

Governor Services, Learning Services and Skills Team

HODGSON ACADEMY (02502)

Minutes of the meeting of the governing body held at the school on Monday 8 July 2019 at time 4:30pm.

Present:

Mrs N Galloway (Chair)
Mrs S Benson
Mrs H Benwell
Mrs J Jackson
Mrs S Khan
Mr I Lindsay
Mr C McConnachie
Mrs A Preston
Mrs J Vila
Mr A Walker

Mr D Yarwood (Principal)

Also present:

Mrs F Graham (Clerk to Governors)
Mr P Marsden (Observer – Senior Assistant Principal)
Mr M Pickles (Observer – Finance Officer)
Mr I Siddall (Observer – Deputy Principal)

Apologies:

Apologies for absence were received and accepted from Mr C Feeney, Mr S Smith and Mr C Jackson.

ACTION

19.29 Governing Body Matters

a) Declaration of interest

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

b) Membership

Mrs Khan explained that it was with a heavy heart she would have to resign as staff governor. Her position as a member of the senior leadership team from September would represent a conflict of interest. Mrs Khan was thanked for all that she had done as the staff governor and she was wished all the very best in her new role.

Mr Pickles confirmed that a staff election would be held at the end of the academic year ready for a new staff governor to be in position for September.

c) Disclosure and Barring Services (DBS) checks for governors

The governing body confirmed that all necessary arrangements were in place, and that all governors had the required clearances.

19.30 Minutes of the Previous Meeting

The minutes of the previous meeting held on 21 May 2019, having been circulated, were approved and signed by the chair as a correct record.

19.31 Matters Arising

Governing Body Matters b) Membership of the governing body (Minute 19.17 refers)

It was agreed that Mr Siddall and Pickles would carry out a skills audit to ascertain the areas of strength and areas to be improved. Following the audit the vacant position for the fifth trust member would be considered.

Training Link Governor's Report (Minute 19.20 refers)

Mrs A Preston had been unable to attend the governing training, Strive and Thrive – A Happy and Well School Community, held on 4 June. She agreed to attend this governing training in November 2019.

19.32 Reports

a) Nominated governor report

The governing body received a verbal and written report from Mrs Benwell on work undertaken in school regarding Special Educational Needs & Disability (SEND). She had met with Miss F Bate, SENDco on Monday 1 July. 11% of pupils were on the SEND register and 10 pupils had Educational Health Care Plans (EHCPs). Funding paid for HLTA support, resources and also 'shine therapy'. SEND pupils joining Hodgson Academy in September were supported through visits to their schools, contact with their parents and transition support. Passports for teachers at Hodgson Academy were provided on how to support SEND pupils. The Academy website provided extensive details on SEND support as well as an advice for parents section.

Mr C McConnachie said that safeguarding was compliant. The FCAT safeguarding board met regularly and looked at anonymous case

studies. A section 175 audit had been carried out by Miss Bate. The safeguarding board for the local authority would cease to exist from 31 August 2019. Partnership boards would have different membership and education would no longer be represented

Mrs Galloway thanked Mrs Benwell and Mr McConnachie for their reports and continued support.

b) Chair's Action

The chair reported that it had not been necessary to take any urgent decisions on behalf of the governing body since the last meeting.

19.33 Principal's Report

a) Principal's final summary report (including final data and year 10 mock results)

Mr Yarwood presented his final report on the strategic direction for the next year. He was proud of the structure and Mr Siddall would be in a good position to move it forward even further. The forecast for the existing Year 10 cohort suggested that Progress was ahead of final projections for the Year 11 cohort who had just completed their exams.

There were promising forecasts in a number of subject areas. However, the Year 10 cohort was less able on entry and overall attainment forecasts for 2020 were behind the 2019 Year 11 cohort.

A governor enquired about appeals for places at the academy. Mr Yarwood replied that four out of 30 appeals had been successful and all had a background story.

A governor asked about the update to the curriculum. Mr Yarwood replied that changes in Year 7 would look at the structure and catch up but not straight away. An aim was for music for all Year 7 and Year 8. From next year the top two groups in Year 8 would study French and German.

A governor noted the strength in attendance but queried the dip in Pupil Premium pupil attendance in Years 9 and 10. Mr Yarwood explained this related to individual pupils with on-going issues, who were being supported.

A governor queried the -20.9 persistent absence in the column entitled Diff for Year 9. Mr Yarwood replied there were specific reasons why some individuals hardly attended.

A governor asked about holidays taken in term time. Mr Yarwood said that parents still took pupils out of school during term time and they received fines. If parents requested an absence for longer than five

days they had to come into school for a meeting. A hard line was taken but extenuating circumstances were taken into account. Attendance at the school was a key strength with over half of the pupils achieving 99% attendance.

The next discussions were deemed confidential and minuted as such.

A governor raised a query on the e-safety report for safeguarding, listing 5 indecent images for March and June 2019. Mr Yarwood explained that an old image had re-surfaced. It was deemed distribution if the image was forwarded on and then the investigation moved to a greater scale. Reports were made to the police if the parents did not act.

A governor enquired if the academy had been involved in the consultation for SEND funding. Mr Yarwood replied that the academy had been involved in the schools forum.

b) Approval and evaluation of educational visits

The governing body received a report on recent visits in relation to the impact and benefits for pupils. Educational visits discussed included:

- Year 10 trip to Blackpool sixth form on 4 July to raise awareness of post 16 options. This had been an excellent after school event that had been very well received.

The headteacher reported details of the following proposed educational visit which was considered and approved:

- Year 9 and Year 10 visit to the Opal Coast, France to increase confidence and proficiency in communication in French, to improve cultural awareness and to visit WW1 and WW2 sites of interest. The trip would take place from Friday 3 July 2020 to Monday 6 July 2020.

Mr Siddall reported details of the following proposed educational visit which was considered and approved:

- Five to ten Year 10 and 11 pupils wanting to pursue a career in physics would be given the opportunity to join 30 pupils from the Trust for a physics day at Cambridge University. The Trust took the lead on the trip and there would be no cost to the parents. The pupils would stay in halls of residence. The trip would take place from Monday 16 September 2019 to Tuesday 17 September 2019.

c) Unavoidable School Closure

The headteacher confirmed there had been no unavoidable school closures since the last meeting.

The headteacher was thanked for his comprehensive final report.

On behalf of all the governors the chair expressed their grateful thanks to Mr Yarwood for everything that he had done for the school over the last 34 years. She presented Mr Yarwood with a gift.

Mr Yarwood thanked the governors and said what an amazing experience he had had during his time at Hodgson Academy. He commended Mr Siddall saying he had been brilliant during the pilot Ofsted, superb with the staff and his strategic quick thinking shone. The structure would be a bit different but the ideas would work. He wished the school and the governors all the very best and he believed the school was in safe hands with Mr Siddall.

Mr Yarwood concluded that he would be in school for results day and after that at the end of a phone if anything was needed.

Mr Yarwood left the meeting at 5:30pm.

19.34 Pilot Ofsted Feedback

The discussions which took place were deemed confidential and minuted as such.

19.35 New Principal future plans/strategic direction/Academy Plan

A governor asked if it would be possible to have an overview of what was happening at the school in terms of the new leadership, the new curriculum, learning within specific subject areas, intent for the whole curriculum and the senior leadership team view.

Mr Siddall explained that there was an academy draft plan but it was not finished and he wanted to talk with the leadership team. He said it was a slimmed down version similar to the Broughton High School leaflet version. The draft plan would be discussed at the first meeting next term.

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19.36 New SLT structure and future staffing structure

Prior to the meeting a detailed staffing structure grid had been circulated to governors. Mr Siddall provided additional details relating to leadership and areas of focus:

- There was one correction to the grid, Miss C Boyle was head of Phoenix House rather than Mrs S Khan, as detailed on the grid.
- Ms J Aionesei would take up a new position which focussed on core subject achievements and standards.

