

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF THE FERMAIN
ACADEMY HELD AT THE SCHOOL ON 6TH APRIL 2017**

Governors Present:	Stephen Armstrong	Chair
	Nic Brindle	Principal
	Emma Colley	
	Jane Dyson	
	Mervyn Harding	
	Tim Haselwood	
	Martin Howlett	
Also in attendance:	Joe Carter	Clerk to Governors
	Emmanuel Botwe	Headteacher of Tytherington School (Item 1 only)
	Lee Cambray	Observer (Deputy Principal)
	Chris Heptinstall	Observer, SBM
		(H&S Update for Item 6 and Item 7)

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting started at 3:35pm.

The Chair welcomed everyone to the meeting and everyone introduced themselves. This included Emmanuel Botwe, Tytherington Headteacher and Jane Dyson a potential new governor.

The Chair confirmed that the meeting would be split into three parts:

- Questions and Answers around an Ofsted visit
- Business Part
- Governor Engagement with the school; how governors can better engage, governor visits and governor training.

The Chair thanked the governors for the extension of time today and advised that he would plan on future Boards following the normal format of two hours.

The Chair advised that he and the Head had attended an Ofsted Conference last week. Ofsted had advised that they are behind schedule on visits and Free School inspections were likely to take place during the autumn term 2018. There was a possibility that some Free Schools could receive sampling visits during the autumn term 2017.

1. PRESENTATION ON NOVEMBER 2016 OFSTED VISIT

As this item contains information on another school's Ofsted Inspection it has been captured in the confidential minutes - see Part 2, Item 1.

Action: Ensure that the school web site is compliant with all information it should contain (SBM).

Action: Circulate the Governor Visit template to all governors to ensure that all visits are logged (Chair).

Action: Produce an end of year summary report of governor visits by the end of the summer term (Chair).

Emmanuel Botwe left the meeting.

2. APOLOGIES AND ADDITIONAL OTHER BUSINESS

The following apologies for absence were received and accepted:

- John Hughes

The following item of AOB was raised:

- MAT Update.

3. CONFLICT OF INTEREST

Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting. The following potential conflict was declared:

- Mervyn Harding and Martin Howlett confirmed that they are employed by Youth Federation Limited, however did not foresee any conflicts of interest with the business to be discussed at tonight's meetings.
- Tim Haselwood confirmed that he is the Accounting/Resources Manager at Tytherington School, however did not foresee any conflicts of interest with the business to be discussed at tonight's meetings.

4. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the meeting held on 5th December 2016 were confirmed as a correct record and signed by the Chair. There were no matters arising.

The action log was reviewed and updated; see the spring term 2017 Fermain Academy action log.

Whilst discussing actions the governors discussed the need to have an online solution to the storage of papers (agendas, minutes, terms of reference). Tim Haselwood advised that Tytherington use Governor Virtual Office (GVO) which costs approximately £400 per year. It might be cheaper for TFA as the pricing is based on pupil numbers.

The Clerk advised that Cheshire East have also being looking to acquire a platform that could be used by all schools at a cost.

Action: Confirm the platform options through Cheshire East to TFA and Tim Haselwood (Clerk).

The governing board agreed to adopt GVO or another online platform. The School can go ahead and purchase as long as the cost is inline with the financial scheme of delegation.

5. MEMBERSHIP

The governing board noted that Stephen Armstrong became Chair following a handover meeting from the previous Chair on 3rd February 2017. Martin Howlett assumed the role of Vice Chair from 3rd February 2017.

The Clerk asked for confirmation on the term of office of the Chair and Vice Chair. The Chair and Vice Chair asked that their term be inline with their current term of office as governors which run until 31st August 2019. The governing board agreed to this.

The Clerk advised the governing board that four of the non-staff governors' term of ends on 31st August 2019 and that the board should consider succession planning.

Action: Add an agenda item to discuss governor's term of office and succession planning at the summer term 2017 governing board meeting (Clerk).

The governing board accepted that Alastair Stoddart has decided to stand down from the board and the various committees as an Observer. The Clerk wished the board all the very best for the future of the school on his behalf.

The Chair introduced Jane Dyson as a potential new governor. Jane introduced herself as a parent of four children, two at school age. She is a trained teacher with a degree in Psychology, a trained Counsellor and is a volunteer with the Samaritans.

