

Governor Services, Learning and Skills Team

HODGSON ACADEMY (02502)

Minutes of the meeting of the governing body held at the school on Tuesday 21 May 2019 at 4.30pm.

Present:

- Mrs N Galloway (Chair)**
- Mrs S Benson**
- Mrs H Benwell**
- Mr C Feeney**
- Mrs J Jackson**
- 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)**

19.16 Apologies for Absence Declaration of Interest

Apologies for absence were received and accepted from Mr C Jackson, Mrs S Khan, Mr S Smith and Mr C Malone.

19.17 Governing Body Matters

a) Governors declaration of interest

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

b) Membership of the governing body

Ms L Russell-Hayes had expressed an interest in the vacant position for the fifth trust member. Ms Russell-Hayes was the chair of governors at Penwortham Girls High School and she was an education consultant for Lancashire County Council. The chair asked that details of Ms Russell-Hayes be sent to her.

ACTION

**Mr Pickles &
Mr
McConnachie**

It was noted that Mr McConnachie's term of office would end on 26 June 2019. He was invited to continue as a Trust Member. Mr McConnachie accepted the invitation and thanked governors for their support.

19.18 Minutes of the Previous Meeting

The minutes of the previous meeting held on 19 March 2019, having been circulated, were approved and signed by the chair as a correct record, with the following amendments:

Apologies for Absence (Minute 19.01 refers)

Mrs J Jackson had changed her name from Mrs J Harvey and had not attended the meeting.

Principal's Report (Minute 19.07)

An external advert had been made for a new **director** of mathematics.

Mr Siddall mentioned that there was a strategy to ensure **GCSE attendance** for a number of pupils and so the parents were telephoned before the exam to provide a reminder.

Governor Training and Development (Minute 19.10 refers)

Smarter Governance – An update for established governors would take place on Tuesday 30 April at 4:30pm.

19.19 Matters Arising

There were no matters arising from the minutes.

19.20 Training Link Governor's Report

Mrs J Vila was thanked for organising the training Smarter Governance – An update for established governors which had taken place on Tuesday 30 April at 4:30pm and been very well attended.

Mrs Vila said she had lots of information on training and development courses from LCC and also external providers. She would forward the information to governors and she would be grateful if they would let her know which particular courses were relevant to them.

All governors

Mrs Benwell suggested that it would be appropriate to have a governor responsible for staff well-being and she nominated Mrs A Preston. Mrs Preston thanked Mrs Benwell for nominating her for the position. It was suggested that Mrs Preston may like to attend the Strive and Thrive – A Happy and Well School Community, governor training to be held on Tuesday 4 June 6:30pm to 9:00pm at City Learning Centre Burnley. The training would enable Mrs Preston to consider whether or not she would like to commit to the nominated governor role.

Mrs A Preston

19.21 Principal's Report

Governors thanked Mr Yarwood for the concise and easy to read report that had been circulated prior to the meeting. Mr Yarwood thanked the contributors to his report.

Key points from the report included:

- Staffing and strategic management was changing all the time.
- Pupil admission for Year 7 in September was 226 and this could increase further after a number of appeals the following week. The number on roll was growing and could rise to 1140 for the next academic year.
- 'Basics' projections remained steady and if realised would see Hodgson students attain well above national norms in key measures.

The next points of discussion were deemed confidential and minuted as such.

A governor commented that the number of exclusions was high. Mr Yarwood explained that a number of repeat offenders were excluded. Pupil premium (PP) pupils and those with special education needs and disabilities (SEND) did offend more, this was mostly PP pupils. All pupils were treated in the same way, it was not possible to make exceptions for some pupils.

A governor asked how excluded PP pupils, not supported at home, were helped by the school. Mr Yarwood said that everything possible was done by the school to support these pupils. Lots of different strategies were used involving the pastoral and SEND teams. In extreme circumstances multi agencies were also involved.

Mr Siddall added that inclusion was not as punitive as it could be. Inclusion started at 11am and this could be altered to an earlier time to make inclusion less attractive and for pupils to want to modify their behaviour. The high behaviour standards had been maintained and the stance on exclusions was supported by the majority of stakeholders.

A governor enquired about the measures to make inclusion less attractive. Mr Siddall replied inclusion should have a set arrival time and finish time. It could be improved with simple alterations such as the removal of computers.

A governor queried if fights resulted in exclusions were all the details taken into account. Mr Yarwood replied that a full investigation was always made and all details were considered from all angles.

