

COMPANY NUMBER: 8803871

ACTION POINTS

GOVERNING BODY OF HEMLINGTON HALL ACADEMY

MEETING HELD ON THURSDAY 18 JUNE 2015

ACTION POINT	ACTION	RESPONSIBLE
1	<ul style="list-style-type: none"> • Governors requested that peer mentors attend the next meeting to provide a resume of their role. 	Head Teacher
3	<ul style="list-style-type: none"> • Mrs Roberts be appointed as a Community Governor, with immediate effect for a period of four years. 	GDO
7.1	<ul style="list-style-type: none"> • Mrs McLaughlin confirmed she would meet with the Head Teacher to discuss areas where the website needed to be updated. 	Mrs McLaughlin
8.2.1	<ul style="list-style-type: none"> • A review of the membership of committees be undertaken at the next regular meeting of the governing body. 	GDO
9.5	<ul style="list-style-type: none"> • The Chair confirmed he would sign letters where parents were due to be fined. 	Chair
9.9	<ul style="list-style-type: none"> • The Chair confirmed he would attend the MAT meeting and provide feedback at the next regular meeting of the governing body. 	Chair
9.13	<ul style="list-style-type: none"> • Costs in respect of a new electronic door entry system be provided at the next regular meeting of the Finance and Resources Committee. 	SBM
16	<ul style="list-style-type: none"> • Radicalisation policy and Statement of British Values be considered as an agenda item at the next regular meeting of the governing body. 	GDO
17.3	<ul style="list-style-type: none"> • The instillation of solar panels be approved in principle subject to detailed costs provided at the next regular meeting of the Finance and Resources committee. 	SBM
17.5	<ul style="list-style-type: none"> • Arrangements would be made for a governor meal in September. The Chair confirmed he would confirm the date and venue at a later date. 	Chair

POLICIES APPROVED/ADOPTED AT THE MEETING

- Behaviour Policy - review Summer Term 2016
- Social Networking Policy – review Summer Term 2016
- Work-life Balance – review summer term 2016
- First Aid – review summer term 2016
- Contenance – review summer term 2016
- Accident – review summer term 2016
- Access – review summer term 2016
- Use of Mobile Devices – review summer term 2016
- Allegations against staff – review summer term 2016

GOVERNING BODY OF HEMLINGTON HALL ACADEMY

MEETING HELD ON THURSDAY 18 JUNE 2015

PRESENT:

Parent Governors: Mrs K McLaughlin, Mrs J Tickle and Mrs V Walker

Staff Governors: Mrs C Simon and Miss C Thompson

Community Governors: Mrs K Braithwaite, Mrs E Cook-Smith, Mr D Elliott, (Chair), Mrs D Linacre, Mrs J Marchant and Mr C Martin

Head Teacher: Mrs K Edmenson (Part-of-meeting)

OFFICIAL: Mr R Painter, Governor Development Service

1. SCHOOL COUNCIL

Governors welcomed members of the School Council who had been invited to the meeting to talk about work they had undertaken during the term. The following points were made:-

- The School Council had sought views from pupils as to how monies accumulated through 100% attendance awards could be spent.
- A copy of the latest newsletter provided information about what each class had been studying as well as details provided about which pupils had qualified from the Children's University.
- A Circus band were due to visit school at the end of the academic year to play to the house which had accumulated the most house points.
- Peer mentors had been appointed to deal with any behavioural issues during break and lunchtime. Where any issues could not be resolved these would be dealt with by teachers. Governors requested that peer mentors attend the next meeting to provide a resume of their role.

Governors paid tribute to the hard work of members of the school council. The school council left the meeting.

Governors agreed to purchase some sweets and card which would be presented to members of the student council at the end of the academic year.

2. APOLOGIES FOR ABSENCE

No apologies for absence submitted to the meeting.

3. APPOINTMENT OF ONE COMMUNITY GOVERNOR

Consideration was given to the vacancy for a Community Governor. The Governor Development Officer informed governors an application had been received from Mrs Roberts, which had been included with the documentation for

ACTION

Head
Teacher

the meeting.