The governing board agreed to the appointment of Jane Dyson as a Parent Governor. Jane does not have a student at TFA however inline with Article 58, she is the parent of a child of compulsory school age.

The governing board agreed that Jane would join the Standards Committee.

Action: Complete the enhanced DBS check for the new governor; Jane Dyson (SBM).

The updated Membership of Committees and Chair of Committees for the current academic year were agreed as:

Standards Committee (Academic Achievement and Progress)	Resource and Audit Committee (Finance, Premises and HR)
<u>Governors</u> Martin Howlett, Chair Nic Brindle, Principal Jane Dyson John Hughes <u>Observers</u> Lee Cambray, Deputy Principal	<u>Governors</u> Mervyn Harding, Chair Nic Brindle, Principal Tim Haselwood <u>Observers</u> Chris Heptinstall, SBM

The governing board had a discussion on the size of the governing board and whether additional governors or skills were needed. The Chair stated that he would prefer that they look for governors with a broad range of interests. The governing board agreed that they would like to add a second parent governor in line with the Articles of Association and that the current governors have a good balance of skills. The Head advised that School have two parents who are keen to be involved in a parent action group.

Action: Confirm the setup and brief of the parent action group (Head).

The governing board also discussed the possibility of linking with local and national businesses. The Clerk suggested that the governing board consider the use of a local councillor who would be able to access a large network to spread the positive work of the school and also suggested that the Head asks a local Primary Head who also manages a Resource Based provision. The Chair thanked the Clerk for her links to new governors in particular Tim Haselwood and Jane Dyson.

The Head asked for a list of expectations around the governing board to share with potential new governors and the governing board agreed that he should use page 6 from "A Competency Framework for Governance", DfE, January 2017.

The governing board discussed that it may be beneficial to bring in governors who would want to provide their support in a Multi Academy Trust (MAT) development.

6. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

The following Committee draft minutes had been issued to the governing board in advance of the meeting:

The Resource and Audit Committee, 2nd March 2017

The Chair of Committee highlighted the following:

- Three year forecast budget reviewed; deficit could occur, although too far out to consider at this stage.
- Responsible Officer Audit was rated acceptable.
- Health & Safety audit was completed in March 2017.

Tim Haselwood confirmed he will attend a monthly finance review with the Head and the SBM. Outputs from this meeting will be fed into the Finance and Resource Committee.

The governing board agreed to formalise this arrangement through the governor visit form and not through Tim acting as the responsible officer.

The Standards Committee, 14th March 2017

The Chair of Committee highlighted the following:

- The Committee had provided considerable challenge to the Head and Deputy on a number of aspects.
- School doing well in regards the spring term 2017 data drop.
- Couple of issues were challenged; English literacy issues – interventions were put in; Results around Food achievement was not evidenced - changed and results improving.
- Attendance was 89.8%, and has now moved to 90.7% against a national average for Alternative Provision (AP) of 62%.
- Progress 8 data will be reviewed.

The Chair of Committee thanked the staff as the results are outstanding for an AP.

The governing board discussed the importance of English and acknowledged that some children who join have been out of school for two years. Emma Colley reminded the

governors to consider comprehension and reading as two separate items as some students can read however have limited comprehension. The Head advised that some students join five to seven years below what is expected in reading ability. School have to work on the basics first prior to focusing on exams.

The Chair of Committee confirmed that the Committee drill down around the progress and attendance of each student. Where there is lack of attainment and performance, interventions are reviewed and monitored.

There were no recommendations from governors.

There were no reports from Governors with Special Responsibilities.

Safeguarding – The Deputy Principal confirmed that there is an upward trend in disclosures for last term (spring term 1) against autumn term 2. The current status is two students on Child Protection, five students on Child in Need, two students on Common Assessment Frameworks, three students on Educational Health Care Plans (EHCP) with two students in review and three Looked After students.

The Chair of the Standards Committee stated that this is a significant statistic and undertaking for TFA with School having a large impact into multi agency support.

School have set up an inclusions team to manage the safeguarding needs who meet every three weeks. Jayne Lowe, DfE commented that this is outstanding practice.

Virtual School have funded a Looked After Person role; Danielle Gwinnith has been appointed.

Lee confirmed that the staff meeting has a section on changes to Safeguarding and Safeguarding policies.

Look After / Cared For Children - The Deputy Principal confirmed that school have three LAC students. One student is a Cheshire East student; the other two are from outside the LA. The wrap around attention and care is carefully planned.