Section One – Through highly impactful diagnostic assessment, analysis and intervention all students make outstanding progress.

This provided success criteria and evaluations for term 1 and term 2.

Data was provided for Year 7 NSR students (lower ability). The data was shown as O – on track, A – above, B – below, and C – cause for concern. **A governor commented** that the data had slipped in term 2. Mr Marsden replied that there was a slight increase in the number of NSR students above target in maths but an increase in the number of cause for concern. The assessments had been done in March and the final assessments were not until June. He was confident the final assessments would show improvements.

Mr Yarwood said that he was line managing English and the Year 7 data was difficult to predict totally accurate end of year assessment. Key Stage 3 assessment did not give the full picture as it was a step or two behind the GCSE new grading structures. **A governor asked** if the Year 7 NSR students would be back on track in the final assessments. Mr Marsden replied that they were on track to meet the ambitious targets and were doing reasonably well over the year. If students were not on track this was addressed.

A governor asked about the use of knowledge organisers. These were a set of key facts or information that pupils needed to know and were able to recall in order to master a unit or topic. A number of tweaks would be made for next year but they were well received and were routine for pre learning in some areas. The majority of pupils completed the weekly prep work and there were a variety of directed tasks set weekly. The system for the knowledge organisers use was in place and a good start had been made with the resource. The next step was for day to day dialogue in the class rooms.

A governor asked if it would be possible to see examples of the knowledge organisers. It was confirmed that this would be possible.

Mr Yarwood

Mr Siddall mentioned that the success of the knowledge organisers was shown in the fact that middle ability boys in Year 11 could all write out all the formulas required for the GCSE maths. There was a slight presumption that all subjects were rich in knowledge that students needed to know and for the very bright students it was questionable use of their time. But the knowledge organisers were well received and the school was committed to their use.

Mr Yarwood praised Mr Siddall and Ms S Hetherington as the success of the knowledge organisers was to their credit.

A governor asked if core characteristics of teaching and learning were embedded and impactful in all lessons. Mr Yarwood responded that

teachers used the core characteristics that had been modelled and these had been observed regularly.

Section Four - PAUSE and CARE are embedded in academy life and the students at Hodgson follow the rules and work hard in all lessons

Mr A Day had worked really hard to improve pupil attendance but there was an increase in mental health issues. Mental health was a massive part of the agenda and there had been a rise in mental health cases. Attendance was rigorously monitored and all the key people met regularly to encourage pupils to attend school. Should there be any issues the team were quick to take action. Mental health issues are a regular occurrence but the vast majority of cases were not related to school and all cases were treated on merit.

A governor referred to Section Three – Hodgson has sustainable, impactful leadership, staffing and governance including succession planning. **The governor asked** for clarification on the evaluation for Term 2 which stated staffing structure has 80% staffing costs for next year as a result of new structure. Mr Yarwood explained that this does not include the salary of Mr Nicholson going forward. The staffing costs had not been finalised and currently there were a lot of temporary posts.

Approval and evaluation of educational visits

The governing body noted the information provided on the health and safety of pupils on educational visits.

It was confirmed that **Emma Wallace** was the Educational Visits Co-ordinator (EVC) for the school and reporting procedures for visits were agreed as:

Option 3

The governing body to approve residential Type B visits only prior to submission to Lancashire County Council. The headteacher/EVC to approve all Type A visits and to approve all other Type B visits for submission to Lancashire County Council. The decisions to be reported to the governing body meeting each term.

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

- Thursday 12 December to Saturday 14 December 40 Year 8 students visit to St Omer France

The governing body received an update on a recent visit in relation to the impact and benefits for pupils.

- The 2019 German exchange visit was on their return journey at the time of the meeting and the trip had been very successful.

A governor asked if it would be possible to have an overview of the proposed educational visits. Mr Yarwood explained that it was very difficult to provide a definitive calendar because the school was dependent upon the good will of the staff and also whether or not sufficient interest was shown in a trip to make it viable. Careful planning with regard to the timing of deposits and payment instalments was taken into account but still sufficient numbers for specific trips could not be guaranteed.

19.22 Ofsted New Framework

The discussions were deemed confidential and minuted as such.

19.23 Fylde Coast Academy Trust (FCAT) Report

Prior to the meeting governors had received a details report from Mr C Malone, Assistant Principal on FCAT.

