

Governor Services, Learning Services and Skills Team

HODGSON ACADEMY (02502)

Minutes of the meeting of the full governing body held at the school on Tuesday, 26 November 2019 at 4:30pm.

Present:

- Mrs N Galloway (Chair)**
- Mrs S Benson**
- Mrs H Benwell**
- Mr C Feeney**
- Mrs J Jackson**
- Mr C Jackson**
- Mr I Lindsay**
- Mr C McConnachie**
- Mrs A Preston**
- Mr T Rimmer**
- Mr S Smith**
- Mrs J Vila**
- Mr A Walker**
- Mr I Siddall (Headteacher)**

Also present:

- Mrs F Graham (Clerk to Governors)**
- Mr P Marsden (Observer – Deputy Headteacher)**
- Mr M Pickles (Observer – Finance Director)**
- Mrs L Foley (Observer – Head of PSHE)**
- Mr J Bellamy (Observer – CWR Accountants)**

Apologies: There were no apologies for absence, all governors were present.

19.53 Governing body matters

a) Declaration of Interests

There were no declarations of interest in relation to agenda items.

b) Membership of the governing body

The clerk confirmed there were no changes to report.

19.54 Minutes of the Previous Meeting

ACTION

The minutes of the previous meeting held on 8 October 2019, having been circulated, were approved and signed by the chair as a correct record subject to the following amendment:

Mr C Feeney was added to the list of governors present.

19.55 Matters Arising

Headteacher's report a) Headteacher's report October 2019 (Minute 19.46 refers)

It was confirmed that a breakdown and analysis of meeting the needs of Pupil Premium Pupils, would be brought to future meetings and the format would be provided prior to the meeting

Policies (Minute 19.45 refers)

The nominated governor for Whistle Blowing was amended to Mrs J Jackson.

FCAT Report (Minute 19.49 refers)

A full report had been provided by Mr C Malone at the meeting held on 8 October. Reports would be provided at the end of each term.

19.56 Curriculum Input – Personal Social Health Education (PSHE)

It was agreed that this agenda item would be brought forward in order that Mrs Foley could deliver her presentation and then leave the meeting.

The governing body received a PowerPoint presentation and verbal report from Mrs Foley on work undertaken in school regarding PSHE.

Highlights of the report included:

- Details of an apprenticeship show.
- Curriculum intent, implementation and impact in PSHE.
- PSHE delivered every week for one hour for every year group.
- Three themes; health and wellbeing, relationships, living in the wider world.
- PSHE curriculum map included career mapping and responding to pupil needs.
- Who is who in the department.
- Gatsby scoring of 7 out of 8.
- Destination diversity.
- Parental engagement.
- Careers convention and mock interviews.
- Apprenticeship show trips.
- Visit to Preston Crown Court.

- Mock trial competition.
- BBC bitesize creative career roadshow.
- National apprenticeship week.
- #futuresweek for Year 10.

Mrs Foley invited questions.

A governor asked about Gatsby scoring. The Gatsby Benchmarks were a framework of 8 guidelines that define the best careers provision in schools and colleges. 8 was the top score and 0 was the lowest score.

A governor sought details about mock interviews. The whole cohort was invited to attend mock interviews. Assistance was provided on writing curriculum vitae (CV) and feedback was given after the mock interviews.

A governor enquired about relationship and sex education (RSE). The updates were in place and parents could withdraw their children from some aspects of the RSE curriculum.

The chair thanked Mrs Foley for her informative presentation, she was pleased that diverse opportunities were recognised and that the PSHE curriculum did not steer away from difficult subjects.

Mrs Foley left the meeting.

19.57 Auditors Report re 2018-19 Audited Accounts

It was agreed that this agenda item would be brought forward in order that Mr J Bellamy would deliver his presentation and then leave the meeting.

Mr Bellamy referred governors to the Annual Report and Financial Statements, as presented by the academy auditors CWR Chartered Accountants, to 31 August 2019. This had been circulated prior to the meeting.

Highlights of the report included:

- Independent auditor's report to the members.
- Independent reporting accountant's assurance report on regularity.
- Statement of Financial activities (including income and expenditure account).
- Balance sheet including fixed assets, current assets, liabilities and funds of the academy trust.
- Statement of cash flows.
- Notes to the financial statements.

Total funds were recorded for 2018 and 2019 and showed total assets less current liabilities were similar across both years. 2018 – 7,772 2019 – 7,751. The defined benefit pension scheme liability always produced by the actuaries showed a slight improvement, 2018 – 1,453 to 2019 – 2,450. It was possible this would decrease during the coming year for all schools due to the uncertainty in the world economy and Brexit.

Mr Bellamy detailed significant points in the notes to the financial statements. He mentioned that some capital expenditure not spent by 31 August 2019 was not accounted for due to timing and related to September/October transactions. Mr Bellamy concluded that the expenditure disbursed and income received during the year from 1 September 2018 to 31 August 2019 was correct.

Mr Bellamy was thanked for his report. In turn, he thanked Mr M Pickles for all his help and left the meeting.

19.58 Library Proposal

Mr Siddall referred to a large area of the school entitled the LRC. This was built in 2007 and was at the centre of the school. The area was used for large meetings and team teaching. It contained 57 computers a number of iPads and books which dated from 1985 to 2014. The headteacher wanted to update the area and make it fit for purpose in terms of a library and study area for all departments.

The area would be appropriately staffed and resourced to provide an appealing study area and a library to encourage the culture of reading and an area where lessons could take place. The area would need a complete refurbishment to ensure that it was fit for purpose and the cost was likely to be in the region of £40,000 to £45,000.

Mr Siddall said that before going any further with the plans for the area he wanted to show governors the proposals and ask for their support.

A governor asked if any bids had been sought for funding. Mr Siddall replied that funding was limited for such a project but he would continue to look.

A governor sought clarification of the time frame for the new area to be opened. Ideally, next September was envisaged.

A governor asked how much use the area had currently. Mr Siddall replied the use was regular, but limited. It was used as a homework centre for 10-15 students on one or two evenings a week.

A governor enquired if the pupils had been consulted about the plans for the area. Mr Siddall agreed to consult pupils and said that they would be given details of the proposal.

Mr Siddall

Governors approved the proposal. The headteacher thanked governors for their support and agreed to provide regular updates on the progress of the re-design. He added that he would welcome governor thoughts and ideas on the re-design.

Mr Siddall

19.59 Headteacher's Report

a) Headteacher's report

The headteacher's report on the achievements and developments in school since the last meeting of the governing body was received and noted. The headteacher invited questions:

- The percentage of disadvantaged pupils was higher at 20%. Looking at the other 18 outstanding schools in Lancashire, this was the second highest number of disadvantaged pupils. However, the percentage of free school meals (FSM) pupils was low at 8%.
- Within the local cluster the percentage of disadvantaged pupils was far higher at St Mary's Catholic Academy and Unity Academy.
- Pupils with educational health care plans (EHCP) was 1% which amounted to about 11 to 12 pupils.
- Inclusion had increased this year. If pupils were withdrawn for a full day it was reported so that the figures were clearer and more transparent. Although withdrawn the pupils were still on site and learning.
- Pupil premium pupil attendance in Years 10 and 11 was low. This was due to several individuals in those year groups. The majority of pupils' attendance was greater than 95% and mirrored the national picture.
- PA rate in Year 10 was significant at 19.82. Governors were reassured that this was being monitored. Any pupil absent for up to 48 hours without a reason would trigger a home visit.
- Mr F O'Regan, behaviour consultant, had spent a day at the academy looking at systems and processes and fixed term exclusions as well as delivering small group work with staff and whole-staff INSET.
- The headteacher had attended FCAT training on the Ofsted framework. He agreed to send to governors, the slides from the training and also a set of questions for governors.
- Outstanding schools were no longer exempt from inspections.

Mr Siddall

b) Standards Report Year 11

The data circulated prior to the meeting was based on the forecast for the current Year 11. The forecast was good and it was hoped that progress would improve.

- There were no significant areas of concern. A more specific focus had been used on closing the gap between boys and girls. Last year the gender gap was more in line with the national figure.
- In terms of percentage each pupil was worth just under 1/2%.
- Three separate sciences was not the correct route for all children. To take three separate sciences pupils needed to have a high degree of interest in science. There were arguments for three sciences and combined science. Three sciences meant more curriculum time at the expense of other subjects. The balance at the academy was good, science was taught well and well resourced.

c) On line safeguarding Report

- The headteacher's report provided a summary of the online safeguarding activities that had taken place so far this year.

19.60 Finance Update

School Resource Management Self-Assessment Checklist and Dashboard

The checklist had been submitted and showed predicted expenditure and benchmarking.

- The English department was overstaffed but this was due to an anticipated long term absence.
- Senior leadership was flagged as higher than similar schools. The average teacher costs was in line with similar schools.
- Teacher contact ratio was lower than recommended. This was linked with the academy endeavours to give sufficient non-contact time to teaching staff at all levels to enable them to undertake their roles effectively.
- The figures in the school resource management self-assessment checklist were reviewed constantly.
- The budget predictions for next year were £150,000 to £200,000 more than this year. The national funding formula and pupil numbers were fairly stable.
- Teaching staff was the biggest expenditure. The end of the week would see pay progressions and back pay payments.

A governor asked about the Pupil Premium Grant. Mr Pickles explained that this was always 12 months behind. It was in the region of £935 per child.

A governor enquired about looked after children premium. Mr Pickles explained that the money coming into the academy for looked after children must be spent on those children.

A governor queried the use of the catch up grant. This came in as one lump sum and would arrive on 1 March 2020. Money was then allocated for Level 3 teaching assistants and English and maths catch up. A new literacy programme had been bought, Lexonik to help raise attainment in English. This could be used at all ages and it was possible some funding from the catch up grant would be used towards this.

19.61 Policies

Governors approved the School Admission Arrangements for the academic year 2021-2022.

Governors approved the Safeguarding Policy September 2019.

Governors noted the update to Keeping Children Safe in Education (2019) regarding DBS and Section 128 checks. The chair requested that Part I of Keeping Children Safe in Education be sent to governors.

Mr Siddall

19.62 Governor Training and Development

Governors noted the Lancashire County Council Governor Services Governor Training & Development Programme 2019/20 was available on the [LPDS website](#).

Mr Rimmer confirmed that he was booked to attend the new governor course.

It was noted that all governors had a Schools' Portal account.

19.63 Risk Register

Governors noted the pre-circulated risk register. There were no changes to the register.

19.64 Confidentiality

Governors confirmed that all matters discussed at governing body meetings were confidential and not for general discussion outside the meeting.

The governing body considered whether any items discussed were required to be recorded in the minutes as confidential.

It was agreed there were no items deemed confidential.

19.65 Any Other Business

The chair commended the excellent presentation evening held during the previous week. She thanked governors who supported the event.

19.66 Date and Time of Next Meeting

The next meeting of the full governing body would be held at 4:30pm on Tuesday 21 January 2020 at 4:30pm

The chair thanked governors for their attendance and input and closed the meeting at 6:55pm.