- Mrs J Bristow would be in charge of CPD, staff development and upskilling.
- Mr C Malone would focus on curriculum development and continue in the FCAT role for twelve months.
- Miss S Hetherington would be in charge of ethos and culture.
- For the next year Mr L Jenkinson would look at curriculum provision and catch up provision in Year 7. This was a secondment provision.
- Miss S Hetherington and Mr L Jenkinson would focus on making transition as smooth as possible.

A governor asked about the appointment for head of English and head of science. Mr Siddall replied that they would be internal appointments with a focus on the specific day to day operations of the two subjects. The interviews would take place on 11 and 12 July. Mr Siddall also mentioned that the titles Principal and Vice Principal would be changed to headteacher and deputy headteacher. FCAT would be making the same changes.

Mrs S Khan left the meeting at 6:30pm. She was thanked for all the support she had provided in her role as governor. She was wished all the very best in her new role as a member of the Senior Leadership Team.

19.37 Finance Director's Update

An internal audit had produced a clean bill of health. The debit card with two signatures was operating well. Consideration would be made of a credit card. However, schools were not allowed to borrow and there would need to be protections on a credit card.

Buildings work throughout the summer would include:

- Resurfacing to increase outdoor space for pupils and additional car parking for staff.
- Fitting of a canopy for covered outdoor space for pupils use.
- Window replacement at the front of the main school building.
- Electrical remedial work that were statutory requirements.
- Fire alarm replacement which included a CIF grant.
- DT workshop LaserCam replacement.
- Office refurbishment.
- Flooring Works.
- Painting.

A governor asked about plans for an inclusion room. Mr Pickles replied this was part of a rolling programme going forward for the next 12 months.

Budget Monitoring

The staff changes and the new team increased costs had been taken into account. There was overstaffing in English, a temporary appointment had been made to ensure there was cover for any ill health. If ill health cover was not required the temporary appointment would be used for interventions.

A governor asked about supply insurance to cover ill health. Mr Pickles explained that continuity for pupils came first.

A governor enquired if any further resignations had been received since the deadline of 31 May. Mr Pickles replied there had been no further resignations. Two teachers were retiring, Mrs L Webster, Mrs K Clare, Mr R Crawshaw and Miss K Gardiner were all leaving.

Mr Pickles continued that it was important to keep an eye on the costings of the teaching staff and the pay scales. This year there had been an internal restructure. Less movement meant more stability, but more cost. It was useful to have some turnover for the right reasons and fresh ideas were good too.

Two newly qualified teachers (NQTs) would join the staff in September. One in English and one in PE.

Mr Siddall said that a government spending review was unlikely to see school funding going down. He said that the budget was set for a worst case scenario, the staffing and buildings structure was correct at the moment and he had confidence in the budget figures.

Risk Register

Governors approved the risk register that they had received prior to the meeting. However, it was agreed to defer until the September meeting, the review of the constitution of the governing body.

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19.35 Information and updates

A staff election would be held at the end of the academic year ready for a new staff governor in position for September.

19.36 Confidentiality

Governors confirmed that all matters discussed at governing body meetings were confidential.

The governing body considered whether any items discussed were required to be recorded in the minutes as confidential; that is, that should not be made available to the general public should a request be received to view governing body papers.

Item numbers 19.33 and 19.34 were deemed to be of a confidential nature and was minuted as such.

19.37 Date and Time of Next Meeting

The governing body confirmed the pattern of dates for the 2019/20 academic year as follows:

Autumn Term	4:30pm
Full governing body meeting	Tuesday 8 October
Full governing body meeting	Tuesday 26 November
Spring Term	4:30pm
Full governing body meeting	Tuesday 21 January
Full governing body meeting	Tuesday 17 March
Summer Term	4:30pm
Full governing body meeting	Tuesday 19 May
Full governing body meeting	Tuesday 30 June

The chair thanked governors for their attendance and commented how well everyone had worked as a team and closed the meeting at 7:30pm.