson

**3. Election of Vice Chair**

Ken Hailwood was elected as vice chair for a period of 1 year

Proposed by Dr Brian McGucken  
Seconded by Kay Baybut

**4. Governing Body Matters**

The Governors were asked to complete the yearly register of interests and return to Jo Mercer

**a) Declaration of Interest**

Simon Greenhalgh declared that his wife is employed at the Academy.  
Rev Simon Glynn is a trustee of the building rented out to a commercial nursery

**Action**

**Governors**

**Action**

## **b) Membership**

No imminent reminders of end of term of office  
Barbara Cooper is now the Principal and replaces Paul Smith

## **c) Register of Business Interest**

Governors were asked to complete the form and return to Jo Mercer, Academy Business Manager.

## **d) Governing Body Code of Conduct**

Governors accepted the current Code of Conduct as provided by the Local Authority.

## **5. Minutes of the Previous Meeting**

The minutes were accepted as a true record.

## **6. Matters Arising**

- The Capital Expenditure Group Terms of reference are still to be completed.
- The consultation for reducing the admission number to 30 has been completed. Lancashire Authority and the Diocese agree with the proposal. This will take place for the 2016 intake.
- The governors asked the clerk to convey best wishes to Lois Loudon on hearing that she is not well.
- The Emergency Plan and Log book have been completed by Grant Carruthers.
- iPads have a 3 to 4 year life span of usage in school. Costs for a 4 year replacement plan will be built into the budget for all technology.
- The chair has sent a letter to all parents reminding them of the unauthorised absence policy.
- Dr McGucken has completed the on line safer recruitment training. Barbara Cooper is to complete the course.

## **7. Review of Committees and Nominated Governors**

### **a/b) Committees and Annual report Premises 29<sup>th</sup> September 2014**

Parent Shelter – This is now to be a rectangular structure rather than triangular. It will have seating included. PTA are funding this initiative.

Parking is a big issue. A suggestion was made that the police could monitor parking, reversing and inappropriate parking. The chair is to write to persistent offenders for the sake of the safety of all children. A formal complaint is to be made to the police about dangerous parking. The Chair

**Clerk**

**Chair  
Principal  
Action**

and Principal will write a letter.

Legionella risk – A quote of £5,000 was received for ensuring that the taps are mains fed and not tank fed. This was felt to be expensive. The chair commented that it is work that needs to be done.

A grant application for a new boiler is being prepared.

There is a poor Wifi signal into school. The speed of the internet is slow because of the amount of usage within the school system. Fibre optic resources will be in the area soon, **Chris Lawson is to explore if this will change the efficiency of the system.** Virtue and the Academy are working together to try to resolve some of these issues. The change would only be efficient if the system is upgraded as a further investment. Governors are aware of this need, the Premises and Resources committees will co-ordinate a plan for this change.

There is also a problem with the sky drive facilities at the moment too.

#### **Standards 17<sup>th</sup> November 2014 Reported by Kay Baybut**

The Principal is to plan a demonstration for Governors on the qualities of good marking.

**Clerk is to supply the Principal** with committee member information.

David Jones presented a report regarding the grants available.

Chris Lawson and a working party including governors, have looked at the content of an updated Sex and Relationships Policy, the chair invited Governors to make comments. There were no amendments and the policy was approved

Governors were brought up to date with the progress of Literacy and Numeracy.

The Nursery now has defined curriculum expectations. Schoolteachers attending baseline assessment training for the EYFS have indicated that the nursery learning is appropriate.

**The Principal wishes to change teacher twilight Inset training to full day training to encourage teacher development.**

#### **Resources and Audit Committee 1<sup>st</sup> December 2014 reported by Ken Hailwood**

Audit – conducted by Crow, Clark and Whitwell revealed no cause for concern.

