

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 8 October 2019 at 4:30pm.

Present:

Mrs N Galloway (Chair)
Mrs S Benson
Mrs H Benwell
Mr C Feeney
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 C Malone (Observer - Senior Assistant Headteacher)
Mr P Marsden (Observer - Deputy Headteacher)
Mr M Pickles (Observer - Finance Director)

Apologies:

Apologies for absence were received and accepted from Mrs J Jackson.

ACTION

19.38 Declaration of Interest

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

19.39 Election of chair

Following a discussion, Mrs N Galloway was elected as chair until the first meeting of the autumn term 2020.

19.40 Election of vice chair

Following a discussion, Mrs H Benwell was elected as vice chair until the first meeting of the autumn term 2020.

19.41 Governing Body Matters

a) Declaration of Interest

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

b) Register of Interest

All governors, observers and associate members to committees were reminded of the need to update the Register of Business Interests on an annual basis, and to ensure that appropriate details were included on the school's website.

It was noted that this register should remain in school and that the Data Controller had been made aware of the form.

c) Membership

Mrs N Galloway's term of office had ended on 5 October 2019. She had been invited to continue as a trust appointed member for a further four year term of office. Mrs Galloway thanked the trust for their support.

Mr T Rimmer was welcomed to the governing body as the staff elected governor. Mrs Vila recommended Mr Rimmer attend New Governor Induction training. Mrs Benwell was assigned as Mr Rimmer's 'buddy governor'. Mr Rimmer was grateful for the training suggestion and support.

d) Policy Annual Renewal

Governors ratified the following policies:

- Governors Code of Conduct
- Governor Attendance Policy
- Governors Induction, Training, and Development Policy.

19.42 Minutes of the Last Meeting

The minutes of the previous meeting held on 8 July 2019, having been circulated, were approved and signed by the chair as a correct record.

19.43 Matters Arising

There were no matters arising from the minutes of the previous meeting.

19.44 Finance Director's Update

a) Finance and Buildings Update

Building work over the summer break had been extensive and was still ongoing from an IT perspective. Mr F James, ICT Network manager and Mr C French, Premises manager and all the premises staff were thanked for their hard work during the building work.

The Finance and Business Report provided details of the purchases and work that had been completed. These included:

- IT equipment
- Fire alarm replacement project
- Electrical upgrade – statutory certification
- Window replacement project – front of school and side elevations to the main building
- Resurfacing to the rear of the school
- New outdoor canopy outside 1 classroom
- New laser cutter – technology workshop
- New benching – technology workshop
- New paint booth/ extraction systems – technology workshop
- Replacement flooring in a number of different areas
- Offices building work
- Painting and decorating

The chair had visited the school since the extensive building work had been carried out. She expressed her grateful thanks to Mr Pickles and all the team for their hard work to ensure that the school looked so impressive and the positive impact it would have on the staff and pupils.

A governor enquired how the quotes had been selected in terms of value for money or the cheapest. Mr Pickles replied that it was a mix of the cheapest and value for money taking into account recommendations, knowledge of contractors, and also the quality of the after service support.

A governor queried the disposal of replaced computer equipment. Mr Pickles confirmed that within the quotes all disposed computer equipment was wiped properly and certificates were provided. The certificates were retained by Mr F James.

b) Annual Accounts 2018/19 update

A meeting with the auditors would take place the following week. The management account summary September 2019 showed a summary for the first month of the year and there was nothing unexpected to report. Departmental spending was slightly higher but that was because it was the start of the new academic year.

A governor asked if a tender was made for the auditors. Mr Pickles replied that there was new guidance to follow and so now it was probably worth tendering for auditors to ensuring good value for money.

c) Annual Accounts Financial Handbook 2019

The rest of the report referred to the main changes under the 2019 Academies Financial Handbook. One requirement was the establishment of an Audit Committee which would meet a minimum of three times per annum, using the terms of reference suggested. The Audit Committee would determine the pattern of internal scrutiny for the year and how this would be undertaken and reported back in line with the guidelines received.

The following governors volunteered and were approved as members of the Audit Committee:

- Mrs H Benwell
- Mr C McConnachie
- Mrs J Vila
- (Mrs A Preston)

A governor asked for clarification regarding the catering contract with Chartwells. Chartwells had expressed concern that the contract held with FCAT schools was proving loss making to them to a considerable degree. The schools included were Hodgson Academy, Mereside Primary School, Montgomery Academy and Unity Academy.

