



Minutes of the meeting of the **Governing Board** of **Wellacre Technology Academy**, held at the school on 28 September 2022 at 4.45 p.m.

**PRESENT:**

- Mr L Baker
- Mr T Fredrickson
- Mrs L Henry
- Mr C Hinchcliffe
- Ms J O'Connor
- Mrs M Radhakrishnan
- Ms H Rayson
- Mr S Russell
- Mrs J Sharrock (Principal)
- Mr J Whitby
- Mr A Young (Chair)

**IN ATTENDANCE:**

- Miss P Bailey, Business Director (Associate)
- Mrs A Keen, Trust GS (Clerk)
- Ms Janet Myers, NGA (Observer)

## 1. **APOLOGIES & ATTENDANCE**

The Chair welcomed Mrs Julie O'Connor, Head of Woodhouse Primary School to the meeting. The Principal proposed that Mrs O'Connor be recruited as a Trustee, offering substantive experience and able to provide good challenge as a member of the Curriculum Committee.

The Chair welcomed Miss P Bailey who was attending the meeting as an Associate and Ms J Myers who was attending the meeting as an observer.

Apologies for absence were received for Mr J Haughton, Ms R Pasare and Cllr Ms S Procter. Absence for Mr J Khan was noted.

**Resolved:**

- i) That the apologies for absence for Mr J Haughton, Ms R Pasare and Cllr Ms S Procter be accepted**
- ii) That the absence of Mr J Khan be noted**
- iii) That Ms J O'Connor be appointed a Trustee**
- iv) That Trust GS add Ms J O'Connor as a Trustee with appropriate GovernorHub access for the academic year 2022-23**

**Resolved:**

- v) ***That the attendance of Miss P Bailey and Ms J Myers be approved***

2. **DECLARATIONS OF INTEREST IN AGENDA ITEMS**

There were no declarations of conflict of interest, direct or indirect pecuniary interest by members of the Board in respect of any item on the agenda.

3. **APPOINTMENT OF CHAIR OF THE TRUST BOARD 2022-23**

***Resolved: That Mr A Young be appointed Chair of the Governing Board for the academic year 2022-23.***

4. **APPOINTMENT OF VICE-CHAIR OF THE TRUST BOARD 2022-23**

A governor noted Mr Khan's absence from the meeting and asked whether Mr Khan was aware of the nomination. The Chair confirmed Mr Khan was aware of the nomination and had agreed they would be happy to be appointed Vice-Chair.

***Resolved: That Mr J Khan be appointed Vice-Chair of the Governing Board for the academic year 2022-23***

5. **ANNUAL REGISTER OF BUSINESS INTERESTS**

Governors were advised of the requirements regarding publication of the business and pecuniary interests of each governor, details of other governorships and relationships between governors and/or staff. Governors were reminded to complete their declarations for the Register of Interests and to return them to the school where they would be retained and the necessary details published on the website.

The Business Director reminded Governors that the return of Annual Registers of Business Interests will be subject to annual audit.

Governors were reminded of the requirement to ensure Edubase/GIAS is updated by the school. Governors can also update their own record of Declarations on GovernorHub.

**Resolved:**

- i) That Governors complete the Annual Register of Business Interests in paper form and return to school or complete online on GovernorHub.**
- ii) That the Business Director chase outstanding Annual Registers of Business Interests.**

## **6. SAFEGUARDING NOTICE**

The Principal noted an appendix of KCSIE is available to strengthen Governor knowledge around safeguarding responsibilities.

Governors were asked to confirm reading KCSIE 2022 by clicking on the Confirmation via their Profile, Declarations on GovernorHub.

**Resolved: That the update to KCSIE 2022 be noted.**

## **7. COMMITTEE MEMBERSHIP AND SCHEME OF DELEGATION**

### **i) Guidance Note**

The Principal explained Terms of Reference had been adapted to better suit the school. The Policies have been considered to better align with the appropriate Committees. The skills matrix has been considered to place appropriate people in appropriate Committees to best match skills and accommodate succession planning.

**Resolved: That the Guidance Note be received and noted.**

### **ii) Revised Committee structure, membership & Terms of reference**

The Principal presented a proposed Committee structure.

It was noted that if suspensions are escalated to exclusions, a different panel should be convened in the interests of appeal.

Ms H Rayson joined the meeting.

**Q: A Governor asked how the revised Committee structure would affect staff workload.**

**A:** The Principal agreed this would increase workload in terms of attendance but there would be an added benefit for the staff to engage in discussion about the papers they prepare for Governors.

There would be strategic links between the school improvement plan and Committee meetings with fluid dialogue between staff and senior leadership with challenge from Governors.

Curriculum will remain a focus, highlighted by Ofsted and facilitated by more directed challenge through the revised structure as a more focussed and organised way of working. There will be more opportunities for questions to be asked and answers discussed during smaller Committee meetings.

The Senior Leadership Team will attend all Committee meetings. It was noted Governor attendance will be critical to enable challenge and decision making.

Online attendance will be considered and accommodated when known in advance.

A Governor commented that there are only three governors trained to sit on the Pupil Discipline Committee so there should be more Governors trained.

**Resolved: That the revised Committee structure and membership be agreed.**

**Resources Committee** (Quorum 3 Governors plus Principal)

Mr J Khan (Chair)  
Mrs M Radhakrishnan (Vice-Chair)  
Mr L Baker  
Mr C Hinchcliffe  
Principal  
Staff in attendance  
Miss P Bailey

**Curriculum Committee** (Quorum 3 Governors plus Principal)

Mr J Whitby (Chair)  
Ms H Rayson (Vice-Chair)  
Ms J O'Connor  
Ms R Pasare  
Mr A Young  
Principal

**Behavioural Committee** (Quorum 3 Governors plus Principal)

Mr S Russell (Chair)

Mrs L Henry (Vice-Chair)

Mr J Haughton

Mr T Fredrickson

Cllr Ms S Procter

Principal

**Pupil Discipline Committee** (2/3 trained Governors)

Mr C Hinchcliffe

Ms H Rayson

Mr J Whitby

From other Governors subject to availability and impartiality

**Principal's Performance Management Committee** (minimum 2-Governors)

Ms J Bryan (External Advisor)

Mrs M Radhakrishnan

Mr S Russell

Mr A Young (Chair)

**Pay Review Committee** (minimum 3 Governors)

Mr C Hinchcliffe

Mr J Khan

Mr A Young

Mrs J Sharrock (Principal, In attendance)

iii) **Review of Scheme of Delegation**

The Business Director assured the Board that regular contractors always give their best price but increasing costs are pushing contract prices over £1k and having to source three quotes for anything over £1k is becoming unworkable.

There were many occasions this last year requiring three quotes, proving very costly in terms of time and the value added in sourcing three quotes is minimal. The Business Director offered increased assurance that every expenditure is reported to the Resources Committee for Governors to have an oversight of all spending.

**Resolved:**

- i) ***That the Principal have authority to approve expenditure or virements up to £5000.***
- ii) ***That up to three tenders be sourced prior to awarding contracts and a three-year evaluation of contractors take place to ensure ongoing best value.***

- iii) ***That the Resources Committee have authority to approve expenditure or virements up to £30,000.***
- iv) ***That expenditure or virements above £30,000 be approved by the Board.***

iv) **Principal's Performance Management Committee**

Dr J Bryan was confirmed as the External Advisor. In the interest of protecting the agreed quoracy of two Governors, Mrs Radhakrishnan was confirmed as an additional member of the Committee.

**Resolved: *That Mrs Radhakrishnan be confirmed as an additional member of the Principal's Performance Management Committee***

8. **REVIEW LINK GOVERNOR ROLES**

**Resolved: *That the following Link Governors be appointed:***  
***Safeguarding Governor – Mr S Russell and Mrs L Henry***  
***SEND Governor – Mr S Russell and Mrs L Henry***  
***Careers Governor – Ms R Pasare***  
***LAC – Mr S Russell***  
***ICT – Mr J Haughton***  
***H&S – Mr J Khan***  
***PP – Ms H Rayson***

9. **WHOLE SCHOOL EVENTS AND MEETINGS CALENDAR**

The Principal noted the calendar of events and that the events shaded in yellow would benefit from Governors' attendance.

**Resolved:**

- i) ***That the Whole School Events and Meetings Calendar be received***
- ii) ***That Governors confirm their availability for school events to the Office Manager***

10. **CODE OF CONDUCT 2022-23**

**Resolved: *That the Code of Conduct 2022-23 be received***

## 11. GOVERNOR REPORTS

### i) **Attendance at Meetings 2021-22**

Governors noted that with the creation of smaller Committees, increased attendance at meetings would be required to ensure quorum.

### ii) **Training Report**

A governor queried the DBS Checks record and the Business Manager confirmed that some DBS checks have been completed but not yet recorded on GovernorHub.

#### **Resolved:**

- i) That the Report on Governor Attendance at meetings 2021-22 be received and noted**
- ii) That the Governor Training Report be received and noted**
- iii) That the Business Manager record DBS Checks on GovernorHub**

## 12. GOVERNOR TRAINING

Governors noted there is training available on GovernorHub and the Clerk reminded the Board additional training can always be requested through Trust GS. Governors requested Trust GS provide Ofsted training at the start of the Spring meeting.

The key upcoming events were highlighted:

- Governor Induction – 3 October
- Chiring – 17 November
- Safeguarding – 21 October
- Appeals Process – 22 November

The Principal reminded Governors to read the appendix to KCSIE and complete online safeguarding training.

#### **Resolved:**

- i) That Trust GS be asked to provide Ofsted Training at the start of the Spring meeting**
- ii) That Governors read the appendix to KCSIE and complete online safeguarding training**

13. **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING HELD ON 13 JULY 2022**

**Resolved:** *That the minutes of the meeting held on 13 July 2022 be approved as a correct record*

14. **MATTERS ARISING FROM PREVIOUS MINUTES**

i) **Pay Awards**

**Q: A Governor asked whether the Pay Award had been confirmed.**

A: The Business Director confirmed that the pay award for Teachers has been approved at 5%, with backpay to be paid in October as well as incremental points to be awarded.

There has been a 5% increase included in the budget for support staff with following years remaining at 2% and all pay owed to staff is to come out of the current budget.

15. **PRINCIPAL'S REPORT AND MATTER'S ARISING**

i) **Numbers on Roll**

The Principal reported numbers on roll have increased to 152 and when it was set.

150 was an ambitious target. 150 has been used for budget projections to ensure working out of a budget deficit and anything up to 160 is right for the current curriculum model. 150 is by no means demonstrating a lack of ambition or placing a cap on future Y7 admissions and in-year admissions will always be welcomed however anything further up towards 180 increases pressure on staffing and the budget.

Sale and Altrincham schools are full. All local and Trafford-wide Primary Schools are aware of Wellacre and the success of activity days and Open Days are evaluated. The school continues to take termly advice from the marketing advisor and future marketing will continue to extend to less-local primary schools.

Challenges include the geographical location of Wellacre to potential pupils however there are good bus routes to get pupils to Wellacre.



Single-gender education is also a barrier to entry for some families and it is hard to buy a house in the area so there are fewer opportunities for new pupils as in-year admissions when new to the area.

The reputation of the school has improved and the gender trend is now higher. Pupils are typically from the M41 and M44 postcode areas with a few from M33, Old Trafford and Hulme although the M23 postcode area has declined. The reputation of Stretford High has also improved and Stretford High is now full.

The school can look to minimise in-year leavers but the most common reason for this is moving to a specialist provision due to not thriving in mainstream education and moving out of area and there is nothing/very little that can be done about these reasons for leaving. The increased focus on Behaviour, Attitudes and Personal Development may help minimise the number of other in-year leavers.

The Principal agreed to keep assessing 150 as a target and pushing to increase the number on roll. A target of 160 was suggested as this is expected to naturally drop through in-year leavers and would still remain above 150.

## ii) **Results**

The Principal presented a summary of the current assessments.

Governors agreed there is positive progress against 2019 results and staff were pleased to have achieved results close to those expected. These are better results than the gaps within Trafford and also for those within SEND/disadvantaged groups.

### **Q: Will the 2022/23 results will be better indicative of consistent education?**

A: Yes; the 2021-22 cohort were the group most often sent home.

### **Q: How confident are you (the Principal) in directing school improvement?**

A: Very. There were clear messages sent in the summer and changes made since have only served to hasten progress measures that were already in place. There has been good progress made but it will be interesting to see the external reviews taking place between now and Christmas. There is stronger staffing in key subjects but there is still work to do.

**Q: What will Ofsted expect to see by way of evidence of improvement?**

A: Comparisons will be able to be made and the SEF will be updated with details of the improvements.

**Q: Will the next Ofsted be a full inspection?**

A: Yes.

**Q: Will the external reports be shared with governors?**

A: Yes but the findings are expected to be operational rather than strategic. The Teaching & Learning report submitted to the Curriculum Committee will include updates and external review summaries.

**Resolved: That the Principal's Report be received and noted.**

## 16. FINANCIAL REPORT & MONTHLY MANAGEMENT ACCOUNTS

The Business Director confirmed these are uploaded every month and discussed at Resources Committee.

