

**Minutes of a meeting of the Local Governing Board of Glen Hills Primary School Academy  
on Wednesday 7th December 2016 at 7.00pm at the school.**

**Present:** Chris Kingsley-Mills (Chair), Danny Nutbrown, Dave Blaney, Karen Rawlings, Lee Geraghty, Michael Tully, Pauline Hind, Sally Ann Roberts, Tim Sutcliffe (Executive Head), Vicky Grage

**In attendance:** Sue Foreman (Clerk), Talvinder Tundall (Business Manager)

1	<p><b>Apologies for absence</b></p> <p>Apologies were received from Chris Merrill, Chris Wigley, Janette de Voil and Melissa Sanderson who all had another commitment; Rose Johnson and Simon Curley who had work commitments; Amy Smith, Becky Wesley, Geoff Welsh and Jo Small; and Marie Butterworth and the representative from Mazaars due to traffic problems.</p>	
2	<p><b>Declarations of interest</b></p> <p>There were no further declarations of interest but members were reminded that:</p> <p>Chris's daughter works for Mazaars, although not in the same office and does not work on accounts for either Glen Hills Primary School Academy or Symphony Learning Trust.</p> <p>Tim and Talvinder are the Chief Executive Officer and Business Manager/ Cheif Finance Officer at both Fairfield Primary School and for Symphony Learning Trust respectively.</p>	
3	<p><b>Minutes of the last meeting</b></p> <p>The minutes of the last meeting were agreed and signed without amendment.</p>	
4	<p><b>Matters arising:</b></p> <p>The following matters arising were discussed:</p> <p>Item 10 - Tim and Geoff have discussed the LAC data but the very low numbers (eg 2 in a cohort) make this difficult to do with accuracy. The best way might be to do it longitudinally over KS1 and KS2 results and Tim is considering a way forward with this.</p>	
6	<p><b>Symphony Learning Trust</b></p> <p>This item was taken out of order, as Item 5 was deferred in the hope that the representative from Mazaars would arrive.</p> <p>Confidential item on MAT development. Old Mill Primary School has decided to join SLT in the Glen Hills hub. Tim will be out for 2 days in January undertaking the due diligence process. Old Mill has it's own head teacher in post so it won't be as hands on as Tim's work at Fairfield and Glen Hills.</p>	

6	<p><b>Symphony Learning Trust cont...</b></p> <p>Granby has been out to consultation on conversion with positive outcomes. