Minutes of the meeting of the **Governing Board** of **Wellacre Technology Academy**, held at the School on 29 November 2023 at 5 p.m.

PRESENT: Mr L Baker
Mr T Fredrickson
Mrs L Henry
Ms L Hepple–Stokes
Mr O McGrattan
Mrs J O'Connor
Cllr S Procter
Mrs J Sharrock (Principal)
Ms J Thirkill
Mr J Whitby
Mr A Young (Chair)

IN ATTENDANCE: Miss P Bailey (Business Manager)
Miss A Evans (Clerk, Trust GS)

1. **APOLOGIES & ATTENDANCE**

The Chair welcomed Mr O McGrattan, Ms L Hepple-Stokes & Ms J Thirkill who were attending their first meeting of the Board.

Apologies for absence were received for Mr J Haughton, Mrs M Radhakrishnan, Ms H Rayson and Mr S Russell.

Resolved:

i) That the apologies for absence for Mr J Haughton, Mrs M Radhakrishnan, Ms H Rayson and Mr S Russell be accepted

ii) That the attendance of Mrs P Bailey at this meeting be approved

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

Mr J Whitby declared an interest in Item 21 of the financial statements (Related Party Transactions on page 89 of agenda pack)

Resolved: ***That Mr J Whitby remain in the meeting for Item Financial Statement information.***

3. **APPOINTMENT OF COMMUNITY GOVERNORS**

An introduction of new members and existing members was done ahead of the appointment.

Nominees withdrew and a secret ballet was conducted.

Resolved:

i) ***That Mr O McGrattan and Ms L Hepple-Stokes be appointed Community Governors.***

ii) ***Ms J Thirkill be appointed Parent Governor.***

iii) ***That the resignation of Mr L Baker (Staff Governor) be accepted thanks for his service on the Board.***

Due to the Business Manager leaving the meeting early today, the order of agenda was changed.

4. **FINANCE REPORTS & MONTHLY MANAGEMENT ACCOUNTS**

The Business Manager gave a summary of the accounts and advised the Board that the management accounts are available on GovernorHub and that the Resource Committee go through them in detail.

Resolved: ***That the Finance Report and Monthly Management Accounts be received and noted.***

5. **RISK REGISTER**

The Business Manager advised the Risk Register is reviewed at Resource Committee meetings and has been approved by the Resources Committee. Changes are shown in green.

Resolved: ***That the Risk Register be received, noted and accepted.***

6. **EXTERNAL AUDITOR APPOINTMENT**

The Business Manager stated that the external auditor was reviewed in 2022 and therefore not required to be reviewed at this time. The Resource Committee have decided to stay with the same auditors, although their name has changed to DJH Mitten and request the Governors to accept the same.

Resolved: ***That the External Auditors DJH Mitten be appointed (existing supplier with a name change).***

7. **ANNUAL REPORT & AUDITED ACCOUNTS**

The Business Manager made Governors aware of only a couple of minor points that were brought up on the audit of the management accounts due to oversights, which related to a conflict of interest from a Board member and an expenditure for an item without a purchase order.

The Board was asked to accept the Management Accounts.

Resolved: ***That the Annual Report and Audited Accounts 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.***

The Business Manager presented the Board with an Internal Audit document which shows the findings of the Business Manager being audited by Resource.

A10 – highlights how Resource prefers the old system reporting to the newer version, Access. Reports are always done on 1st.
A11 &A12 - are discussed at length with Resource
C7 – The Finance Officer now chases invoices on a monthly basis
C8 – Bad debt relating to the canteen is Year 11 leavers.

A Governor advised the Business Manager, that Parents no longer receive emails to state lunch accounts are overdrawn. The Business Manager agreed to look into this.

8. **MANAGING ACADEMY TRUST RESERVES**

The Business Manager advised the Board that the Reserves Policy had been completed and would go to the Resource Committee at their next meeting once the Principal has approved it.

The Board were also made aware of Response to audit findings, DJH letter of representation – audit and DJH letter of representation – regularity assurance items included in the agenda pack but not listed under item 12 of the agenda and not covered by the Business Manager presentation.

Resolved:

- ***i)*** ***That the Reserves Policy be added to the next agenda for the Resources Committee.***
- ***ii)*** ***That the Letter of representation and regularity assurance be received and noted.***

The Business Manager left the meeting

9. **APPROVAL OF MINUTES OF THE MEETING HELD ON 20 SEPTEMBER 2023**

Resolved: ***That the minutes of the meeting held on 20 September 2023 be approved as a correct record.***

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

N/A

11. **PRINCIPAL'S REPORT**

The Principal highlighted headlines from the report and links included.

