Minutes of the meeting of the **Governing Board** of **Wellacre Academy**, held via Zoom on 15 March 2023 at 4.45 p.m.

PRESENT:	Mr T Fredrickson Mrs L Henry Mr C Hinchcliffe Mrs J O'Connor Ms S Procter Mrs M Radhakrishnan Ms H Rayson Mr S Russell Mrs J Sharrock (Principal) Mr A Young
IN ATTENDANCE:	Miss P Bailey (Business Director) Ms J A Lawson (Clerk, Trust GS)

1. **APOLOGIES & ATTENDANCE**

Resolved: ***That apologies for absence be received and accepted for Mr J Whitby, Mr L Baker, Mr J Khan, Mr J Haughton and Mrs R Pasare***

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/Committee in respect of any item on the agenda.

3. **GOVERNOR TRAINING**

The Clerk updated Governors on the EIF and expectations of Governance. Resources were made available via GovernorHub.

Governors discussed preparation for Ofsted Inspection and consideration of the sources of evidence to answer questions which may be directed at Governors.

4. **APPROVAL OF MINUTES OF THE MEETING HELD ON 30 NOVEMBER 2022**

Resolved: ***That the minutes of the meeting held on 30 November 2022 be approved as a correct record subject to correction***
- ***Page 762 – change Arrowsmith to Atherton***

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

There were no matters arising

6. **ARTICLES OF ASSOCIATION**

Resolved:

i) ***That the Articles of Association (recommended by DfE) be adopted and include the current Constitution of Wellacre Academy (Trustees & Members), these replace the existing Articles of Association of the Company.***

ii) ***That the Constitution of Governance be as follows;***
3 Members
Up to 11 Co-opted/Community Governor/Trustees (appointed by the Board of Trustees)
2 Parent Governor/Trustees
Principal/Trustee
1 Staff Governor

7. **PRINCIPAL'S REPORT**

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

8. **MATTERS ARISING FROM THE PRINCIPAL'S REPORT**

i) **Strategic Direction / Strategy**

Principal reminded Governors that the Report always includes a summary (on a page) of strategic developments and the latest Strategic Improvement Plan.

ii) **Staff Voice and Wellbeing**

Q: Trustees asked for clarification regarding feedback on Staff Voice and comments regarding workload

Principal explained the use of TA3 Teaching Assistants to cover lessons when necessary and very rarely, in line with their job description this may have influenced the response. The Principal has spoken with TAs and HR since receiving the feedback to clarify the situation and reiterate budget considerations; also reshared the job descriptions.

The Principal reminded Governors/Trustees that there had been considerable work done to promote staff wellbeing and reduce workload, including reduced data captures and reporting. The Feedback also included comments from a middle leader who was finding the role difficult and has subsequently left the School.

iii) **Behaviour**

Q: Acknowledgement of positive reports on behaviour including feedback from pupils which was largely positive. Clarification requested regarding increased numbers in data reports.

Principal advised number of logs for behaviour had spiked in Autumn term which prompted analysis. It appeared that a large proportion were issued by new staff and ECTs. The taught behaviour curriculum is ongoing in implementation.

The Principal advised that it takes time for the impact of initiatives to show. Support is being provided for ECTs in developing pedagogy and quality teaching which has a positive impact on behaviour in class.

iv) **Student Numbers**

Governors discussed the indicative intake for Yr7 2023. It was noted there had been 170 offers (PAN 180).

The Principal advised the budget is based on 150 per year. This year there has been a concerted effort in School promotion as well as marketing, STEM events and other events involving local Primary Schools.

Wellacre has benefitted from the pressure on School places in nearby Altrincham and Timperley. It was noted Schools in these areas have accepted additional pupils due to high demand, at the request of the authority.

Governors commented on the increased numbers of pupils from outside the usual catchment areas. Principal advised that work had been done as part of transition networking including provision of bus routes information and Buddies to be assigned on bus routes.

Q: A Governor commended the attitude and approach of the students in welcoming 11 International students recently.
The Principal updated Governors on the new students from 9 countries and speaking 11 languages. An Induction Day had been held very successfully. Students were given uniforms and other equipment. Existing students has been very welcoming and supportive and had personified the ethos of the School.

Resolved: ***That the behaviour and approach of students, in welcoming and integrating new international arrival students, be noted and commended by Governors.***

The Principal explained additional funding had been gratefully received from the Local Authority for these pupils. Resources have been utilised, consideration is also being given to offering wider cultural experiences. The warmer weather will enable more after school activities and events.

v) **Staff changes**

It was noted that a member of the ALT would be leaving the School having successfully been appointed to an Assistant Principal post. The Principal advised that the post is being advertised and external and internal applications will be welcomed.

Ms S Procter left the meeting

9. SRMSAT (SCHOOL RESOURCES MANAGEMENT SELF-ASSESSMENT)

Ms Bailey advised that the submission would be presented to the Finance/Resources Committee 29 March.

Resolved:

i) ***That the SRMSAT submission be delegated to the Resources Committee.***

ii) ***That the Resources Committee meeting be scheduled earlier next year (spring term) and in advance of the deadline for SRMSAT (15 March).***

10. FINANCE REPORT & MONTHLY MANAGEMENT ACCOUNTS

It was noted that the Monthly Management Accounts are published for Governors via GovernorHub and included in Resource Committee papers.

Resolved:

i) ***That the Finance Report be delegated to the Resources Committee***

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

Q: Reference to renewal of contracts, it was noted the Resources Committee decided to remain with Minimum wage rather than Living wage. How much challenge was applied to this decision by the Resources Committee.

It was noted the matter had been discussed and agreed at a previous Board meeting. The decision was made with consideration for budget pressure and restrictions.

Ms Bailey advised that there has been an increase to Minimum wage which will be implemented in April.

11. RISK REGISTER

Ms Bailey advised that the Risk register has been updated and there are no additional risks at this time. It was noted the Register had included COVID risks which have now been removed.

12. COMMITTEE REPORTS

i) **Members**

Resolved: That the minutes of the Members meeting held on 14/12/2022 be received and noted.

ii) **Curriculum & Standards Committee**

Resolved: ***That the minutes of the C&S Committee meeting held on 11/01/2023 be received and noted.***

iii) **Behaviour, Attitudes & Personal Development Committee**

Resolved: ***That the minutes of the BA&PD Committee meeting held on 25/01/2023 be received and noted.***

There was a brief discussion regarding the first meeting of the newly formed BA&PD Committee.

The importance of ALL Governors completing DBS checks and safeguarding training was reiterated.

The Principal confirmed that staff will attend meetings to present to Governors as requested.

The Chair thanked all Governors for their commitment and contribution to Committee meetings.

13. **POLICIES FOR APPROVAL**

The Principal appraised Governors of the amends to each of the Policies listed.

The Principal highlighted the changes with regard to handling low level Safeguarding concerns. There was a brief discussion regarding storage of information and confidentiality.

Mr S Russell left the meeting and rejoined a number of times due to technical challenges.

The Principal explained minor changes/updates to the other Policies presented.

Resolved: ***That the following Policies be approved:***

i) Dealing with Allegations of Abuse & Concerns Against Staff
ii) CEIAG Policy & Provider Access Agreement
iii) E-Safety & Online Safety Policy
iv) Wellacre Pupil Premium Strategy 2023
v) Behaviour for Learning Policy

14. **ADMISSIONS POLICY 2024**

Resolved: ***That the Admission Policy for 2024 be determined, copy sent to Admissions at the LA by 15 March 2023 and arrangements (including details for appeals) published on the School's website***

15. **NOTICES FROM THE CLERK**

Resolved:

i) ***That the Trust GS Spring Newsletter, The Clerks Post, including Governor Training details be received and noted.***

ii) ***That the DfE School Governance Update (Dec 2022) be noted***

16. **ANY OTHER BUSINESS**

i) **Use of Wand for Searches**

The Principal explained the function of the Wand and the necessity given the rise in e-cigs/vapes being brought in to School. Governors discussed the issue.

It was noted that any searches are recorded on CPOMS and Parents are informed.

Resolved: ***That the use of Wand for searches be noted and approved and the Policy updated accordingly.***

Q: A Governor asked for clarification of what a search consists of.
The Principal explained in detail. Pupils and Parents are given reasons and kept informed. Searches proceed with consent, the School has the right to contact Police if pupils refuse to comply subject to risk assessment.

Q: What is done via the Curriculum and Pastoral care to inform students regarding the dangers of vapes with a view to prevention?
The Principal explained these matters are addressed in RESPECT. Work has been done on establishing the source (where students are purchasing devices). Referrals to School Nurse and Parents have been written to. New Inclusion Assistant will be running interventions regarding unhealthy habits.

ii) **Thanks to Governors**

The Principal thanked Governors for their time, contributions and support which is much appreciated.

iii) **Pupil Discipline Committee – Permanent Exclusion**

The Principal reported she had issued a permanent exclusion and asked Governors to offer availability to be a member of the PDC via the Principal's PA.

iv) **Attendance**

There was a brief discussion regarding the attendance of a Governor. The Chair will make contact to establish the situation.

v) **Chairs Review and Meetings**

The Chair acknowledged the recommendation by the NGA Advisor who conducted the External Governance Review to engage in a 360 review of the Chair and for 1-2-1 meetings to be held with Governors. Mr Young advised he is aiming to organise this in due course.

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

There were no additional items requested for inclusion on the agenda for the next Board meeting.

18. **DATE OF NEXT MEETING**

Resolved: That the next meeting of the Governing Board be held online / at the School on 12 July 2023 at 4.45 p.m.

The meeting closed at 6.46 p.m.

Chair of Governing Board ……………………………………