Following discussion it was

RESOLVED that Mrs Roberts be appointed as a Community Governor, with immediate effect for a period of four years.

GDO

(Mrs Roberts joined the meeting)

A welcome was extended to Mrs Roberts and introductions followed.

4. APPROVAL OF ITEMS FOR DISCUSSION UNDER ANY OTHER BUSINESS

Governors wished to consider the following issues under 'Any Other Business':-

i) General Governor issues

5. DECLARATIONS OF INTEREST

No declarations of interest were declared for any of the agenda items.

6. MINUTES OF THE PREVIOUS MEETING

The following amendment was made to the minutes of the meeting held on 12 February 2015:-

Page 2, Attendance, add "Mrs Linacre"

Page 4, Para 6, Appointment of Two Community Governors remove "The Chair informed governors that Mrs Lee, Vice, Chair...." Insert "The Chair informed governors that Mrs Lee...."

RESOLVED that the minutes of the meeting held on 12 February 2015, as now amended, be approved and signed by the Chair.

7. MATTERS ARISING FROM THE MINUTES

7.1 School Website (8.1)

Governors heard that the calendar of events and attendance graphs on the website were out of date and there were also copies of Head Teacher newsletters from 2014. Governors acknowledged that Mrs Knox, IT Coordinator was in the process of creating a new website through ITCHYrobot, however, governors were mindful that the website provided the first means of communication with Parents and OfSTED, and it was essential that up to date information was provided. Mrs McLaughlin confirmed she would meet with the Head Teacher to discuss areas where the website needed to be updated. It was suggested that Miss Keen work with ITCHYrobot to ensure she was able to update the website as required. It was suggested the school investigate the possibility of using Facebook as a means of communication with Parents.

Mrs
McLaughlin

8. REPORTS FROM COMMITTEES/WORKING PARTIES/ GOVERNOR VISITS

8.1 Finance and Resources Committee

RESOLVED that the minutes of the Finance and Resources Committee held on 15 May and 10 June 2015, be approved and signed by the Chair.

Matters arising from the minutes – 10 June 2015

8.1.1 Consideration and approval of 2015/2016 budget (including service level agreements) (6)

Governors heard that there were ongoing plans in place to develop the school, which had been discussed at the last regular meeting of the Finance and Resources Committee. The Head Teacher had met with representatives from Foden Spence who had completed works to KS1 and the High Needs Base (HNB) who had projected that costs to develop KS2 would cost in the region of £900k. In order to fund this an allocation of £120k would be made in the budget under the heading capital funding for the next eight years in order for a sufficient balance to be accrued to undertake this phased project.

Was there an intention to insert a penalty clause in the event that this project took longer to complete than expected? Yes this would be included within any contract.

8.2 Raising Achievement Committee

RESOLVED that the minutes of the meetings of the Raising Achievement Committee held on 21 May 2015, be approved and signed by the Chair.

Matters arising from the minutes

8.2.1 Meetings

Governors were reminded of the importance of attending meetings as two Raising Achievement Committee meetings had been inquorate. Mrs Vicky Walker confirmed she was not a member of this committee. A review of the membership of committees would be undertaken at the next regular meeting of the governing body.

(Mrs Edmenson joined the meeting)

9. HEAD TEACHER'S REPORT (Including Annual Report on Children Looked After, Pupil Premium/Sports Funding)

The Head Teacher presented her report on the organisation and progress of the school.

