

# Saxon Hill Academy

## Minutes of the Academy Council Meeting held in the school on Thursday 5 October 2017 at 7pm

**Present:** Mr Richard Metcalfe (Chair), Mrs Melsa Buxton (Principal), Mr Steve Baker, Miss Heather Butler, Mr Terry Finn, Mrs Nicki Humphreys, Mr Ron Monk and Mr Ian Weetman

**Associate Members:** Mr Wes Morris and Mrs Melanie Newbury

**In Attendance:** Mrs Emma English (Clerk to Governors)

### 396 Apologies

**Resolved:** apologies for absence be received and accepted from Terry Finn

### 397 Election of Chair

The Academy Council confirmed that the term of office will run to the first Full Academy Council meeting of the Autumn Term 2018.

There was one nomination: Mr Richard Metcalfe

**Resolved:** Richard Metcalfe elected Chair until the first Full Academy Council meeting of the Autumn Term 2018.

The Chair thanked Mr Weetman for his dedicated work as Chair over the past 2 years.

The Clerk referred to a Scheme of Delegation document she had been copied into over the summer which indicates that the appointment of Chair of Academy Council should be recommended to the Board CEO. Councillors stated they believe that authority to elect/ appoint their Chair has been delegated to the Academy Council.

### 398 Election of Vice Chair

The Academy Council confirmed that the term of office will run to the first Full Academy Council meeting of the Autumn Term 2018.

There was one nomination: Mr Ian Weetman

**Resolved:** Ian Weetman elected Vice Chair until the first Full Academy Council meeting of the Autumn Term 2018.

### 399 Academy Council Matters

#### a) Membership

The Academy Council noted that it had agreed a smaller structure at its meeting on 26 May 2016 following a period of vacant posts (originally 15 Councillors/ Governors): there are currently 4 vacancies. The Council has found it difficult to spread the work and ensure quorums are met at meetings.

Category (13)	In post (9)
Parent (4)	(3) Alan, Nicki and Heather
Staff (1)	(1) Steve
Headteacher (1)	(1) Melsa
LA Governor (1)	(1) Terry
Co-opted Governors (6)	(3) Richard, Ron and Ian

The Shaw Education Trust suggests that the Council should comprise of no less than 7 persons with at least 2 members being elected from amongst the parents and

carers of pupils attending the Academy, 2 members being elected from the staff body (one teaching and one non-teaching) and the Principal.

**Resolved:**

- Increase number of Staff Councillors to 2 with second member elected from non-teaching staff
- Organise an election for a non-teaching member of staff to the Academy Council
- Organise election for a parent to join the AC
- Approach other members of school and local community to recruit additional Councillors
- Clerk to forward details of website where schools can register as seeking candidates to fill Governor vacancies
- Review Academy Council Structure at Interim AC meeting on Tuesday 28 November

**b) Confidentiality**

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

**c) Register of Business Interests**

Councillors were reminded of the requirement to update the register of business interests on an annual basis, and are aware that this must be kept in school and should be included on the school / Trust website.

**Resolved:** the register of business interests is up to date and this will be checked at the Interim Academy Council meeting on Tuesday 28 November

**d) Declaration of Interest Business and Pecuniary**

No declarations of interest were made by Governors in respect of any items appearing on the agenda.

**e) Code of Conduct**

Councillors were advised that they should have a Code of Conduct in place that all serving Councillors agree to and understand and that arrangements are in place to ensure that all new Councillors are made aware of the code when joining the Academy Council. The revised code was included in the Governor Information Pack

**Resolved:** the revised model Code of Conduct is adopted by the Academy Council and all Councillors present signed it.

**400 Minutes of the Previous Meeting (22 June 2017)**

**Resolved:** the minutes of the Interim Academy Council meeting (including Committee meetings) held on 22 June 2017 be approved and that the minutes, agenda and all reports and other papers considered at the meeting be made available for inspection.

**401 Matters Arising from the Previous Meeting**

Councillors noted that the report from the Parent Support Group was not included in the papers to this meeting. Parents reported that the group had organised some very successful and well attended trips over the summer holidays including pond dipping, biking and bowling.

**Resolved:** Clerk to request report from Parent Support Group prior to next full Academy Council meeting

#### 402 Calendar/ Review of Committee Structure/ Scheme of Delegation

##### a) Calendar

**Resolved:** dates for 2017-18 Academy Council and Committee meetings agreed and listed at the end of these minutes

##### b) Committee Structure

**Resolved:** 2 Committees Raising Attainment & Pupils (Chair Richard Metcalfe) and Finance & Personnel (Chair Ian Weetman) - membership and terms of reference as agreed last year.

**Heather and Nicki to join which Committee?????**

##### c) Nominated Governors

Councillors were asked to review their nominated Governor appointments/allocations, agree terms of reference and reporting arrangements.

**Resolved:** the following nominated Councillors be appointed:

Monitoring	Councillor
Safeguarding including Looked after Children, PREVENT and e-safety	Ian Weetman to continue until January after which Richard Metcalfe will assume responsibility
Health and Safety	Terry Finn
Curriculum	To be decided

##### d) Scheme of Delegation

The Principal reported that she has received a new Scheme of Delegation from SET

**Resolved:** report back to the Council on implications of revised Scheme of Delegation from SET

#### 403 Chair's and Vice-Chair's actions

The Chair and Vice-Chair reported that they had not undertaken any actions on behalf of the Academy Council since the last meeting.

#### 404 Principal's Report

The Principal's report covered: contextual data, progress reports and destination data, principal's comments and reports on quality of teaching, learning & assessment, personal development, behaviour & welfare of pupils at the school, quality of leadership & management and support staff update & premises review. Together with SLT members, she took Councillors through her report:

##### Contextual data:

- 95 pupils on roll with more in the pipeline. The school continues to check that Saxon Hill is the most appropriate setting for any potential pupil. One pupil has returned to Saxon Hill this term as the parents are happier with the way EY is now being run.
- Attendance increased during the summer term which is to be expected. The school continues to check where pupils are persistently absent. However this is done in an appropriate way taking into account each pupil's circumstances and long term illnesses.
- The school generally covers teaching staff absence internally.
- Bathroom staff absence has been an issue: the Principal has met with staff to reiterate the importance of loyalty and regular attendance and outlining again the duties involved in this work

##### Progress reports: Mel Newbury

- Teachers set expectations for pupils each term: meeting noted high percentages of pupils achieving expected or better. There are termly moderating meetings to ensure targets are sufficiently high and are met.

- The school continues to raise aspirations and targets. There are now no national benchmarks: these were not appropriate for Saxon Hill as all children here are very different to each other. Ofsted has indicated that percentages of 75% or above indicate an outstanding grading.
- It was noted that EYFS has the lowest percentage at 88% which is still above 75%. These children have not been in school long and they are a small cohort. Advisers have stressed that the school "does not need to defend" this performance.
- From April 2018 statements will cease and all pupils will move to Education, Health and Care (EHC) plans. The school is therefore using these indicators to set targets.
- A Councillor asked if this data is shared with parents. MN confirmed that progress data is shared in the end of the year written report, is also available at the 2 Parents' Evenings and there will be an additional written report in February.

#### **Destination data: Mel Newbury**

- All pupils moved to suitable post 19 provision with Futures College at Rodbaston being the main one
- A Councillor reported his disappointment that one leaver who achieved a high level of independence at Saxon Hill now has 2 carers and a power chair. A parent felt this could be seen as a positive that this level of support is available.

#### **Principal's Comments**

- The Principal described the successful events over the summer term
- New starters this term have settled in well
- She thanked Mel Newbury for her work developing the Data Sec system: Mel has also been assisting other schools.
- There have been a number of positive meetings with parents following changes to the start and end of the school day. She continues to encourage parents to come in and talk to staff.
- She expressed her thanks to the site team for their hard work which had ensured that the building work was finished on time ready for the start of term.
- The school is expecting an Ofsted inspection soon, fellow MAT schools Coppice and Blackfriars both having received one recently. Phil Harrison from SET came into school to conduct a mini Ofsted Inspection on 20 September. The exercise was very helpful with staff rising to the occasion and initial positive feedback.  
**Resolved:** Principal to share feedback from mini Ofsted inspection at Interim Academy Council meeting on Tuesday 28 November
- Staffing remains tight – accounts for 95% of the budget. MB reported that she continues to attend meetings with the Local Authority regarding funding and is working closely with the Trust on how funds are being devolved.
- The School Evaluation Form and School Improvement Plan are ready – they remain living documents. Phil Harrison from SET assisting the school in this work.

#### **Quality of Teaching, Learning & Assessment**

- The Principal noted the drop in % of observed outstanding and good lessons. She stated that she is focusing on tackling underperformance and is perhaps tougher than other observers when making judgements.