**Annual Report and Accounts. Ken Hailwood proposed, seconded by the Chair, that these be accepted and sent to the EFA by the end of December 2014**

**Governors accepted and approved the report and accounts unanimously.**

**SBM**

**Chris Lawson**

**Principal**

**Clerk**

**Action**

Auditor appointment – 3 quotes were received. Crow, Clark and Whitwell (CCW )will hold their fee as the same as this year.  
Ken Hailwood proposed that CCW be reappointed  
Alison Jones seconded the proposal.

All Governors agreed.

**The Nursery Accounts were presented at this meeting.  
Ken Hailwood proposed the acceptance of the accounts  
Brian McGucken seconded the proposal  
The Accounts were accepted and approved prior to submission to  
Companies House.**

Note. These accounts are not related to the tax year.

#### **ACTION**

**It was agreed to move the profits from the nursery into the Academy account before the end of the term**

**Teaching School Committee** 11<sup>th</sup> November 2014 Reported by Brian McGucken

Dr Helen Flanagan recently achieved her PhD, she has been praised for her work in the Teaching School.

There are some issues with the University of Cumbria. The teaching committee is looking for a new joint host for next year.

The annual report was approved with the finance documents of the Academy.

#### **c) Nominated Governors**

No reports were received from Governors, however, a SEND report from Mrs Dundas, Maths report from Miss Bland and Sports Premium report from Mr Jones were received from Staff to inform all Governors of progress. These reports had already been discussed at the Standards committee.

#### **d) Chair's Action**

The Chair approved the appointment of a school Adviser:

Angela Aspinall-Livesey A Headteacher and National Leader of Education from St John's Roman Catholic School In Skelmersdale.

Angela was recommended by Helen Flanagan.

She has been employed on a 1 day per half term contract and will look at gaps in school improvement and report directly to Barbara Cooper and Brian McGucken. Angela will be directly involved in Barbara's Performance Management next year.

The effectiveness of this contract will be reviewed each half term and can be terminated if it is not proving to be a success by either of the three parties i.e. Brian McGucken, Barbara Cooper or Angela Aspinall-Livesey

**Action**

## 9. School Improvement

### A) School Improvement and Self Evaluation

B) The School Development Plan is arranged under the Ofsted framework headings. The Principal and SLT are reviewing all sections. The actions of the school development plan have time limited expectations for monitoring purposes.

### a) Quality of Leadership And Management

- Improving Teaching and Learning. Learn to learn – a method of teaching children how to learn. A toolkit that is to be introduced for use in the academy.

### b) Achievement of pupils

The Governors were delighted to note in the Daily Telegraph of December 14<sup>th</sup> 2014 that Parbold Douglas Church of England Academy was the 10<sup>th</sup> best performing school out of 21,441 schools nationally. Governors discussed how to celebrate this success. **It was decided that the chair would write to all parents and staff sharing the excellent news. The information is also to go on the website.**

### c) Quality of teaching

- The good results in school are indicative of very good/outstanding teaching.  
Teaching observed is consistently good or outstanding.
- Staff working together in the study cycle is encouraged. The chair of the Standards Committee attended a maths study session and found it purposeful and challenging.

The study cycle work is expected to increase teachers' awareness of improvement and detail.

Ofsted are no longer grading observed lessons, HT's are expected to give feedback if they have been shared observations with an Ofsted inspector.

### d) Behaviour and Safety

**Barbara Cooper is to investigate and review the behaviour policies.** It is only low level behaviours that need some consideration for improvement. PSHE has been incorporated into the RE curriculum and policy.

### B) NQT Capacity

**The chair asked Barbara Cooper to look at this list and report back to the Governors at the Resources Committee.**

## 10. Headteacher's Report

### a) Termly Report

Performance Management has had a positive focus this term to encourage

Chair

Barbara Cooper

Barbara Cooper

the staff to view the system as an informative working process.

Barbara Cooper has worked hard on engagement with the parents and made links with the Primary School across the road to encourage a sense of community and friendship.