Arising from the Report

9.1 Organisation and Staffing

The Head Teacher informed governors there had been a number of staffing changes since the last regular meeting as a result of maternity leave. The following points were made:-

- Mrs Oliver who currently worked in Y5 had been absent from work as a result of an operation and it was anticipated she would not return to work until the beginning of the 2015/2016 academic year.
- Mr Stainsby had tendered his resignation and was due to take up a post at Priory Woods School. Mr Western had been appointed on a one year contract commencing 29 June (although the first eight weeks of his contract would be paid to Vision as a Supply teacher).
- Miss Solomon had given birth to a baby girl on Sunday 24 May 2015.
- Miss Lidster, Newly Qualified Teacher was due to join school at the beginning of the 2015/2016 academic year.
- Miss Thompson's maternity leave was due to commence in November up and till June 2015, which would be covered by Mrs Greaves 0.6 and Mrs Harris 0.6. This would allow for both members of staff to work closely together to plan lessons.
- Mrs Warner's, maternity leave was due to commence from Monday 29 June, she was expected to return to work on Monday 23 November 2015. Mrs Lockney 0.6 and Miss Olsen 0.4 would cover this absence. Mrs Warner had made an appeal to Governors in April for flexible working and upon her return she will work Monday to Thursday with Mrs Lockney working Fridays.
- Mrs Osbourne's maternity leave would commence in June and she was due to return to work in February 2016. Her maternity leave would be covered by Mrs Howell.
- Mrs Knox's maternity leave would commence from the beginning of the 2015/2016 academic year and she was expected to return to work in February 2016. There would be no cover in place. Mrs Knox will become a third teacher in Y6 upon her return.
- Mrs Norlund is due to return from her 12 month career break on Wednesday 8 July 2015, and her permanent contract will commence from the beginning of the 2015/2016 academic year.

Who would be working in the Nursery from the beginning of the 2015/2016 academic year? Mrs Orchel, Mrs Greaves and Mrs Purvis, Early Years Lead.

(Mr Martin joined the meeting)

The Head Teacher provided governors with a copy of the staffing structure for the 2015/2016 academic year for their information.

9.2 Standards meetings

The Head Teacher informed governors that all staff on Wednesday 15 July 2015, would visit Town End Academy, Sunderland, which had been judged as

Outstanding by OfSTED and was a Teaching school to look at their practices. Governors heard that pupils used one learning journey book, plus Maths and Sketch book for their work which make it easier to demonstrate progress made by pupils. Currently the school had a number of books e.g. history, geography, handwriting and assessments.

9.3 Daisy Chain Boat Race

Governors heard that Y5 pupils were due to take part in a Daisy Chain Boat Race at Teesside Barrage on Friday 10 July 2015. Last year's event had proved very popular with Y5 (this year's Y6).

9.4 Phonics Screening Test

Phonics Screening test had taken place for Y1 pupils and those Y2 pupils who had not already reached the necessary pass mark. It was predicted that 100% of Y2 pupils would pass the phonics screening test.

9.5 Safeguarding and Attendance

Governors heard a meet and greet system which had been introduced at 8.45am on a daily basis had improved punctuality and reduced some of the traffic congestion experienced at the beginning of the day. A letter at the beginning of the 2015/2016 academic year would be sent to all Parents reminding them that the school day commenced at 8.55am and of the schools expectations.

Were any attendance initiatives provided? Yes, a termly attendance award was provided for either a meal or a trip to the cinema. At the end of the academic year those pupils who had 100% would be rewarded with a special award. Within reports to parents an indication was provided of the number of minutes which had been lost if their child had been absent and the impact of this on their education.

Governors were reminded that holidays within term time could only be approved under exceptional circumstances, and there were 25 families who had removed their child/ren from school despite the fact that their request had been denied, in accordance with government policy, fines where appropriate will be administered.

Who decides which Parents will be fined? This is decided by the school based on a pupil's attendance record and in theory if a child had more than five days' holidays in academic year. Governors were assured that the school followed the necessary regulations and the Chair confirmed he would sign letters where fines would be issued to parents.

9.6 School to School Support

Governors heard that an application had been made with the support of Middlesbrough Schools Teaching Alliance (MSTA) to the School to School Support Fund. MSTA had supported the schools application which was to raise attainment and standards in "Requires Improvement" schools. An action plan had been produced which involved the school working with Mrs Bramley, National Leader in Education (NLE) and Head Teacher of Oakedene Primary School,

Chair

Billingham. This developed work which had been identified through the outcomes of the School Improvement Plan (SIP), Peer Review and Raising Achievement Panel, to improve consistency, practice and to drive progress. To date a response had not been received regarding this application. In the event this was not approved the governing body were asked to give consideration to fund the cost of the work identified £5k to promote school improvement.