#### **Personal Development, Behaviour & Welfare of Pupils at the school: Mel Newbury**

- The Academy Council received the draft School Behaviour Policy and Procedures earlier this year. The comments from Councillors have now been incorporated.

**Resolved:** adopt the School Behaviour Policy and Procedures

#### **Quality of Leadership & Management**

- Developing middle leaders
- SET has sent the appropriate paperwork - performance management can now begin
- Links with Academy Council to incorporate English and Maths:
  - Explorers (age 2 to 7): Heather Butler
  - Investigators (age 6 to 11): Nicki Humphreys
  - Adventurers (age 10 to 14): Ian Weetman
  - Towards Independence (age 14 to 19): Ron Monk

And also:

o Sensory:

Alan Allbrook

- The Principal reported that the school is reviewing the curriculum – currently maintaining the pathways but not entirely convinced by the concepts.

#### **Support Staff Update & Premises Review: Wes Morris**

The Principal first thanked Wes and his team for their work securing £2.1m bid funding.

- School has been successful in reducing the number of casual hours, moving staff to fixed term or permanent posts
- The introduction of online learning (provided by SET) means that staff can be trained much more quickly: this training can also be accessed by Academy Council members
- There is a considerable list of outstanding health and safety items. Many of the priorities arise from the recent building work so are covered by the terms of these contracts and will therefore be addressed quickly.
- The school is identifying its IT priorities. It has already made use of second hand equipment from fellow MAT schools. Mr Allbrook asked what the school most needed.  
**Resolved:** Alan Allbrook to make enquiries at his workplace - cost of 3 laptops and 2 desktops
- The end of year (31 August) accounts have just been completed.  
**Resolved:** accounts for 2016-17 and budgets for 2017-18 to be reviewed at Interim Academy Council meeting on 28 November
- Going forward each classroom will have an annual budget (to be confirmed) – purchasing procedures outlined to Councillors
- The School Fund has now been added as a line to the school budget line so that VAT can be reclaimed from purchases

**Resolved:** the report be received with thanks.

#### **405 INSET Days and School Closures 2017-2019**

- The Academy Council noted that the term dates for 2017-18 set By Shaw Education Trust as well as the 2 common Trust INSET days and 3 SHA INSET days.
- Term dates for 2018-19 have not yet been set by Shaw Education Trust.

#### **406 Safeguarding Updates**

Governors noted that Governor safeguarding statutory duties has been updated and information is included in the Entrust Governor Information Pack. Governors were also made aware of the following safeguarding updates

- a) Safeguarding reminder on personnel
- b) Single Central Record
- c) Working Together to Safeguard Children (March 2015) – updated
- d) Children Missing in Education
- e) Online/E-safety issues
- f) Example proforma of a Governor's termly safeguarding monitoring form

**Resolved:** information received

#### **407 Strategic Leadership: School Development Plan (SDP)**

The Academy Council noted the School Development Plan for 2017-18 which had been distributed. The Principal reported that Phil Harrison will be visiting school to ensure the SDP and SEF work well together. Going forward, SET wants one accountable lead for the SDP/ SEF. The meeting agreed this lead should be the Headteacher and so monitoring will be done by the Raising Attainment and Pupils Committee.

**Resolved:** Councillors to send comments on the School Development Plan to the Principal

#### **408 Accountability**

Items included in the Entrust Governor Information Pack noted.

##### **a) Headteacher Performance Management**

Phil Harrison will be on the panel joined by 2-3 Academy Council members

##### **b) Pupil Premium Strategy Reports – Primary and Secondary**

**Resolved:** Pupil Premium data to be included in the next data sheets

#### **409 AC Training**

**Resolved:** Headteacher request dates from Julie Yarwood to conduct Academy Councillor training in the Spring Term 2018

#### **410 Finance Update including School Fund:** completed in item 404

#### **411 Health and Safety Update**

The meeting discussed the door issue – positive changes to procedures noted and the school will continue to work on this. A Councillor suggested that 6<sup>th</sup> formers should be involved in resolving such concerns. School staff confirmed they are trying to re-establish the School Council.

