



**SHAVINGTON ACADEMY
NOTICE OF A MEETING
OF THE FULL GOVERNING BODY**

DATE: Tuesday 19th March 2019

PRESENT: Jayne Chapman (Chair), Christophe Cador (Vice-Chair), Carol White (HT), Victoria Hammond, Stefan Pyra, John Clark

APOLOGIES: Emma Clark

IN ATTENDANCE: Emma Morris (DHT), Lauren Berry (Clerk) & Eve Board (Clerk in Training)

**A G E N D A
PART ONE**

1. APOLOGIES

Apologies were received from Emma Clark who was attending a choir competition with her school. Pam Simpson was absent with no apologies received.

RESOLVED: Governors accepted Emma Clark's apology. Governing board membership to be discussed at Trustee level.

2. DECLARATION OF INTERESTS

No interests were declared by Governors.

3. MEMBERSHIP

The Clerk informed the board that Jonathan Fisher had resigned with immediate effect from his parent governor role due to work commitments and that Victoria Hammond will be standing down from her role as staff governor on Friday 24th May prior to her maternity leave.

One parent governor application had been received following three expressions of interest. New parent governor to meet with HT & CoG in-line with the academy's Governance Policy. HT to meet with potential parent governor following expression of interest. One staff governor nomination received, with another being completed after the deadline; governors happy to accept second late nomination. Clerk to advise CoG of induction process.

Current committee shortages discussed; to be reviewed following governor appointments.

RESOLVED: HT and CoG to meet with new parent governor. HT to meet with potential parent governor candidate. Governors happy to accept late nomination from staff

governor applicant. Clerk to advise CoG of induction process. Committee membership to be reviewed following governor appointments.

4. TRAINING NEEDS

The Clerk requested that governors advise if they are able to attend the LA Governor Training on Tuesday 2nd April. The CoG questioned if there had been much response; advised there had not. PP link to be invited to training. The CoG questioned what training program the academy currently used; advised this was The Key. Concern was showed regarding the level of training being undertaken by Governors in comparison to the level completed under Modern Governor. AHT to update Governor SharePoint with training documents for Governors to review and/or complete as applicable.

RESOLVED: PP link to be invited to training. AHT to update Governor SharePoint with training documents as applicable.

5. TERMS OF REFERENCE – FOR INFORMATION ONLY

Governors had received the terms of reference for all committees and full meetings, having been ratified at Trustee level. The CoG drew the Clerk's attention to a clerical error on the FGB Terms of Reference, item 4.2. The Clerk to advise RXP to amend and ratify.

RESOLVED: The Clerk to advise RXP to amend and ratify clerical error in FGB Terms of Reference.

6. TO REVIEW THE PI MINUTES OF THE MEETING HELD ON TUESDAY 4TH DECEMBER 2018 AND CONSIDER MATTERS ARISING

The Clerk advised that all agreed actions had been completed. The HT reported that the scanner pens previously discussed have had a positive effect and had increased PP engagement. Formal evaluation to take place at the end of the academic year to assess impact.

Governors questioned if the pens made mistakes; advised they do not and can accurately process any word processed font. Silent, discreet aid and also prevents staffing issues. Governors questioned what happens if a pupil does not want to use a scanner pen; advised they are given a reader instead.

A governor challenged if all new doors have been fitted with locks yet. Advised by HT that there are some still outstanding. HT to arrange Critical Event Drill.

Academy is now oversubscribed. Clerk to check if appeal panel for Brine Leas has been fully staffed.

RESOLVED: HT to arrange Critical Event Drill. Clerk to check if appeal panel for Brine Leas has been fully staffed. Governors received the minutes, impact statement and

actions update from the meeting held on Tuesday 4th December 2018 and declared them a true and accurate record.

7. TO APPROVE PREVIOUS PI COMMITTEE MINUTES FROM THE SPRING TERM 2019

Governors had received minutes from the spring term P&C and SEF committees.

P&C minutes detailed:

- Lack of apologies received by the committee Chair
- FFT report
- CME paperwork to be completed as and when required

The SEF minutes detailed:

- Work undertaken by the Science department
- Proactive approach of the Technology Faculty Leader. Department to report to SEF again in the summer term.
- Computing department to report to SEF in the summer term, along with MFL.

The Staffing committee was cancelled; email trail provided to confirm ratification of minutes.

RESOLVED: Governors received previous committee minutes from the spring term 2019 and declared them a true and accurate record.

8. DIRECTOR OF CHILDREN'S SERVICES REPORT

Governors received the spring term Director's report. Governors informed that the Careers program at the academy was underway; with assessment due next week. Brine Leas careers link has not been able to be released. All Year 11 have had careers interviews with PP cohort having more than one, in line with Gatsby standard.

Deputy Safeguarding Lead is leaving the academy, for which the academy will be appointing an AHT next week. Safeguarding knowledge a must. Current turbulence within the LA; Head of the Virtual School is a new appointment.

The LA are not in favour of part-time tables for pupils. As a result, the academy has produced a new template and has met with each child currently on a part-time timetable with a timeline to fulltime attendance. Difficulties expected to arise when pupils move up from primaries on part-time tables.

There have been no changes to secondary planning areas, despite oversubscription.

Schools are no longer a statutory partner on safeguarding boards. Historically, schools have paid towards LSCB boards, but this has since stopped for the next two years.

RESOLVED: Governors received the Director of Children's Services Report for the spring term.

9. LINK GOVERNOR REPORTS

Governors received a SLT report, with all other reports outstanding. The CoG commented on the disappointing number of reports received. Governors discussed a staggered approach to reporting, to ensure greater feedback. Link governors and revised approached to be reviewed by HT & Clerk.

RESOLVED: Link governors and revised approached to reporting to be reviewed by HT & Clerk.

10. CT GOVERNOR REPORT

No reports received, with an English report pending. DHT advised Clerk that KS3 schemes of work, rather than a learning walk, to be discussed. Clerk to advise governor.

RESOLVED: Clerk to advise governor of change to meeting content.

11. HEADTEACHER'S REPORT (PI)

Governors had received the HT's report PI. Informed that achievement is a changing picture with the rolling out of 9-1. Difficult to compare year-on-year. FFT discussed in PII. Need results to monitor progress in Science.

Attendance is now above 95% with a healthy intake also. Two more classrooms found, with more needed for the following year. Potential dance studio conversion. SLT have no teaching spaces next year. Extra wall being put up in SciMa over Easter to accommodate parent space; which could also be used as a classroom if needed.

RESOLVED: Governors received and accepted PI of the Headteacher's Report.

12. POLICIES UPDATE

None to ratify at this time.

13. CHAIR'S ACTIONS

Governors had received the Provider Access Policy, signed by the CoG. Policy renewal for website with no amendments.

The CoG advised that she had also dealt with a parental complaint, following the distribution of attendance awards.

RESOLVED: Governors were informed of Chair's Actions.

14. IMPACT STATEMENT

Governors requested that the following items be included on the Impact Statement:

- Governor membership
- Training
- SEF update
- Staggering of governance reports
- Scanner pens
- LAC update
- Science outcomes
- Leadership change in SEF
- Staffing structure discussed

RESOLVED: Governors advised the items they wished to be included in the Impact Statement.

15. A.O.B

No items discussed.

Signed: Jayne Chapman (Chair of Governors)

Date: 9th July 2019