The Head flagged that there has been no LAC Governor visit this term.

Action: LAC Governor visit to be planned and confirmed (Chair).

Special Educational Needs and Disabilities (SEND) – The Chair confirmed that in his role as the SEND Governor he had visited school on 23/03/17 focusing on Teaching & Learning. The governor visit report had been issued to all governors. He advised that there were issues around SEND and that information from referring schools is not normally reliable. He had attended the staff meeting and had observed that staff focus on each student and how things can be improved.

He confirmed that the SEND policy is well embedded within the school.

Emma Colley confirmed that school have three students on Educational Health Care Plans (EHCP) with two students under review. She advised that all students have some SEND that are reviewed by staff via a one page profile for each student that she produces.

Chris Heptinstall joined the meeting.

Health and Safety Update – The SBM confirmed areas for addressing; tree survey – school awaiting a second quote, maintenance contract to be set up and school need to display an Energy Certificate (requirement of all public buildings).

7. FINANCE

The SBM confirmed that the audited accounts were published on the trust's website and were filed with Companies House and the EFA by 31st January 2017.

The report on Actual v budget to date had been issued in advance of the meeting; one sheet contained the high level summary of the current budget against actual expenditure, the other the detail.

TFA had received £62k more income than forecast from additional places commissioned, SEN funding, additional lettings, LAC funding and an apprenticeship grant.

This has been put back into staffing; Science and Hair & Beauty supply teacher costs, additional teaching support for students with SEND and staff development.

There has been a slight overspend across Premises; initial risk assessments more expensive than annual cost and an increase in the LA business rates.

Other additional costs include; ICT software for further assessment and GSCE pods, and a new vehicle that all staff can drive.

The original budget in year surplus was £11.2k; the projected is £29.2k. The balance brought forward for 2016/17 was £101.6k; projected carry forward for 2017/18 is £130.8k.

Total revenue transferred to capital for landscaping, electrical and internal building work is £6.5k; which indicate a projected final revenue carry forward of £124.3k.

The Chair had issued the national Ofsted report which had highlighted weaknesses in some governors knowledge around the articulation of where money is spent linked to student impact.

Action: Add the consideration of the impact of spending on specific interventions to the Standards Committee agenda (Clerk).

The Head raised a question in regards the delegation of additional funding for items such as the astro turf outside and possibly more IT.

The governing board agreed that the level of spending should be inline with the financial scheme of delegation which is checked via governor monthly checks and the termly Resource and Audit Committee meetings.

The Governors thanked Chris Heptinstall for all his work and wished him well in his new role.

Chris Heptinstall left the meeting.

8. HEADTEACHERS REPORT

The Heads report had been circulated in advance of the meeting in order for governors to have prepared questions. The report covered:

- Current view of where school operating
- Students on roll
- Attendance
- Behaviour and welfare
- Teaching and Learning, and Progress
- Leadership and Management

The Head highlighted points of interest:

- Forty three students; three quarters of students have multi agency support, thirteen students with additional needs.
- Behaviour and welfare – visit from Deputy Head and parents of another school with positive feedback.
- ClassDojo – 80% of parents engaged, working on those with limited access. Some receive weekly printed reports.
- Teaching and Learning – two Teachers outstanding, two good (with outstanding features), two good, two requires improvement (plan in place to address).
- Leadership and Management – three applicants to be interviewed for the replacement of the SBM on 7/04/17. Interviewers are Nic Brindle, Lee Cambray and Tim Haselwood.

Question: Can you explain your evaluation of judgements of staff?

Response: The judgements have been externally verified.

9. AGREE CURRICULUM PLANS

The Head confirmed that there have been no changes to the curriculum plans for 2017/18 and that TFA offer the broadest AP curriculum in the country.

The Head would like all high achievers to achieve Progress 8 (achieve ten GCSEs).

The Head noted that the curriculum offered depends on the budget; so may have to change going forward.

10. AGREE SCHOOL PROSPECTUS

The Head confirmed that the Prospectus is the same although the colour may change inline with the school web site.

The Head confirmed that the next Cheshire East Association of Secondary Headteachers (CEASH) meeting is dedicated to AP and the success of TFA.

11. CONFIRM 2018/19 ADMISSION ARRANGEMENTS HAVE BEEN PUBLISHED

The Clerk reminded the governing board that it is the responsibility of the governing board to have set the Admissions arrangements by 28th February 2017, even if no changes made and a copy must be sent to the LA by 15th March 2017.