#### **412 Compliance**

The Principal reported that she had selected the items most appropriate to the Academy Council. The following information on the items included in the Entrust Governor Information Pack were noted as follows:

##### **i) Governance Procedures**

- a) Planning Calendar – Governor Checklist for 2017-18
- b) DfE Guidance: Mandatory Timelines and Statutory advice
- c) What Maintained and Academy schools must publish online – SEND
- d) What Academies have to publish online – general update

##### **ii) Education**

- a) SEND Strategy
- b) Medical Policy Update
- c) Dignity and Care Update
- d) Access Strategy and Pathway
- e) Autism
- f) PDSS Information Sharing

##### **iii) Our Voices: Our Values (Supporting Schools to tackle Extremism)**

##### **iv) Pupil wellbeing**

- a) Permanent exclusions
- b) OECD Programme for International Student Assessment (PISA) on pupil wellbeing
- c) Anti-Bullying Week 13-17 November 2017
- d) All schools to be offered mental health training by 2020
- e) Medication and Supporting Medical Needs Guidance for Children and Young People (May 2017)
- f) Paediatric First Aid (PFA)

##### **v) Information Sharing**

- a) Data Protection in the Digital World: Is your school preparing for the GDPR changes?
- b) Staffordshire County Council's Information Governance Unit Training Programme.

**Resolved:** information received

#### 413 Other Information

That the following information on the items included in the Governor Information Pack be noted as followed:

- a) Ofsted Update: Proposed Changes to Ofsted – Short Inspections
- b) Replacement for Ben Adams Letter
- c) Holidays during Term time – update on review

**Resolved:** information received

#### 414 AOB

##### a) Sleepover Governor

The Chair suggested that ex Principal Jon Thickett should be approached to take the Sleepover Governor role asking Melsa Buxton if she agreed with this.

**Resolved:** Chair ask Jon Thickett if he is willing to take the Sleepover Governor role

#### 415 Confidential Items

Governors were asked to identify if there were any items / materials which need to be excluded from any agenda, minutes, reports or other papers discussed at the meeting which would normally be made available for inspection following the meeting.

Governors were also asked to identify any items included on the agenda which require recording in a confidential appendix to the minutes.

**Resolved:** no items were identified as requiring to be recorded in a confidential appendix to the minutes and no items / materials identified for exclusion.

#### 416 Dates and Times of Future Meetings

**Resolved:** meetings for 2017/18 will take place as follows:

Meeting Type	Day	Date	Time
Committee meetings	Wednesday	15 November	
Interim Academy Council	Tuesday	28 November	7pm
Committee meetings	Wednesday	17 January	
Full Academy Council	Thursday	1 February	7pm
Committee meetings	Thursday	8 March	
Interim Academy Council	Thursday	15 March	7pm
Full Academy Council	Thursday	17 May	7pm
Committee meetings	Thursday	5 July	
Interim Academy Council	Thursday	5 July	7pm

*The meeting closed at 8.45pm*

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Chair

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Date

## **ACTIONS FROM SAXON HILL ACADEMY COUNCIL MEETING HELD ON 5 OCTOBER 2017**

### **Richard Metcalfe – Chair**

- Approach other members of school and local community to recruit additional Councillors
- Review Academy Council Structure at Interim AC meeting on Tuesday 28 November
- accounts for 2016-17 and budgets for 2017-18 to be reviewed at Interim Academy Council meeting on 28 November
- Headteacher Performance Management arrangements
- ask Jon Thickett if he is willing to take the Sleepover Governor role

### **Melsa Buxton - Principal**

- Organise an election for a non-teaching member of staff to the Academy Council
- Organise election for a parent to join the AC
- Approach other members of school and local community to recruit additional Councillors
- Review Academy Council Structure at Interim AC meeting on Tuesday 28 November
- report back to the Council on implications of revised Scheme of Delegation from SET
- share feedback from mini Ofsted inspection at Interim Academy Council meeting on Tuesday 28 November
- Pupil Premium data to be included in the next data sheets
- request dates from Julie Yarwood to conduct Academy Councillor training in the Spring Term 2018

### **Alan Allbrook**

- make enquiries at workplace - cost of 3 laptops and 2 desktops

### **Wes Morris – Business Team Manager**

- Approach other members of school and local community to recruit additional Councillors
- Review Academy Council Structure at Interim AC meeting on Tuesday 28 November
- the register of business interests is up to date and this will be checked at the Interim Academy Council meeting on Tuesday 28 November
- accounts for 2016-17 and budgets for 2017-18 to be reviewed at Interim Academy Council meeting on 28 November

### **Clerk**

- forward details of website where schools can register as seeking candidates to fill Governor vacancies
- request report from Parent Support Group prior to next full Academy Council meeting

### **ALL GOVERNORS:**

- send comments on the School Development Plan to the Principal