



CROMWELL ACADEMY

Governing Body

SUBJECT TO RATIFICATION
Full Governing Body
Meeting Thursday 13th July 2017
5.30pm at Cromwell Academy

Minutes

ACTION GRID

Item	Action	Deadline	Responsibility
5	Draft a letter to Huntingdon Town Council expressing the views of the governing body with regard to school funding in relation to the planned new housing.	Before next FGB	GW
8	Find and redistribute the document giving the 'challenge and support' questions that governors should ask the Headteacher.	Before next FGB	Clerk
12	Compile a list of statutory policies.	Before next FGB	LB

SUBJECT TO RATIFICATION
Full Governing Body
Meeting Thursday 13th July 2017
5.30pm at Cromwell Academy

Minutes

Present: Lauren Blyth (LB), Bev Curtis (BC), Paul Hull (PH), Richard Laing (RL), Niall O'Neill (NON), Gary Weston (GW), Bernadette Wong (BW)

Also in attendance: Richard Walmsley (Clerk)

	Item	Action
1	<p>Apologies for absence</p> <p>Stephanie Baldwin (SB) – apology accepted</p> <p>Martin Savill (MS) – no apology received</p>	
2	<p>Declarations</p> <p>a) Pecuniary interest</p> <p>BC advised the meeting that he was a Director of Education Personnel Management Ltd (EPM) and also a governor of Hinchingsbrooke School.</p> <p>b) Personal interest or involvement</p> <p>None</p>	
3	<p>Confidential items</p> <p>Minuted separately.</p>	
4	<p>Welcome Guests</p> <p>GW advised that guests were invited as part of a new spirit of openness and were attending the meeting as observers.</p> <p>The governors welcomed staff members Lisa Allen, Natalie Guerin, Sophie Harrison and David Sykes.</p>	
5	<p>Election of Vice Chair</p> <p>Having been duly proposed (GW) and seconded (PH), Richard Laing was elected to the post of Vice Chair of Governors.</p> <p>NOTE: the remaining part of the meeting was chaired by PH.</p>	
6	<p>Minutes of the previous meeting</p> <p>The Minutes of the Meeting of Thursday 25th May 2017 were accepted (as amended) as a true and accurate record.</p>	Accepted
7	<p>Matters arising and action points</p> <ul style="list-style-type: none"> • Item 3 – The Clerk confirmed that he had added 'Election of the Vice Chair' to the Agenda for the next FGB Meeting. • Item 3 - The Clerk confirmed that he had sent past copies of all the local authority governor training booklets to MS 	<p>Done</p> <p>Done</p>

	<ul style="list-style-type: none"> • Item 5 - Send out a copy of the Impact Report for the next FGB and for future meetings. • Item 5 – PH confirmed that SBM had contacted him with regard to promoting Kids’ Club. • Item 5 – LB confirmed that she had uploaded all Visit Reports to the Governors’ Secure Area. • Item 5 – GW informed the meeting that he had not yet drafted a letter to Huntingdon Town Council expressing the views of the governing body with regard to school funding in relation to the planned new housing. • Item 9 – The Clerk confirmed that he had contacted Bev Curtis with regard to his co-option to the governing body. 	<p>Voided</p> <p>Done</p> <p>Done</p> <p>Not done</p> <p>Done</p>
<p>8</p>	<p>Questions from governors regarding the School Action Plans</p> <p>a) School Improvement Priorities 2017-18</p> <p><i>The document was not available for governors to consider at the meeting.</i></p> <p>LB advised the governors that the visitor from the DfE had seen the draft version. The version was currently in draft as the school was in the process of incorporating a new assessment strategy and the document would be distributed in draft form to governors shortly, for approval at the next FGB meeting in October 2017.</p> <p>The observers (guest members of the staff) considered that they had taken a more active part in the process than in previous years.</p> <p>The Clerk was requested to and redistribute the document giving the ‘challenge and support’ questions that governors should ask the Headteacher.</p> <p>b) Kids Club Action Plan 2017-18</p> <p><i>The document was not available for governors to consider at the meeting.</i></p> <p>c) EYFS Action Plan 2017-18</p> <p><i>The document was not available for governors to consider at the meeting.</i></p>	<p>Clerk</p>
<p>9</p>	<p>Committee Minutes/Updates</p> <p>a) Curriculum and Achievement</p> <p>RL gave an overview of the C&A Committee meeting of the 29th June 2017.</p> <p>b) Finance, Personnel and Premises</p> <p>PH gave an overview of the FP&P Committee meeting of the 29th June 2017 and summarised the difficulties experienced with the Diamond Learning Partnership and Streets Accountants.</p> <p>He advised the meeting that Hinchingsbrooke School had offered, through Dr David Riddick, to take on the bookkeeping for the Academy which would cost £350 per diem. Dr Riddick would attend the Academy for one day each fortnight from September through to the end of December to ensure that all necessary policies and procedures were in place.</p>	

