



Minutes of the meeting of the **Governing Board** of **Wellacre Academy**, held online on 29 September 2021 at 4.45 p.m.

PRESENT:

- Mr L Baker
- Mrs L Henry
- Mr J Khan
- Dr R Platonov
- 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 Member
- Mr Chris Hinchcliffe - Observer
- Ms Raluca Pasare – Observer
- Miss Shirley Procter – Observer
- Miss S Leonard (Clerk, Trust GS)

1. **APOLOGIES & ATTENDANCE**

The Chair welcomed Ms Pasare, Miss Procter and Mr Hinchcliffe who were attending the meeting as Observers, with a view to joining the Board.

There were no apologies for absence.

Resolved: *That the attendance of Miss Bailey, Ms Pasare, Miss Procter and Mr Hinchcliffe at this meeting 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 GOVERNING BOARD 2021-22**

Resolved: *That Mr Young be appointed Chair of the Governing Board for the academic year 2021-22.*

4. **APPOINTMENT OF VICE-CHAIR OF THE GOVERNING BOARD 2021-22**

Resolved: *That Mr Khan be appointed Vice-Chair of the Governing Board for the academic year 2021-22.*

5. **RISK REGISTER UPDATE / AUDIT UPDATE**

Business Director presented changes to the Risk Register. It was noted that only one sheet came through, Compliance risk, however, there were changes to the Financial, Strategic and Operational risk register.

The whole document was placed on GovernorHub prior to the meeting. Any changes are highlighted in green.

Miss Bailey highlighted the changes and read the control procedures in place relating to compliance risk.

Miss Bailey highlighted the changes and read the control procedures in place relating to operational risk, there were no questions or comments received.

Miss Bailey highlighted the changes and read the control procedures in place relating to strategic and reputational risk. A Service Level Agreement with Judicium is in place for Data Protection advice. A Governor noted that Cyber Essentials Plus would be available in the future, which would look into the penetration of systems.

Miss Bailey highlighted the changes and read the control procedures in place relating to financial risk.

Q. Does the risk register transfer onto the Academy Implementation Plan?

Yes, Risks are included in other documents used in school. Miss Bailey confirmed that any new risks are reviewed at every Resources Committee.

Q. Do all staff receive GDPR training?

Miss Bailey explained that GDPR is covered within the safeguarding training that is undertaken by all staff.

Resolved: *That the Risk Register be received and noted*

Miss Bailey left the meeting.
Mr Khan joined the meeting.

6. **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.

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.

7. **SAFEGUARDING NOTICE**

Resolved: *That the update to KCSIE 2021 be noted*

8. **APPOINTMENT OF GOVERNORS / CONSTITUTION REPORT**

The potential new Governors introduced themselves.

Resolved:

- i) *That the Constitution Report be received and noted***
- ii) *That Dr Platonov be re-appointed as a Co-opted Governor (until 31 December 2021) to support transition of new Governors.***
- iii) *That Ms R Pasare, Miss S Procter and Mr. C Hinchcliffe be appointed as Co-opted Governors***

9. **REVIEW OF COMMITTEE MEMBERSHIP AND REMITS**

- i) **Committee Membership****

Resolved: *That the following membership of Committees be approved.*

Curriculum and Standards Committee

Dr R Platonov – until 31 December 2021.

Mrs J Sharrock (Principal)

Mr J Whitby

Mr Young

Ms R Pasare

Miss S Procter

Ms H Rayson

Members

Cllr S Anstee

Mr M Harrison

Pay Committee

Mr J Khan

Ms H Rayson

Mrs J Sharrock (Principal) (In attendance)

Mr A Young

Resources Committee

Miss P Bailey (Business Director)

Mr L Baker

Mr J Khan

Mrs M Radhakrishnan

Mrs J Sharrock (Principal)

Mr Young

Mr S Russell

Mr C Hinchcliffe

Mrs Henry

Headteacher Performance Management Review

Jane Bryan (LA Adviser)

Mr S Russell

Mr A Young

Pupil Discipline Committee

To be convened as and when required and Governors will be called upon subject to availability and impartiality.

Audit and Risk Committee

This area would form part of the Resources Committee remit.

ii) **Levels of Delegation**

Levels of Financial Authorisation levels remain unchanged from previous year.

iii) **Committee Remit**

Committee Remits will be reviewed at the first meeting of each Committee.

10. **REVIEW LINK GOVERNOR ROLES**

The Principal advised that the Link Governor roles will be responsible for areas within the Academy Improvement Plan.

