

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, 21 January 2020 at 4:30pm.

Present:

Mrs N Galloway (Chair)
Mrs S Benson
Mr C Feeney
Mrs J Jackson
Mr I Lindsay
Mr C McConnachie
Mrs A Preston
Mr T Rimmer
Mrs J Vila
Mr I Siddall (Headteacher)

Also present:

Mrs F Graham (Clerk to Governors)
Mr P Marsden (Observer – Deputy Headteacher)
Mr M Pickles (Observer – Finance Director)
Miss F Bate (Observer – Assistant Head Teacher SENCO/Safeguarding)

Apologies:

Apologies for absence were received and accepted from Mrs H Benwell, Mr C Jackson, Mr S Smith, and Mr A Walker.

20.01 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 chair shared an email she had received from Mr S Smith in which he had tendered his resignation as a parent governor due to work commitments.

The headteacher agreed to hold a parent governor election. The clerk agreed to send a letter of thanks to Mr Smith.

ACTION

**Headteacher
Clerk**

20.02 Minutes of the Previous Meeting

The minutes of the previous meeting held on 26 November 2019, having been circulated, were approved and signed by the chair as a correct record

20.03 Matters Arising

Library Proposal (Minute 19.58 refers)

Mr Siddall explained that pupils had not yet been consulted about the plans for the area because there had been hold ups with quality assurance. He confirmed that pupils would be given details of the proposals at the appropriate stage.

Headteacher's Report (Minute 19.59 refers)

Slides from the FCAT training on the Ofsted framework attended by the headteacher had not been circulated to governors. Mr Siddall said he had been informed subsequently that the slides were not available for general circulation. However, Mr A Nicholson had some available slides following training that took place before Christmas. These would be circulated by Mr Siddall to all governors.

Mr Siddall

Policies (Minute 19.61 refers)

Part I of Keeping Children Safe in Education (2019) had been sent to all governors by Mr M Pickles.

20.04 Finance Update

The management account summary December 2019 had been circulated prior to the meeting. At 20 January 2020 the annual accounts had been completed and all deadlines had been met. Mr Pickles highlighted the main points of the accounts.

A governor asked about funding for looked after children. Mr Pickles explained that there was a time lag and funding would be received at the beginning and end of next term. Funding for services children was incorporated into the Pupil Premium Grant.

The fire alarm replacement project was ongoing, with work likely to be completed by the end of the October half term. A condition improvement fund grant bid had now been submitted for underground work.

A governor asked if this was underground work on drainage. Mr Pickles replied that it was for pipework for the hot water and heating system. Some of the piping was underground and inaccessible so needed to be investigated.

Mr Pickles was thanked for his information report.

20.05 Curriculum Input – Special Educational Needs and Disabilities (SEND)

The chair welcomed Miss Bate to the meeting.

Miss Bate shared updates of the following policies:

- SEND Policy
- SEND Information Report
- SEND & Disability Local Offer
- Supporting Students with Medical Conditions
- Looked After Children (& Previously Looked After)

A governor queried the following point in Supporting Students with Medical Conditions:

(Page 5, section 2 Training of Staff, bullet point 4)

'No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.'

The governor requested that the phrase, 'except in an emergency' be added to this bullet point. **The governor was concerned** that anaphylactic shock needed immediate emergency treatment with an EpiPen and waiting for a trained member of staff to be found was not an option.

A governor queried Page 7, section 5 medication

'Students will be allowed to carry their own medicines and relevant devices wherever possible.'

Miss Bate explained that this was a change to the policy and took into account that pupils of 14-15 years of age were likely to carry their own paracetamol. Also pupils were likely to carry inhalers if they were prescribed them. **The governor asked** how paracetamol use was monitored. Miss Bate replied that it was not advertised or encouraged that pupils would carry paracetamol but it was acknowledged that this did happen. Careful attention would be paid to the use and administering of paracetamol.

Calpol and paracetamol was still available for younger pupils in the office. Records were kept of when such medicines were administered. A list of those staff trained to administer medicines was held on the single central record.

Training for staff on the use of EpiPens would be held on 5 February 2020. The training would be available for all staff.

All pupils in school who needed Epipens had care plans and staff were aware of these pupils. There was a national shortage of Epipens but the school had obtained a spare Epipen, with a slightly lower dosage, should it be required.

A governor asked how many pupils in school had care plans for Epipens. Miss Bate replied two pupils with a high need and three pupils with a slightly milder need. Specifically, nut free, clean rooms were available for these pupils should they be required.

Governors approved the following policies, subject to the amendments requested.

- SEND Policy
- SEND Information Report
- SEND & Disability Local Offer
- Supporting Students with Medical Conditions
- Looked After Children (& Previously Looked After)

Identification of SEND

Pupils with SEND were identified in the Year 5/6/7 during the transition period. Extra visits were arranged for extra transition and these were completed to support any fears and anxieties.

The list of names for Year Seven pupils was sent through on common transfer file (CTF). Eight pupils were identified initially but this had increased to 29 pupils. Key Stage Two data was analysed before pupils arrived and primary schools were contacted again if there were any queries. Passports were begun and these were revised after the first term when the pupils were better known to the school.

Cognitive ability testing (CAT) were carried out on all pupils. If there were any discrepancies a remote associates test (RAT) was carried out. If required further in depth tests were completed and referrals to external agencies were made. Twelve pupils in school had Educational Health Care Plans (EHCP).

The chair thanked Miss Bate for her very informative presentation together with the handout that was circulated to governors. The chair commended Miss Bate and the SEND team for all the work they did to support pupils in school.

Miss Bate answered questions from governors:

- Should a pupil sustain a physical injury such as a broken leg every effort was made to ensure that they could continue the full timetable. This may mean that a lesson would be timetabled to take place in a different room on the ground floor. It did state in the school Accessibility Policy that on occasion access to certain

parts of the school was limited for anyone with physical difficulties or disabilities.

- The reason the number of SEND pupils had risen in Year Seven was because diagnosis could be difficult in primary schools and sometimes the information did not go through to LCC. Provision was often provided by primary schools but a diagnosis was not always carried out. Also, some diagnosis was carried out quickly whereas in other cases diagnosis was not achieved.

Miss Bate was thanked for the responses she provided. She left the meeting at 5:40pm.

20.06 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 responded to questions:

- The Modern Foreign Language (MFL) teacher vacancy had not been advertised until it was clear what was required in respect of languages.
- Minor alterations to the curriculum structure were planned. All pupils would take a humanities subject. Most pupils would take a language and pupils would take four options instead of three.
- Religious Studies (RS) GCSE would become an option with a broader, non-examination RS course replacing the current provision.
- More time allocation for RS in the timetable would be found by reducing the time in other areas. The time structure for options was three hours in Year Nine and Year Ten and Two hours in Year Eleven. This would altered to two hours in Year Nine, Ten and Eleven.
- No pupil was precluded from study so they could still study a language without going on to complete a MFL GCSE.
- Ofsted had criticised a three year Key Stage Four program of study in high schools. The three year program at the school would remain in place as it worked well and did not represent a narrowing of the curriculum. The content was broad and balanced and the full National Curriculum was taught.
- The alterations to the curriculum structure would be introduced from August 2020.
- Attendance had decreased in all year groups. The attendance was disappointing for the first term but this was typical across the whole country and illness was an issue.
- Year Ten had historical attendance challenges but more concerning was the current Year Seven had poorer attendance than the current Year Eleven did when they were Year Seven.
- The start of the autumn term at the end of August was less of an issue now in terms of attendance.

- Changes to the inclusion room provision were underway. So far changes to make the environment better had been discussed.

Mr Siddall was thanked for his report.

Mr P Marsden referred governors to the Year Eleven Outcomes Summary.

Autumn B provided the headline measures – three year comparison. The latest predictions and usual breakdown showed that progress was slightly ahead but similar to the last two/three years.

A governor enquired about the entry criteria for colleges and if it was likely that a 4 would be sufficient. The entry requirement for colleges was a grey area but was unlikely to change.

A governor asked about the high attainment band in relation to the Key Stage Two attainment band. Mr Marsden replied that high attainers were doing well and the forecast for the middle band included high attainers who would progress further. He mentioned that in Progress Eight, with a higher starting point, it was more difficult to get strong progress.

Mr Marsden was thanked for his comments.

20.07 FCAT Sponsorship

The headteacher and chair would attend a directors meeting on Tuesday 28 January. Mr A Nicholson would be retiring as CEO, a year earlier than was originally planned. An advert for the post would go live shortly. The headteacher would have some involvement with the appointment. The headteacher, the chair and Mr A Walker would represent the governors' views. Mr Siddall welcomed any views from governors to reflect back.

All governors

20.08 Timing of the School Day

The headteacher provided a PowerPoint presentation on the proposed changes to the timing of the school day.

A large number of initiatives had been used to encourage reading, for example everyone reading in class (ERIC time) and drop everything and read (DEAR time). It had been found that these initiatives were useful but more time was required in order that 20 minutes could be devoted to reading each day.

The structure of the day would not change but the timing would become 8:40am to 3:00pm. The content of the day could be moved around but it was the length of day that required altering. One proposal was

reading and nothing else would take place from 13:40 to 14:00 every day.

Mr Siddall said that a consultation period would be part of the process. Staff, pupils and parents would be consulted.

A governor asked about the effect on the school buses. This had been checked already, and the change to the school day would not make a difference. Some buses were shared with Baines School and the later time in the afternoon would be better because currently pupils waited for the buses to arrive from Baines school.

A governor queried if the lunchtime could be altered to reduce the queues in the canteens. Mr Siddall replied that this had been discussed at length with the senior leadership team (SLT). One canteen had less queues than the other and the flow through the slower canteen was the main issue and needed to improve. Some pupils had been consulted and they agreed that five minutes extra would not make any difference.

A governor enquired about the format for reading. Mr Siddall explained that teachers would read with their forms and SLT and teachers without forms would be involved.

A governor sought clarification on how the results of increased reading time would be measured. Mr Siddall responded that pupils reading ages would not be tested. It was most likely that subject achievements would increase but this would be apparent over a period of time.

A governor suggested moving lunch for Year Seven to an earlier time. Mr Siddall replied that shorter afternoons were better for behaviour management. Splitting the lunch time was also not an option due to the nature of the school site.

In principle the governors agreed to the proposal and would approve the changes at the next governing body meeting.

**Spring 2
Agenda**

20.09 Governor Training

The chair agreed to email the training link governor with details of training she had undertaken.

A governor mentioned that the chairman of Lancashire County Council, County Councillor Paul Rigby, would be sending an invitation to all chairs of governors of Lancashire schools and academies to attend one of three civic receptions to acknowledge the work that school governors do in Lancashire and to update governors on a range of issues.

These invitations would be posted on the Schools' Portal on a staggered basis. The date and venue of the reception appropriate to

the school, was Tuesday 5 May 2020 at Morecambe Football Club, in the Globe Arena.

Due to accommodation restrictions this will be a single invitation for the governing body and is limited to **either** the chair **or** vice chair.

Email: joanne.friend@lancashire.gov.uk Tel: 01772 533360

20.10 Any Other Business

A governor expressed concern that from the summer term a service level agreement would no longer be held with LCC governor services. **The governor understood** that the governors meetings would be clerked in house. The change in clerking had not been a full governing body agenda item for all governors to consider. The service level agreement incorporated governor training and development which would be no longer available.

The chair replied that the LCC core agenda and supporting information had not been used for some time. The clerk offered to send an example of the core agenda and supporting information to all governors.

clerk

The chair agreed that the clerking arrangements would be an agenda item on the next full governing body meeting on 17 March 2020.

**Spring 2
Agenda**

The chair shared with governors details of a visit that she had made to the school. She had enjoyed breakfast with some of the pupils in the canteen and they had discussed the improvements that had been made to the school. She added the pupils she had met were appreciative and complementary about the school.

20.11 Confidentiality

There were no items deemed confidential.

20.12 Date and Time of Next Meeting

The next meeting of the full governing body would be held at 4:30pm on Tuesday 17 March 2020.

The chair thanked governors for their attendance and input and closed the meeting at 7:00pm.