The main issue was the discrepancy in the take up of free school meals for each of the schools. In order to address this Chartwells wished to;

- increase the free school meal secondary allowance meal deal to £2.40
- Invoice free school meals at full value invoice of £2.40 regardless of how much was spent under £2.40
- Increase the tariff generally by 7%
- Increase the cost to schools to reflect higher LGPS pension rates – clawed back to the start of year one of the three year contract.

A meeting had taken place with Chartwells and most of their request had been turned down. It was recognised that there would be a need to compensate them in respect of the increased pension costs for the staff but not to the start of the first year of the contract.

A governor suggested that Chartwells would have been aware of the increased pension costs. Mr Pickles assured the governor that the level of cost could not have been anticipated. Chartwells had to register as a provider of the local government pension and the rate could vary from anywhere between 2% and 25%.

Chartwells would be providing data as to the impact of any proposed changes broken down to school level. The catering contract was in its third year and Chartwells had provided a good service.

Hodgson Academy could extend the contract with Chartwells and it could be split from the contract held with the FCAT schools. A worst case scenario would be for Chartwells to pull out of the contract. There was no notice period indicated in the contract.

Mr Siddall said that the quality of the food was very good. One issue was one of the dining rooms was not very attractive and the queuing in the middle of the room did have an impact on its use. Part of the responsibility was for the school to make the dining room more appealing and this was being looked into. The quality of the food and service provided by Chartwells was good, and had been throughout the contract. Mr Siddall continued that he would be reluctant to let Chartwells go and have to find alternative caterers.

A governor asked how lunch times were organised. Mr Siddall replied that disadvantaged pupils were encouraged to have lunch but the footfall was dictated by the timetable and the queues. Chartwells had sought to address the timetable and queues issues with a quicker sandwich bar type facility but this had not been very successful.

A governor enquired about staggered lunchtimes or lengthening the lunch time. Mr Siddall replied that the knock on effect made the situation even more complicated. The latest trend running the kitchens in house was not an option at the moment. A more speedy solution was making the dining hall more appealing. This could possibly be achieved by moving the queue outside. The outside option was plausible because it was a covered area.

d) Risk Register

The chair invited questions.

A governor suggested that items be removed from the list if they appeared in green denoting that they had been dealt with. Mr Siddall responded that the risk register followed the Department for Education template and the items even in green, were a useful reminder of things that could go wrong. It was useful to have the means to keep an eye on possible risks for example staff changes or strike action.

The next item of discussion was deemed confidential and minuted as such.

Mr Pickles was thanked for his comprehensive report

19.45 Policies

a) Whistleblowing Policy

The policy reflected the requirements laid down in the Academies Financial Handbook. The trust should appoint at least one trustee and one member of staff, who other staff could contact to report concerns.

A governor suggested that it would be appropriate to appoint a male member of staff and a female member of staff.

The chair offered to take up the role of trustee.

Governors approved the policy and the appointment of a male member of staff and a female member of staff and thanked the chair for taking up the position of trustee appointment.

b) Safeguarding/Children Protection Policy and Procedures

The policy and procedures had been updated to reflect the amendments to Keeping Children Safe in Education.

A governor queried what was done to ensure staff knew about the updates. The deputy headteacher responded that twilight training took place together with online training and a record was kept on the Single Central Record. Miss F Bate, assistant headteacher (SENCO and safeguarding) managed the training throughout the year and if new staff were recruited throughout the year the training was part of their induction.

Governors approved the updates.

c) Teachers Pay Policy

The School Teachers Pay Award had been agreed at 2.75% across all teacher/leadership pay scales and this award had now been applied. This had been processed and back dated to September. The school had budgeted for 2% as expected by the government and the government would provide the additional funding .75%, (via the Pay Award Grant) to meet the difference in cost.

d) Educational Visits

The headteacher provided an extensive list of the proposed educational visits for the year, which were considered and approved:

The chair commended the school and thanked the staff for organising so many visits to ensure the pupils received a broad and balanced curriculum.

A governor enquired if the trip to Cambridge University to experience a taster day in the physics department would take place again the

following year. Mr Rimmer replied that it was hoped 20 to 30 pupils would be able to join the trip the following year, but this would involve a greater number of staff and more transport.

Mr Rimmer continued that Miss S Hetherington, Senior Assistant Headteacher, was looking into ways of visiting elite universities to help raise aspirations.

A governor sought clarification on which Tate art gallery would be visited in July. This was the Liverpool Tate art gallery.

19.46 Headteacher's Report

a) Headteacher's report October 2019

Mr Siddall outlined the key points in his first report for governors in his capacity as the headteacher.

The report had been slimmed down and the data in the report referred to the summer term. He was finalising the details of the Academy Plan for 2019/20, members of the senior leadership team were also working on it and when it was completed he would share the plan with governors. The plan would centre around the two priorities:

- Quality of teaching
- Culture, climate and ethos

The exclusions and inclusions were listed for the academic year 2018/19. Mr Siddall was looking into ways to reduce the number for this academic year. The practice had been altered and the inclusion room had been made less pleasant. He wanted pupils to be in school and in class, learning.

The summary Attendance Final Report 2018/19 was well received, with the whole school attendance for 2018/19 at 95.87%

The next item of discussion was deemed confidential and minuted as such.

b) 2019 Results Summary

The results were satisfactory but Mr Siddall said there was still room for improvement. Although there was less emphasis on results, the results were in fact crucial for the next stage of a pupil's life.

In the headline measure three year comparison, there had been a slight dip in the Basics 9-4 Attainment 8. This was particularly apparent in both maths and English.

Five strong passes including maths and English had seen a rise. Achieving a grade 4 was very important for pupils because this counted as a pass and they would avoid a resit. In maths and English pupils needed to attain at least a grade 4.

The Progress 8 provisional figure was -0.09 but it had not been published.

A governor asked about the impact on the gap between boys and girls. Mr Marsden replied that the gap was nearer to the national figure. There was still a gap but it had been reduced.

A governor queried the special education needs and disabilities (SEND) pupils' results. Mr Marsden said that there was a small number in the cohort and it was important to take into account the nature of SEND. For example a SEND pupil could be very able but visually impaired. Another year the cohort may have SEND pupils with complex needs.

A governor enquired about the Pupil Premium gap. Mr Marsden said that nationally the gap was not improving. **A governor asked** what was being done to address this in school. Mr Malone said that the best course of action was looked at the specific needs of each individual pupil. Mr L Jenkinson had been seconded to the SLT and he was working on how to accelerate closing the gap and catch up for pupil premium pupils.

Governors agreed that it would be helpful to have a breakdown, and analysis, of how meeting the needs of specific pupil premium pupils would be put into place.

Mr Malone

Mr Malone said that a lot of work had been done to significantly reduce the gap between the boys and girls attainment. A team strategy to keep adapting and improving the provision had ensured that the Year 11 boys' attainment was far better than 12 months previously. The chair thanked Mr Malone for all his hard work in this area in moving up the Progress 8 figures. The validated Progress 8 report would be available after Christmas.

A governor enquired about the subject measures for statistics in relation to the previous year. Mr Marsden replied that some pupils had been moved into the statistics group part way through the year. If for example a pupil was predicted to achieve a grade one in history it was better for their self-esteem to move from history and take statistics instead. This year the decision would be made earlier and statistics groups were already being run. 22 pupils had taken further maths and this year it was planned that all the pupils in the top two maths sets would take further maths.

A governor questioned the history results. Mr Siddall replied that the more able pupils had chosen geography in this cohort. The history results were around the national average.

Governors commended the excellent science results both the combined science and the triple separate subjects. Mr Siddall welcomed the strong results in science and commented that the results overall were pretty much what had been expected.

c) Unavoidable school closures

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

19.47 Curriculum input – The Hodgson Academy Curriculum

Mr Malone provided a presentation on the Hodgson Experience in his capacity as senior assistant headteacher responsible for curriculum development.

The Ofsted pilot feedback had commended The Hodgson Experience in relation to a broad and balanced curriculum. A broad and balanced curriculum had always been provided, for example with music and languages studied by all pupils in Years 7, 8 and 9.

A big review of the Key Stage 3 had taken place and rather than completely re-write the curriculum small changes had been introduced. This year would see the first cycle of authentic links between subjects that would support deeper curriculum ties and inter-disciplinary learning. The presentation provided an example of the links that could be achieved.