	<p>PH informed the governors that, at the current time, the Academy had no accounting policies and procedures in place.</p> <p>Governors agreed that the current arrangement with The Diamond Learning Partnership (costing £10,000pa) would be stopped with immediate effect.</p>	Agreed
10	<p>Budget Ratification</p> <p>The budget for 2017-18 documents had been previously circulated to governors.</p> <p>The governors unanimously agreed to accept the budget.</p>	Agreed
11	<p>Kids' Club Payback Decision</p> <p>LB advised the governors that parents of children using Kids' Club had been charged an extra £5 for each absence even though full fees had been paid. The Finance Office had determined that this amounted to £60 in total.</p> <p>Governors agreed that this should be paid back to the families concerned along with an explanatory letter.</p> <p>The governors agreed that the policy should be that should a child be absent from Kids' Club without the parents informing the Academy for three identical sessions in any term, then the child would lose his/her place for that session. This would take place with effect from September 2017.</p>	Agreed Agreed
12	<p>Policies for review/adoption</p> <p>a) Complaints Policy 2017 - Deferred</p> <p>b) Safeguarding Policy 2017 – Agreed</p> <p>LB agreed to compile a list of statutory policies.</p>	Deferred Agreed LB
13	<p>Safeguarding</p> <p>The governors were informed of the following:</p> <ul style="list-style-type: none"> • KL would need retraining in Child Safeguarding in September 2017. • There would be whole-school Child Protection training on 4th September 2017. • A safeguarding survey was planned for the Autumn Term. • It had been found that a pupil of the school had uploaded names and photographs of other pupils onto a YouTube site. The Academy had addressed this matter both with the child's parents and via a school assembly. Parents had been made aware of the matter through Parentmail. 	
14	<p>Governor matters</p> <p>a) Web site audit</p> <p>Using a template provided by the Clerk, BW had completed a comprehensive web site audit and agreed to meet with LB to address any outstanding matters.</p> <p>The governors thanked BW for her work in undertaking this task.</p> <p>b) Pupil Premium</p> <p>LB advised the meeting that she had scheduled a meeting with the</p>	

	<p>Pupil Premium lead at Hinchingsbrooke School. She felt that the Pupil Premium money had been spent effectively but that this had not been reflected in the impact statements and other data.</p> <p>c) Cromwell Academy Friends</p> <p>LB advised the meeting that the Cromwell Academy Friends' Summer Fete would be held the following day (14th July 2017) and that the school was saving for a Trim Trail with the money raised to be held in the Cromwell Academy Friends account. The costs would be between £3000 and £5000.</p> <p>d) Governor Training</p> <p><i>The Training Link Governor was not available to report to governors on matters of governor training.</i></p>	
15	<p>Members' Update</p> <p>GW advised the meeting that he was now a Member in place of RL.</p>	
16	<p>Review and Agreement of Meeting Formats</p> <p>PH asked for feedback regarding the alternative agenda and meeting format.</p> <ul style="list-style-type: none"> The Clerk expressed concerns that the alternative agenda precluded key information from being presented to governors, such as KS2 SATs results and requested that he retain responsibility for compiling the agenda in conjunction with the Chair and Headteacher. <p>David Sykes, an observer, was able to advise the governors of the initial KS2 SATs results which were:</p> <ul style="list-style-type: none"> Reading 91% Writing 86% Maths 77% GPS 86% RWM (combined) 73% <p>He confirmed that all these scores were well above both Cambridgeshire and National results for 2017.</p> <p>The governors expressed their thanks to all staff who had been involved in teaching the cohort.</p> <ul style="list-style-type: none"> LB advised that the school was charging the Scouts £60pw for use of the premises, whereas the schools in Stukeley and Hartford charged £30 and £35 respectively. <p>Governors agreed that the charge should be reduced to £30.</p>	Agreed
17	<p>Dates of the next meetings: The proposed meeting dates were agreed by the Governors. <i>Thursday 12th October at 5.30pm, Thursday 30th November at 5.30pm, Thursday 25th January 2018 at 5.30pm, Thursday 15th March 2018 at 5.30pm, Thursday 17th May 2018 at 5.30pm, Thursday 12th July 2018 at 5.30pm.</i></p>	

Agreed as an accurate record.

Signed:

Date: