



Wistaston Academy
Primary and Nursery School
Together We Learn • Together We Achieve

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
WISTASTON ACADEMY**

**HELD AT THE ACADEMY ON WEDNESDAY 16TH MARCH 2016
(Commencing at 5.00pm)**

Governors Present:

Mr G Douglas **Chair**
Mr D Brooks **Vice Chair**
Ms L Davis **Academy Principal**
Mrs D Griffiths **Deputy Principal**
Mrs C Ladley Brown
Mr S Harper
Mrs K Kolbuck
Mr K Newton
Mr D Osborne
Mrs M Podsiedlik
Mrs J Webster
Mrs S Brownbill
Mrs G Jeffries
Mrs C Muller

In the absence of the Clerk to the Governors, Dominique Griffiths, Deputy Principal, took the minutes.

PART ONE – NON-CONFIDENTIAL BUSINESS

1	Apologies and AoB Items	Action/Agreed
	<i>Apologies were received from Janet Griffith.</i>	
2	Conflict of Interest	
	<i>No conflicts of interest were declared.</i>	
3	Committee Membership	
	<i>(a) GD welcomed Sue Brownbill to the Governing Body. SB to attend sub-committees</i>	

	<p>until she is assigned to one.</p> <p>(b) Arrangements of new Committees – discussed in item 12.</p>	
4	<p>Minutes of the last meeting and matters arising</p> <p><i>Minutes agreed. GJ queried item 4.2 in relation to the term ‘member’, LD gave an explanation that Members have the power to appoint and dismiss Trustees and are rather like the Shareholders of a company. They have an overview of the governance arrangements of the Trust.</i></p>	
5	<p>Sub-Committee Minutes</p> <p><i>All accepted.</i></p>	Agreed
6	<p>Chair’s Action</p> <p><i>One item to be discussed in Part 2.</i></p>	
7	<p>Principal’s Report</p> <p><i>Governors had received the Principal’s report prior to the meeting. The report included the following items:</i></p> <ul style="list-style-type: none"> • <i>RaiseOnline – this will be the last one in this current format as assessment has now changed.</i> • <i>Nick Gibb visit to the school.</i> • <i>New build – tenders received 29.2.16. These were much more costly than anticipated. Further meeting with Peter Joyce and the project is now within the agreed budget of £550,000. The project has been scaled back and Building contractor Faircloughs have been appointed. A pre-meeting with members of the building workforce team, Principal, Business Manager and Peter Joyce scheduled for 22nd March with a view to work beginning on 4th April.</i> <p><i>Questions raised by DB to be discussed at the meeting:</i></p> <ul style="list-style-type: none"> – <i>What is the penalty clause should be build go over budget?</i> – <i>What is the process involved if there are unforeseen circumstances?</i> – <i>What are the assurances of the total cost coming in at £548,000?</i> – <i>What is the ‘snagging’ process at the end of the build? It is believed that the final balance is to be paid 12 months after completion of the build.</i> – <i>What happens if the build is not completed in time for 1st September and is there a contingency?</i> – <i>Is there a penalty clause?</i> <p><i>Governors were encouraged to send any other questions to LD before the meeting.</i></p> <ul style="list-style-type: none"> • <i>LD reported that it has been announced that all schools to become academies by 2022.</i> • <i>The school has been awarded £50,000 through the sponsorship capacity fund and this has been used to train new leaders in readiness for sponsorship.</i> • <i>LD discussed the Principal’s report. There continues to be movement in pupil numbers. An appeal has been lodged for year one. There are currently 60 children on roll in Year 1.</i> • <i>LD updated the Governors on the expansion consultation. LD clarified that it would be a yearly increase of 30 pupils until the school has three form entry in each year group. An issue raised for all schools involved in the consultation process has been the increase in traffic. This will form part of the planning process.</i> • <i>LD summarised each section of the Principal’s report.</i> • <i>Item 1.7 – DO has supported the school in producing a cash flow forecast. This will show the balance now and how this changes each month. Faircloughs to provide a cash flow forecast scheduling payments for the new build. DB suggested that a CLB and DO run a cash flow forecast for £550,000, £600,000 and £650,000 should the building work go over budget.</i> • <i>CLB contacted Hallidays, HMRC and the EFA regarding a VAT reclaim on invoices connected to the new build rebate. Governors would like this in writing.</i> • <i>LD outlined assessment procedures and that the results are tentative due to the</i> 	

	<i>change in assessments. The Year 6 are working hard and are attending booster classes. KK praised the behaviour in Year 6 and the teaching staff.</i>	
8	School Development Plan and SEF <i>This was reviewed and accepted.</i>	Agreed and approved
9	School Performance (a) RAISEOnline <i>LD explained the difference between unvalidated and validated. Wistaston Academy wait for the validated raise to be published in February as this is accurate (EAL children who are discounted are removed from this data). LD distributed the document and accompanying notes and went through elements of the report and the 'Governor' pages.</i> (b) Spring School Data <i>Reviewed in item 7 (Principal's Report).</i>	
10	School Improvement Partner <i>LD would like 3 visits per year and to review the SIP arrangements for next year. This was agreed.</i>	Agreed
11	MAT Approval and Name <i>The name 'Artemis' was approved.</i>	Agreed
12	Admissions <i>The school received 95 applications (55 first preference). The criteria have been applied and 60 places have been offered.</i>	
13	New Build Update <i>Update given as part of item 7 (Principal's Report).</i>	Agreed
14	Director of Children's Services' Report <i>Items reviewed at Committees.</i>	Agreed
15	Planned Residential Visits <i>Approval given to forthcoming visit and confirmation received that risk assessments have been carried out.</i> <ul style="list-style-type: none"> • London – 9-10 June 2016 - Risk assessment carried out by LD 18.1.16. 	Agreed
16	School Policies : <i>The Code of Conduct Policy was presented and approved. The school will be adopting some HR policies from Brownjacobson.</i>	Agreed
17	Traffic Update <i>Letter sent to Mr Dodd, Cheshire East highways.</i>	
18	Artemis Multi Academy Trust (AMAT) <i>LD distributed a model outline of the MAT. LD was keen to have a working model in operation ready for another school to join the MAT. The model would run from September so that it is tested in preparation for the expansion of the MAT.</i> <i>Action: Governors to read before LD arranges a further meeting</i>	Agreed LD to arrange meeting of governors.
19	Date of next meeting : Wednesday 20 July 2016 5 pm (date amended from 13 July)	Agreed
20	AoB <i>None.</i>	
21	Reflect on the meeting	

Governors reflected on the meeting and considered the following aspects of their roles and responsibilities

It was agreed that they had :

- *Ensured the continued clarity of vision, ethos, and strategic direction of the Academy*
- *Held the Principal to account for the educational performance of the Academy*
- *Overseen the financial performance of the Academy, ensuring 'best value'*
- *Ensured the highest standards of Safeguarding are maintained*

Agreed