A one-page summary of self-evaluation was provided along with a review of the Strategic Plan.

i) **Ofsted**

The Academy was inspected 17 & 18 October 2023. It is believed there were factual errors in the report and a response has been sent to Ofsted.

ii) **Collaborations**

A number of positive collaborations were detailed.

iii) **Staffing**

There have been two resignations, a retirement and the other is taking a part time position elsewhere.

iv) **Migration Report**

The Principal highlighted the link to the Migration report and there were no questions in relation to this.

v) **Parent Support and Engagement**

Parent support was positive and noted by Ofsted after the Parent survey.

vi) **Safeguarding**

A safeguarding update was included and the Principal stated that training is being done in twilight.

Resolved:

i) That the Principal's Report be received and noted.
ii) That the SEF be received and noted.
iii) That the Strategic Plan be received and noted.

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

i) **Ofsted Report**

The Principal explained that the report was received on Tuesday 6 November and School had 5 days to submit any concerns regarding factual accuracy. A second report was received on Friday and the Academy have complained about the process, judgement and conduct. The Academy are concerned with many aspects of the report, particularly as they challenge things like 'the school lacks ambition for students' as they have evidence to challenge that.

ii) **Resignation of Maths Teacher**

Q: What are your plans for Maths?
We have a lead practitioner for maths and we have not appointed a new Maths Teacher. It is possible there may be a reduction in time by 1 hour per week. We intend to model a new one-week timetable next year to look at everything and see timings.
A discussion took place around subjects and their timings and how this may change in the future.

13. **COMMITTEE REPORTS**

i) **Curriculum & Standards Committee**

Resolved: ***That the verbal report of the Curriculum & Standards Committee meeting held on 27 September 2023 be received and noted.***

ii) **Behaviour, Attitudes & Personnel Development Committee**

Resolved: ***That the verbal report of the Behaviour, Attitudes & Personnel Development Committee meeting held on 4 October 2023 be received and noted.***

iii) **Pay Committee**

Resolved: ***That the verbal report of the Pay Committee meeting held on 11 October 2023 be received and noted.***

iv) **Resources Committee**

Resolved: ***That the verbal report of the Resources Committee meeting held on 15 November 2023 be received and noted.***

14. **POLICIES FOR APPROVAL**

Resolved:

- ***i) That the Biometrics Policy be approved***
- ***ii) That the Children with health needs who cannot attend school be approved***
- ***iii) That the Complaints Procedures be approved***
- ***iv) That the Vexatious Complaints be approved***
- ***v) That the Pupil Premium Strategy be approved***
- ***vi) That the SEN & Disability Information report be approved***
- ***vii) That the Special Educational Needs & Disabilities report be approved***
- ***viii) That the Pay Policy for teaching staff be approved***
- ***ix) That the Online Safety Policy be approved***

15. **ADMISSIONS POLICY 2025**

Resolved: ***That no changes are necessary to the Admissions Policy for 2025 and the Policy be determined and copy sent to the LA.***

16. **GOVERNOR REPORTS**

After discussion it was decided that Governors would update their information if they wished to do so for the Board Diversity Report. The Chair will email all Governors to do this.

It was further decided that the Board DO NOT wish the Diversity report to be published at this time and would like a draft report to be provided by Trust GS before a decision is made.

Mr L Baker and Mrs L Henry left the meeting

Resolved: ***That the Draft Board Diversity Report be added to the agenda for the next meeting (for discussion).***

17. **ANY OTHER BUSINESS**

There were no additional items for discussion.

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

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

19. **ACTION POINTS**

Resolved: ***That the following Action(s) arising from the meeting be noted.***

- ***i)*** ***The Business Manager to look into why parents no longer receive overdrawn emails on lunch accounts.***
- ***ii)*** ***The Chair to email all Governors to request they update their information on GovernorHub if they wish to for potentially publishing a Diversity report at a later date.***
- ***iii)*** ***Trust GS to provide a draft Diversity Report to the board for their perusal to enable them to make an informed decision as to whether to have it published.***

20. **DATE OF NEXT MEETING**

Resolved: ***That the next meeting of the Board be held at the school on 27 March 2024 at 5 p.m.***

The meeting closed at 6.45 p.m.

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