**Resolved:**

**i) That the Finance Report be received and noted.**

**ii) That the Monthly Management Accounts be received and noted.**

## 17. RISK REGISTER UPDATE / AUDIT UPDATE

The Business Director reported these are presented to Resources Committee along with an Audit Schedule.

**Resolved:**

**i) That the Risk Register be received and noted.**

**ii) That the Audit Update be received and noted.**

## 18. ANNUAL REPORT & AUDITED ACCOUNTS 2021-22

The Business Director shared that the accountant attended last week and there was nothing significant raised of concern. The report will be received and presented at the Board meeting on 30 November prior to being submitted to the EFSA by 31 December.

**Resolved:** *That the Annual Report and Audited Accounts be presented to the Board meeting on 30 November to be received, approved and submitted to ESFA by 31 December, published on the Trust's website by 31 January and filed with Companies House by 31 May.*

## 19. POLICIES FOR APPROVAL

### i) **Attendance & Punctuality Policy**

The Principal highlighted this remains a key school focus as well as a current DFE focus as some pupils are struggling to access education since COVID.

### ii) **Safeguarding & Child Protection Policy**

The Principal highlighted key areas and changes governors should be aware of.

The Parent Governor shared that the Domestic Abuse talk to Y10 and Y11 pupils was very well received by the pupils.

### iii) **Vexatious Complaints Policy**

The Principal noted only small changes were to be received.

### iv) **Early Careers Teachers Policy**

**Q: Is the required ECT mentoring able to be provided?**

A: Yes.

### v) **Behaviour for Learning Policy**

The Principal reported a change in reporting system from SIMS to Arbor and confirmed that the Mobile Phone Policy approved at the last meeting has been introduced. The Staff Governor confirmed the policy has been well accepted by pupils and behaviour in lessons is greatly improved.

The Principal noted only small changes were to be received.

### vi) **Behaviour Principles**

The Principal noted only small changes were to be received.

vii) **Admissions Policy**

The Principal noted only small changes were to be received.

**Resolved:**

- i) That the Attendance & Punctuality Policy be approved**
- ii) That the Safeguarding & Child Protection Policy be approved**
- iii) That the Vexatious Complaints Policy be approved**
- iv) That the Early Careers Teachers Policy be approved**
- v) That the Behaviour for Learning Policy be approved**
- vi) That the Behaviour Principles be approved**
- vii) That the Admissions Policy be approved**

20. **NOTICES FROM TRUSTGS (CLERKING SERVICE)**

**Resolved:**

- i) That the DfE School Governance Update (July 2022) issued by the ESFA be received and noted**
- ii) That the publication of the Academy Trust Handbook update (Sept 2022) be noted**
- iii) That the Trust GS Autumn 2022 Governors Newsletter (including training details) be noted**

21. **ANY OTHER BUSINESS**

There were no further items raised for discussion.

22. **ADDITIONAL AGENDA ITEMS FOR NEXT MEETING**

**Resolved: That the following items be placed on the agenda for the next Board meeting:**

- i) Annual Report & Audited Accounts 2021-22**
- ii) Review of new Committee Structure**
- iii) Committees Reports**
- iv) Feedback from External Reviewer**

23. **ACTION POINTS**

- Resolved:** *That the following Actions arising from the meeting be noted:*
- i)** *That Governors complete the Annual Register of Business Interests in paper form and return to school or complete online on GovernorHub*
  - ii)** *That the Business Director chase outstanding Annual Registers of Business Interests*
  - iii)** *That Governors confirm their availability for school events to the Office Manager*
  - iv)** *That the Business Manager record DBS Checks on GovernorHub*
  - v)** *That Governors read the appendix to KCSIE and complete online safeguarding training*
  - vi)** *That Trust GS set Ms J O'Connor up as a Trustee on the Board, with appropriate GovernorHub access for the academic year 2022-23*
  - vii)** *That Trust GS be asked to provide Ofsted Training at the start of the Spring meeting*

24. **DATE OF NEXT MEETING**

**Resolved:** *That the next meeting of the Governing Board be held at the school on 30 November 2022 at 4.45 p.m.*

The meeting closed at 6.27 p.m.

25. **FEEDBACK FROM EXTERNAL REVIEWER**

Governors remained after the main meeting for this item to be heard. Ms Myers was due to present her findings with a comprehensive written report to follow.

Mrs A Keen (Clerk) left the meeting before the presentation started.

Chair of Governing Board .....

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