Key information for Key Stage 4 was provided in the presentation this included details on a three year Key Stage 4, an open transparent option process, freedom to offer depth in pupils' chosen subjects and the delivery of a broad and balanced experience.

A governor asked how made subjects pupils took. Mr Malone replied that the majority of pupils did nine subjects, some did ten and a few did eight.

A governor enquired what was being done to help SEND children fully access the changes within the curriculum provision. The chair suggested that it would be appropriate for this to be addressed at the next full governors meeting.

Mr Malone mentioned that as part of his secondment Mr L Jenkinson was working on the use of Lexonik. Using a combination of unique resources and instruction, Lexonik improves literacy levels, vocabulary

and comprehension and accelerates learning for all. The school intended to role this out during the coming months.

Mr Malone was thanked for his informative presentation.

19.48 Academy Plan 2019

The plan had two key priorities;

- Quality of teaching
- Culture, ethos and climate

Standards and expectations would be linked to the themes with the daily classroom practice and access for all to the board and balanced curriculum. SEND provision would provide support for SEND pupils to access the same curriculum as all the other pupils. Reading was also still a key area. The 'drop everything and read' initiative had already been introduced and a sustained program of 'reading to and reading with' had begun. Each week an article of interest for each class was shared. To maintain the reading initiatives CPD would be carried out.

Culture, ethos and climate would include:

Student conduct
Uniform
Punctuality
Parental contribution
Staff well-being and workload

Quality of teaching would include:

Deep learning
Academic transition from Key Stage 2 to Key Stage 4
Feedback and marking
Teachers workload

Culture, ethos and climate:

- Respect/standards PAUSE and CARE
- Well-being – student, parental engagement
- Social media online safeguarding
- School use of social media to enhance communication and interact positively with audiences.

Mrs Galloway thanked Mr Siddall for the outline of the Academy plan that would be in action over the next 12 months.

19.49 FCAT Report

Hodgson Academy would continue to take a positive approach in the support of the trust. Governors had received a document detailing the FCAT developments September 2019 prior to the meeting. Mr Malone provided an additional document entitled 'Hodgson Academy and its sponsor of FCAT 2019/2020.' He said an updated version would be provided in the future and he would welcome questions at the next meeting

19.50 Any Other Business

In view of an article that had appeared in the press recently Mr Siddall reaffirmed the standard of haircut that was outlined in the Uniform and Appearance Policy. The policy was on the school website.

Hairstyles

Hair must be styled in an appropriate manner that is acceptable to the academy.

Examples of inappropriate hairstyles, which are not permitted, include:

- Shaved lines or patterns
- Shaven hair shorter than a number two, covering all or part of the head
- Hair presented in a non-natural colour, or more than one colour
- Hair styles incorporating hair of significantly different lengths
- Excessive use of gels or other styling products

Unfortunately, one child and their parent had taken exception to the policy and had contacted the press. An article had appeared in the Blackpool Gazette, the Daily Mirror and The Sun tabloid newspapers.

Mr Siddall wished to correct some details that were factually incorrect:

- The pupil had been in detention but this was for poor behaviour it was nothing to do with the inappropriate haircut.
- The Blackpool Gazette had printed the article stating that the school had no comment. This was incorrect the school had been given until a deadline in the afternoon when a journalist, from the paper, would contact the school. No telephone call had been received by the school from the journalist. The article had been printed and published prior to the deadline.
- The photograph that accompanied the article was not of the inappropriate haircut.

Governors considered the options available for the school to take. After a short discussion it was found that the governors' suggestions were largely in line with the legal advice that had been given to the school.

Governors gave their support for Mr Siddall to deal with the incident sensitively and appropriately.

19.51 Confidentiality

Parts of item numbers 19.44 and 19.46 were deemed to be of a confidential nature and was minuted as such.

19.52 Date and Time of Next Meeting

The next meeting of the full governing body would be held at 4:30pm on Tuesday 26 November 2019.

Governors Meeting Date 2019/20	4:30pm
Tuesday 5 November	Pay Committee
Tuesday 26 November	Full Governors
Tuesday 3 December	Academy Trust AGM
Tuesday 21 January	Full Governors
Tuesday 17 March	Full Governors
Tuesday 19 May	Full Governors
Tuesday 30 June	Full Governors

The chair thanked governors for their attendance and input and closed the meeting at 7:20pm.