Following discussion it was

RESOLVED that in the event this application was unsuccessful the governing body agreed that the work identified for school to school support would be funded through the budget.

9.7 Parent Academy

The Head Teacher informed governors that the University of Chicago Research programme "Parent Academy" was due to end in June. The school had been approached to ascertain if they would be interested in being involved in a similar project in the future.

9.8 Peer Review

Governors heard an external review of the school had been undertaken on Thursday 16 April 2015, which had been led by Mr Dunn, Head Teacher, Sunnyside Academy. The outcomes identified were quality assured by a consultant from Middlesbrough Schools Teaching Alliance (MSTA). The following recommendations were made:-

- Impact of middle leaders in supporting SLT
- Introducing DUMTUMS to improve presentation
- Impact of Support Staff during lessons
- Ensure formative assessment impacts on planning

Assurances were given that the school had already addressed a number of the recommendations which had been made.

9.9 School Improvement

It was reported Mrs Renou, Chair of the Regional School's Commissioning Board meet with Discovery Alliance Heads and Chair of Governors at King's Academy on Monday 16 March 2015. There seemed to be a shift away from umbrella trusts to Multi-Academy Trusts (MATs) as it enabled the DfE to have a link to the management and hold them to account for the performance of the trust. As a result due to the outcome of DfE visit to three of the schools within the alliance it was felt prudent that research on MATs be undertaken in case this became a reality in the future. As a result Mr Geddis, DfE Academies Division would be attending a meeting to be held on Monday 22 June 2015 at 4pm at Sunnyside Academy, to clarify how a MAT operated. The Chair confirmed he would attend this meeting and provide feedback at the next regular meeting of the governing body. Assurances were given that the schools end of year results were predicted to be good, as were other schools within the alliance.

9.10 School Improvement Plan

The Head Teacher indicated she was working on the SIP for the 2015/2016 academic year, with priorities due to be identified under four main headings:-

- Effectiveness of Leadership and Management
- Quality of Teaching, Learning and Assessment
- Personal Development, Behaviour & Welfare
- Outcomes for Children & Learners

9.11 Assessment Procedures

Governors heard that a meeting had been held with Parents to provide information on the new assessment procedures, which had been attended by over 70 Parents, which was very pleasing.

9.12 Pupil Premium Grant (PPG) Report

The Head Teacher provided governors with a copy of a PPG report which demonstrated how the monies received had been allocated.

Could the school provide a uniform pack at the beginning of the academic year to parents who were in financial difficulties? The Head Teacher confirmed when approaches had been made to some parents in need for a contribution towards the cost of a school uniform this had not been received well. Assurances were given where possible that the school provided financial assistance for school uniform or towards the cost of educational visits.

Does the school undertake any PP case studies? Yes, these were considered at standards meetings.

9.13 Premises Update

The Head Teacher informed governors that the automated door from the entrance to the library had been broken for two and half weeks and a part had been ordered which it was hoped would be installed on Friday 19 June 2015. Issues had also been experienced with the outer door to the main entrance which thankfully had been repaired. However, this represented a major safeguarding issue. Viewley Hill Academy had recently installed a new computerised door system and consideration was given to the introduction of such a system. Costs in respect of this matter would be provided at the next regular meeting of the Finance and Resources Committee. The Head Teacher also confirmed that quotes would be sought for the installation of a fence from Early Years, hall and past the bike shed.

SBM

SBM

10. REVIEW/AGREE SCHOOL IMPROVEMENT PLAN PROGRESS/ SELF-EVALUATION FORM

The Chair reminded governors that three Governor monitoring sessions had been undertaken, the last of which he commented was not very successful, as only two governors had attended. Other sessions which had taken place had been successful as these had focussed on the SIP, teaching and learning and the

school environment. Those governors who had been allocated to specific monitoring areas were asked to complete their reports and send these to the Chair to enable them to be distributed to all governors.

The Chair sought clarification from governors if they thought this was a useful framework? Governors commented they had found this an informative process as this allowed them to contribute towards the life of the school. A programme will be established for governor monitoring for the 2015/2016 academic year.

The Head Teacher paid tribute to the hard work and commitment of governors throughout the current academic year.

11. GOVERNOR EVALUATION AND PLANNING MEETING

Governors were reminded that the next evaluation and planning meeting would be held at 3-5pm on Wednesday 15 July 2015.

12. SHARING OF VISITS INTO SCHOOL

Feedback was provided from governors who had visited the school. The following details were provided:-

- Mrs Merchant visited reception on a weekly basis to listen to pupils read, and had provided assistance with setting up the new library. She commented pupils enjoyed reading books which were available to read in the library. She had also visited school recently to assist pupils making pizzas in Y2.
- Mrs Braithwaite had visited Mrs Knox and confirmed that pupils were thoroughly engaged with their learning and were working hard despite the fact that they had completed their SATs.
- Mrs Walker confirmed she had visited the newly created High Needs Base (HNB), which was a fantastic resource. There was a soft and wet play areas and she had observed pupils fully engaged with their learning. The Head Teacher confirmed there were two pupils from the HNB who would be integrated within school from the beginning of the 2015/2016 academic year. The HNB could accommodate 13 pupils, and six new pupils were due to join the HNB from the beginning of the 2015/2016 academic year.
- Mrs Cook-Smith confirmed she was due to attend the LA raising achievement for boys briefing on Wednesday 24 June 2015. Feedback would be provided at the next regular meeting of the governing body.

Mrs Cook-Smith

The Chair reminded governors once they had completed a monitoring visit to record the details on the monitoring form.

13. MEETING WITH MR CANE, NATIONAL LEADER OF GOVERNANCE (NLG)

The Chair confirmed he had met with Mr Cane, who was a National Leader in Governance (NLG) and Chair of St. Thomas More RC Primary School which had been judged as outstanding by OfSTED. He had taken part in the Peer Review recently undertaken and had commented that it was not appropriate for the Chair

to take part in lesson observations. The Chair commented he did not agree with this view as observations enabled him to have an appreciation of the quality of teaching and learning within the school.

14. PUBLICATION OF GOVERNOR'S DETAILS AND THE REGISTER OF INTERESTS (School Governance (Constitution) (England) Regulations 2012)

Governors hold an important public office and their identity should be known to their school and wider communities. Governing bodies should therefore publish on their website, information about their members. The information they should publish should, as a minimum, include for each governor:-

- Their name;
- Their category of governor;
- Which body appoints them;
- Their term of office;
- The names of any Committees the governor serves on; and
- Details of any positions of responsibility such as Chair or Vice-Chair of the Governing body or a Committee of the governing body.

Governing bodies should also publish the information for associate members, making clear whether they have voting rights on any of the Committees they serve on.

From September 2015, Governing bodies will be under a duty to publish on their Website their register of interests. The register should set out the relevant business interests of governors and details of any other educational establishments they govern. The register should also set out any relationships between governors and the member of the school staff including spouse, partners and relatives.

Governing bodies should make it clear in their Code of Conduct that this information will be published on their governors and, where applicable, their associate members. Any governor failing to reveal information to enable the governing body to fulfil their responsibilities may be in breach of the Code of Conduct and as a result be bringing the governing body into disrepute. In such cases, the governing body should consider suspending the governor.

Following discussion it was

RESOLVED that Governors complete the Declaration of Pecuniary and Personal Interest and adopt and sign the amended Code of Conduct.

15. ARRANGEMENT FOR HEAD TEACHER PERFORMANCE MANAGEMENT

Governors were reminded that they were required to complete the annual appraisal of the Head Teacher before the 31st December 2015, and to appoint an external advisor to help them through the process.

Following discussion it was

RESOLVED that Mr Mackle be appointed as the external adviser. Date and time of the Appraisal committee to review and set targets for the Head Teacher for the 2015/2016 to be agreed.