Mr Malone had offered Armfield Academy the opportunity for their Year Seven students to visit Hodgson Academy at the end of June or beginning of July so they could experience a larger school setting. The exact date was to be confirmed.

A governor commented that the Academy support for both member and associate member schools was very maths biased. Mr Yarwood replied that maths had been requested.

19.24 Finance

a) Finance and Buildings Update

Mr Pickles provided highlights of the Finance and Buildings update report.

- Support Staff Pay Award
- Conditions Improvement Fund
With the professional support of Lea Hough the bid for ESFAS funding had been successful in relation to a new Fire Alarm System. Total budget cost £153,690, school contribution £50,000, Grant approved £103,690
- Follow the receipt of tenders Westmorland Fire and Security had been instructed to proceed at a cost of £141,000 plus professional fees.

Governors ratified this agreement.

- **Electrical Remedials**
To meet the statutory requirement for 5 yearly certification an upgrade to the electrical systems and cabling was required. The cost would be £19,563 plus professional fees with LCC.

Governors ratified this agreement.

- **Boiler Works**
- **Insurance**
- **Insurance claims under the RPA**
- **Supply insurance**
After consultation with the chair the school had opted to remain with the current insurers. Swapping insurers would leave the school open to greater risk with regard to continuity of claims in the future.

A governor asked if this was due to claims or the market. Mr Pickles replied both prices in the market and maternity claims. The staff attendance was very good.

- **Motor insurance for academies**
- **Teacher recruitment Service launch**
- **Teachers Pensions Grant**
- **Teachers Pay Award**
- **Appeals for 2019/20 Academic Year**

A governor asked if there were any extenuating circumstances in the appeals. Mr Pickles said he was unsure. There were 30 Year 7 appeals and this may rise to 31. Last year eight pupils have secured places as a result of their appeals.

- **School Buses**
- **Health, Safety and Wellbeing**
- **Safeguarding Policy**
The policy had been updated to reflect the school was fully committed to Operation Encompass.

Governors ratified the additions to the policy.

- **Fire drills**
- **First Aid training**
- **Road safety**
- **Bike thefts**

b) Budget Forecast 2019/20 – 2021/22

There had been an overspend in examination fees of £15,000. This was due to remarks and Year 7 testing and student support. Student

support in alternative provision was hard to budget for but was morally correct.

A £5,000 increase in allocation to INSET had been made to take into account national professional qualifications for senior and middle leaders

An increase of £15,000 had been allocated to other employee expenses for duties for safety. A lot of staff were on duty during the breaks.

Invigilation for exams was a growing expense because more and more pupils needed individual rooms and this meant two members of staff were required for every one pupil in an individual room. Some pupils needed a reader, a scribe and an invigilator. The school prided itself on running exams strictly to the rules.

Eight maternity leaves had been covered with temporary cover and supply. At the moment, there would be one maternity leave in September. The English department had an additional teacher for next year. This would be a one year temporary contract and there was a phased return of a long term illness.

Reserves would be in the region of £750,000 taking into account additional expenditure made but not included and additional planned expenditure yet to be made. **A governor asked** the ideal percentage amount for reserves. Mr Pickles replied about 10%.

Mr Pickles confirmed that the full budget details would be provided at the next full governing body meeting on 8 July 2019.

Mr Pickles was thanked for his comprehensive report.

19.25 Risk Register

Governors approved the risk register that they had received prior to the meeting.

19.26 Information, updates and items for further discussion

The process of recruiting the new Principal and Deputy Principal was complete. Mr C Malone and Mrs S Khan had been appointed to Senior Assistant Principal level for the next academic year. Mr Malone would continue his role with FCAT sponsorship alongside a new responsibility for the curriculum. Mrs Khan would have responsibility for teaching and learning and E-safety.

Six members of staff had applied for the two positions and full rigorous interviews had been carried out. **A governor asked** what the next steps were for the unsuccessful candidates. One had been seconded

to the SLT and one had been promoted. It was possible that the other unsuccessful candidates may seek promotion and development elsewhere. The final date for resignation was 31 May 2019.

19.27 Confidentiality

Parts of item numbers 19.21 and 19.22 were deemed to be of a confidential nature and were minuted as such.

19.28 Date and Time of Next Meeting

The next meeting of the full governing body would be held at 4:30pm on Monday 8 July 2019.

The chair thanked governors for their attendance and input and closed the meeting at 6:45pm.