There was a brief discussion regarding the role and remit of Link Governors

Resolved: That the following Link Governors be appointed:

- i) Safeguarding and Wellbeing Governor – Mr S Russell**
- ii) SEND and Inclusion Governor – Mr S Russell**
- iii) Curriculum and Careers (including Pupil Premium) Governor – Ms H Rayson**
- iv) Leadership Governor – Mrs M Radhakrishnan**
- v) Health Safety and Risk – Mr J Khan**
- vi) Quality of Education – Ms H Rayson**

11. **CODE OF CONDUCT FOR GOVERNORS 2021/22**

Resolved: That the Governor Code of Conduct 2021/22 be received, noted and adopted.

12. **GOVERNOR REPORTS**

Resolved:

- i) That the Report on Governor Attendance at meetings 2020-21 be received and noted**
- ii) That the Governor Training Report be received and noted**

The Chair encouraged new Governors to sign up to the TrustGS roles and responsibilities course.

The Chair advised that he and Mrs Radhakrishnan had booked onto the Ofsted course and encouraged any Governors who wanted to attend, to do so.

The Principal advised that although the school is not due for an Ofsted, the course would provide an insight into what to expect and help everyone to prepare.

13. **APPROVAL OF MINUTES OF THE MEETING HELD ON 14 JULY 2021**

Resolved: *That the minutes of the meeting held on 14 July 2021 be approved as a correct record.*

14. **MATTERS ARISING FROM THE PREVIOUS MINUTES**

There were no matters arising from the previous minutes.

15. **PRINCIPAL'S UPDATE**

The Principal started with an apology to the Board as the wrong document had been uploaded as part of the Governor pack. Mrs Sharrock tried to share her screen, but due to technical issues was not able to, so talked through the report and advised that it will be uploaded to GovernorHub.

i) **School Data / Attendance**

Pupil numbers are at 628. There have been a number of in year admissions. Any students that have not turned up at the start of September in Year 7 have been accounted for. Transition work has been effective.

Open Evening was a success. Further Open Days/sessions available before October half term.

The Principal advised that the school profile is shifting, for example, there are more non-white British students across the school and a slightly increased proportion of EAL students in now, SEND numbers are in line with the national average.

ii) **Results**

The Principal explained the CAG results advising that they were good, although a bit lower than last year and still up from 2019. The Curriculum Committee will review all data.

Two appeals were received at Stage 1 with none progressed to Stage 2.

Principal will hold meetings with Middle Leaders to plan for next year. Exam Boards have not yet confirmed arrangements for Summer 2022. All curriculums have been restructured.

iii) **Safeguarding**

Principal reported: no students on Child Protection Plans; 6 students on Child in Need Plans; 4 Looked After Children and 13 students with social worker intervention; 27 students identified as vulnerable and receiving additional pastoral help in school or accessing external help such as 42nd Street or Groundwork Mentoring; 1 referral to Early Help to date; No LADO referrals.

All members of staff have had their annual safeguarding awareness training.

All staff will complete a module in Cyber Security in September.

iv) **Other developments**

Wellacre has joined the #BeeWell programme led by the University of Manchester, the Anna Freud National Centre for Children and Families and Greater Manchester Combined Authority.

Wellacre has been accepted as a Phase 1 school in Trafford for the expansion of the Mental Health Support Team (MHST) to help meet the mental health needs and prevent more serious problems developing in children and young people.

Wellacre received the Gold Award for the Teacher Development Trust Network for the second time. The Principal expressed her delight at this which will enable the capacity to work with other schools and strengthen new ways of working.

The Board thanked the Principal for the verbal report. The Chair congratulated the school on the achievements.

Resolved: That the update by the Head be received and noted and a copy be placed on GovernorHub

16. COVID RISK ASSESSMENT AND OUTBREAK PLAN 2021

The Principal updated Governors, advising that there are currently 28 students and 4 staff members who are isolating due to a positive PCR test. The Board discussed Trafford being the third highest authority for transmission. Breaking news (released today) is that Trafford Public Health have advised that if someone in the household receives a positive PCR test, then the whole house will isolate. The Principal talked about the potential risk impact on attendance and staffing levels.

Q. When will the new isolation rules start?

With immediate effect.

The Principal talked to Governors about the statutory responsibility for setting work. This will not be sustainable for staff, as there was now a mix of students at home and some in the class, rather than 'bubbles' working remotely. The Principal will keep reviewing the provision in this area to be effective and of good quality.

Resolved: *That the COVID risk assessment and outbreak plan (September 2021) be received and noted.*

17. UPDATE ON ACADEMY STRATEGIC IMPROVEMENT PLAN

The Principal advised that the document has now been aligned with the Ofsted Framework sections. Leadership team have received Ofsted training via Loreto Teaching School Hub.

Principal and Business Director have allocated £30k to the priorities within the plan to ensure there is a stronger alignment between the spend and strategic improvement plan.

Principal will PDF the latest version and send to the Board so they can look at it in more detail.

Resolved: *That a verbal update of the Strategic Improvement Plan be received with a view to receiving a full version.*

18. MONTHLY MANAGEMENT ACCOUNTS

Resolved:

- i) *That the publication of Monthly Management Accounts on GovernorHub be received and noted.*

- ii) ***That the Accounts be discussed in detail at Resources Committee.***

19. POLICIES FOR APPROVAL

- i) **Safeguarding Policy and Child Protection Policy**

The Principal advised that there are some new elements in the Policy, such as peer on peer abuse and sexual harassment. Staff have received all necessary safeguarding training.

Resolved: *That the Safeguarding Policy and Child Protection Policy be approved*

- ii) **Equal Opportunities and Action Plan**

The Principal advised that the action plan will be presented to the Resources Committee.

Resolved: *That the Equal Opportunities and Action Plan be approved*

- iii) **Equalities Information and Objectives Statement**

The Principal advised that the equalities information and objectives statement has been updated. The school has a Year 7 student who is in a wheelchair, and adaptations have been made around school to meet his needs.

Resolved: *That the Equalities Information and Objectives Statement be approved*

- iv) **Managing Medicines Policy.**

Resolved: *That the Managing Medicines Policy be approved*

The Principal advised that the Staff Absence Policy and the Staff Discipline and Conduct Policy are not ready for approval and that she is due to meet with the Union(s) next week.

Resolved: *That review and approval of the Policy be delegated to the Resources Committee.*

20. **ADMISSIONS**

Resolved:

- i) That the update to the School Admissions Code 2021 be noted**
- ii) That no changes are necessary to the Admissions Policy for 2023 and the Policy be determined and copy sent to the LA.**
- iii) That the Academy handle in-year admissions and publish appropriate details on the website.**

The Principal advised that she has spoken with Marilyn Goulding at Trafford and confirmed that there are no contextual changes to the Policy. There is not a requirement to consult.

Dr R Platonov left the meeting.

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

Resolved:

- i) That the Letter from the ESFA July 2021 be received and noted**
- ii) That the publication of the Academy Trust Handbook update (June 2021) be noted**
- iii) That the Letter from Baroness Berridge to Chair of Governors (July 2021) be received and noted**
- iv) That the Trust GS Autumn 2021 Governors Newsletter (including training details) be noted**

22. **ANY OTHER BUSINESS**

i) Twitter

A Governor commended the School on the amount of tweets promoting the school, noting that it seems that there is something going on every day. The Principal praised the work of Tammy who really pushes and promotes social media across the school.

ii) Promotion

Mr Khan advised that he was working with a school on Friday 1 October at Flixton Girls School and asked if the Principal wanted to send a member of staff to the session to promote the school. The Principal thanked Mr Khan and advised that she hoped someone could attend.

iii) **Link Governors**

Q. How will the Link Governor work be undertaken?

The Chair advised that contact could be made with the Principal in the first instance, who will put Governors in touch with the member of staff.

At the first meeting Governors meet the Lead, note any particular successes, issues and any support required. There will be a short evidence form to complete when the visit has taken place.

iv) **Online / Face to Face meetings**

The Chair reminded the Board that the agreement at a previous meeting was to hold the Autumn Term meetings online and review at the December meeting. However, Pay Committee and Principal's Appraisal Committee will be held in person.

v) **Thank you**

The Principal thanked the Board for their time and commitment as Governors. The school really appreciates the support of individuals who challenge and support work of the school.

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

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

- i) Transition – presentation from Michael Thomson*
- ii) Forward Plan for meetings (online/face to face)*

24. **ACTION POINTS**

Resolved: *That the following actions arising from the meeting be noted.*

- i) Principal to send out the Principal's Report to the Governing Board (September 2021)*
- ii) Principal to send out the Academy Strategic Improvement Plan*

25. **DATE OF NEXT MEETING**

Resolved: *That the next meeting of the Board be held online on 8 December 2021 at 4.45 p.m.*

The meeting closed at 6.05 p.m.

Chair of Governing Board