16. REVIEW OF POLICIES

Governors were advised that as part of the Government's commitment to reduce bureaucracy for schools, there is no longer a requirement for all policies to be reviewed annually and they could determine their own cycle of reviewing policies.

The following policies were considered:-

- Behaviour Policy - review Summer Term 2016
- Social Networking Policy – review Summer Term 2016
- Work-life Balance – review summer term 2016
- First Aid – review summer term 2016
- Contenance – review summer term 2016
- Accident – review summer term 2016
- Access – review summer term 2016
- Use of Mobile Devices – review summer term 2016
- Allegations against staff – review summer term 2016
- Radicalisation Policy - defer to next meeting.
- Statement of British values

Following discussion it was

RESOLVED that

- i) Radicalisation policy and Statement of British Values be considered as an agenda item at the next regular meeting of the governing body;
- ii) The remaining policies identified be approved and adopted.

GDO

17. ANY OTHER BUSINESS

17.1 Governance issues.

The Chair reminded governors of the importance of maintaining confidentiality following meetings and they should also familiarise themselves with policies which had been approved.

Governors were requested to inform the Chair of the monitoring areas they would like to be assigned to for the 2015/2016 academic year.

Governors voiced concern that a number of training sessions had been cancelled throughout the academic year and requested that sessions on Performance Management and the OfSTED inspection process be incorporated within the training programme for the 2015/2016 academic year.

17.2 Planting of Oak Trees

The Head Teacher informed governors that Reverend Desics, Minister at St. Timothy's Church would be planting three oak trees around Hemlington Lake, and a service would be held to commemorate this.

17.3 Solar Panel Project

The Chair informed governors that Mr Walker had approached him to ascertain if an application could be made for solar panels to be installed on the roof to provide sustainable energy. It was unclear at this juncture as to how much the solar panels will cost to be installed. Quotes would be sought in respect of this matter.

Following discussion it was

RESOLVED that the instillation of solar panels be approved in principle subject to details costs provided at the next regular meeting of the Finance and Resources committee.

SBM

17.4 Health & Safety Incident

The Head Teacher informed governors that a child had bumped their head on the temporary fencing after they had opened a gate. Persimmon Homes had been notified and they had undertaken the necessary repairs to the fence. A report had been made on Riddor.

In response to a question the Head Teacher confirmed that any ramifications from this incident would be addressed by Persimmon Homes, Health and Safety Officer.

17.4 Admission of a pupil with SEN in Reception

Governors heard that a pupil with significant SEN was due to be admitted into reception from St. Gerard's RC Primary School, although they did not require a place in the HNB. An application for high needs funding would be made to support the needs of the pupil concerned. A Teaching Assistant would be required to support the pupil and it was possible a TA from Ingleby Mill who had significant experience would be appointed on a six month trial basis with the possibility of a permanent contract awarded after that period.

Following discussion it was

RESOLVED that the proposal to appoint a TA on a 1.1 basis to support a child in nursery on an initial six month contract on a trial basis for six months with a view to a permanent contract be approved.

17.5 Governor Meal

Arrangements would be made for a governor meal in September. The Chair confirmed he would confirm date and venue at a later date.

Chair

18. ACTIONS FROM THE MEETING THAT HAVE IMPROVED OUTCOMES FOR CHILDREN

An opportunity for governors to record and evidence the outcomes they would expect to see from the actions and decisions made at the meeting, and how these will improve the outcomes for children.

- Supporting and encouraging staff
- Monitoring visits undertaken
- Focussing on standards

19. APPROVAL OF DOCUMENTS FOR INSPECTION

RESOLVED that the agenda, supporting documents and draft minutes of the current meeting (when approved by the Chair) be made available for inspection in school.

20. DATE AND TIME OF NEXT MEETING

RESOLVED that the 2015/2016 meeting schedule be approved.

21. THANKS

The Chair recorded his thanks to Governments for their attendance.

Approved by the Governing Body on _____ (date)

Signature (Chair) _____ Name _____