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#### Pupil Premium £24,000

The Academy's disadvantaged pupils are performing better than other pupils on national expectations – 31.1 as opposed to 29.1 APS scores.

The Achievement for All agenda is designed to raise aspirations, to give access to the curriculum to those who traditionally underperform. The Governors commended the Principal and Staff on the outstanding results in Closing the Gap.

#### Sports Grant £8000 plus £5 per pupil

West Lancashire School partnership provide expert sports coaching within the Academy. Children have shared their enjoyment with the school staff.

#### Attendance

A very positive picture 98%

**Question** – Have we got a comparison from this time last year?

**Reply** – Not here but within the system, attendance has usually been a strength of the Academy.

Self Evaluation detail is in the process of being updated by the Principal, Chair and Adviser.

#### **b) Racist Incidents**

No Racist Incidents reported

#### **11. Nursery**

The Nursery is a separate company to the Academy

Kay Baybut, Ken Hailwood, Dr Brian McGucken, Principal of the Academy make up the Nursery Committee.

Nicki Greenhalgh, the accountant, has expressed some concern at the lack of numbers for some sessions in the nursery and the rising costs of staffing. There is to be a meeting next term to look in detail at this issue and make some recommendations.

#### Issues for discussion

- Parents are taking their children out over the summer holidays so

**Action**

**Principal  
Chair  
Adviser**

**Nursery  
Committee**

- there is a significant drop in income.
- This current term has fewer pupils.
  - There is still a monthly profit but it is much reduced.
  - The 2 year olds are a smaller group than the 3 year olds.

**Question** – Do parents drive into Parbold and leave cars that we could leaflet?

It was agreed that the cars could have leaflets left on the windscreens if they were parked on the car parks. This is a marketing issue to raise awareness of the existence of the Nursery.

**Question** – Do we have a standalone sign for the Nursery?

**Reply** – A big plastic banner only.

Governors had a detailed discussion on the viability and profitability of the Nursery for the long term future.

## **12. Teaching School**

Successfully recruited 24 students to the Schools Direct Programme in partnership with the University of Cumbria.  
Partner schools now number 14 with a target of increasing this to 25 for 2015/2016

A challenge for next year is that the allocation of students has been reduced to 13. Helen Flanagan is trying to increase this to 25 students otherwise the viability of continuing as a Teaching School is threatened.

## **13. Educational Visits**

### **a) Health and Safety of Pupils**

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

No requests for visit approval and no recent visits to evaluate  
A visit to a local Mosque is to be arranged. Chris Lawson is looking at the practicalities. The cost of the transport should not be a limiting factor.

## **14. Governor training and Development**

Governors have had Raise on Line training

## **15. Policies and Procedures**

- a) Pay Policy** - Resources committee to review.
- b) Personnel** Academy HR have these policies
- c) Managing Alcohol and Drug Abuse Policy** N/A
- d) Finance Policies** – Academy policies in place

## **16. Finance**

Reported through Agenda Item 8 Resources/Audit Minutes

## **17. Premises Management- Statement of Compliance**

**Chair**

**Chris Lawson**

N/A

**18. School Admissions 2015/16**

Reported in Agenda Item 6

**19. School holiday Patterns 2015/16**

Noted

**20. Information, Updates and items for further Discussion**

- a) Ofsted Information
- b) Schools Causing concern
- c) Children and young people's plan
- d) Supporting pupils with medical conditions

Carole Dundas is working on the medical conditions information for inclusion in the new policy.

**21. Forums for Chairs and Vice Chairs**

Noted

**22. LASGB**

N/A

**23. Confidentiality**

None identified

**24. Date and Time of Future Meetings**

7pm 23<sup>rd</sup> March 2015 Full governor meeting

Premises 2<sup>nd</sup> February 2015

Standards 2<sup>nd</sup> March 2015

Audit/Resources 9<sup>th</sup> March 2015

Meeting closed at 9.15