The Head confirmed that the admissions arrangements are inline with the current policy. School will offer forty places from September 2017. He advised the governing board to assume school is full from September 2017.

12. SCHOOL POLICIES

The following policies were approved by the governing board:

- Special Educational Needs (as reviewed and approved by Standards Committee)
- Safeguarding (includes new definition of Child Sexual Exploitation, CSE “Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology”).

The Clerk had issued the policy schedule to the governing board in advance of the meeting. The governing board agreed to the delegation in the Policy Schedule for all policies including the addition of the Staff Attendance/Absence Policy (Suggested reviewer: Deputy Principal, TFA Agreed Approver: Principal, Review Frequency: Every 3 years).

13. RESIDENTIALS

Emma Colley confirmed that the canoeing day had been a success. She had planned to show a presentation of the trip however technology was not working.

She is planning a two night residential linked to the Duke of Edinburgh scheme during the summer term 2017. She confirmed that students can start the DofE without registering (as registration costs £25 per student). The plan is to start this for Year 9 and Year 10 students next term.

The risk assessment for the summer term trip is outstanding.

The Chair reminded Emma that all Education Visits should be checked via John Hughes.

14. CHAIR'S ACTION

The Chair reported that there had been no part one actions that the Chair or the Vice Chair had taken on behalf of the governing board since the last governing board meeting.

15. IMPROVING GOVERNANCE / GOVERNOR FOCUS ON BEING OFSTED READY

The Chair had requested the governors to:

- Consider ways to improve governance:
 - How do we hold the school to account?
 - How do we analyse the impact of what staff and governors do on pupil achievement and progress? In particular how do we know funding is consistently improving progress?
 - How do governors use information from our findings to report?
- Discuss how governors can engage with focused visits and training to aim for outstanding judgement from Ofsted.
- Ensure that Governor visits are used to achieve high quality analysis of school effectiveness.
- Plan governor training to achieve an outstanding judgement from Ofsted.

The Chair requested that to increase governor engagement that in advance of the Thursday 6th July 2017 governing board meeting that governors hold an assembly with students and staff with a possible theme “When I was Young?” The Head advised that the assembly should take no more than fifteen minutes to ensure engagement with students.

The Chair requested that on the 4th September 2017 Governors join with staff to agree a simple vision statement and discuss governing board effectiveness.

Action: Timetable a joint Governors and Staff session on 4th September 2017 to agree a simple vision statement and discuss governing board effectiveness (Head).

Governor Visits

Action: Complete a monthly review of the governor lead responsibilities and issue a report for governing board consideration (Chair).

Training and Development

The Chair referred to the one page governor profile and asked that all governors complete. The governing board agreed that the Chair can ask certain governors to attend governor training.

Action: Issue the one page governor profile for all governors to complete and return to the Chair (SBM)

16. SUMMER 2017 MEETING

It was confirmed that the governing board meeting for the summer term 2017 would take place on Thursday 6th July 2017. Timings are as follows:

12:30pm Arrive

12:45pm	GVO Presentation
1:00pm	Safeguarding Training / Update
1:20pm	Lunch with Students and Staff
2:00pm	Assembly
2:45–4:45pm	Governing Board meeting

17. ANY OTHER BUSINESS

The following item of AOB was discussed:

MAT Update

The Head noted that more discussions were required on the possibility of forming a MAT. The discussions could follow a meeting on 7th April 2017 with the New Schools Network.

Question: What are the academies within the MAT going to be?

Response: TFA and a sixty place AP school based in Crewe.

The Head advised that there is high demand to offer an Autism Spectrum Disorder (ASD) School although CE cannot justify the finances and it is not in the current strategic direction of the Trust. Therefore the set up of an ASD is on hold at this time.

The Chair proposed that the Head sets up a telephone conference to update the governors on the meetings.

Action: Set up a call to provide an update to the governing board in regards the MAT development following next round of meetings; provisional dates between 10th and 12th May 2017 (Head).

The Head advised that he is also working on the expansion of the current building for up to sixty students.

He will be attending a meeting with Macclesfield Head Teachers to discuss AP provision for students from Year 5 to Year 7.

Part 1 finished at 6:25pm.

Lee Cambray and Emma Colley left the meeting.

----- Chair

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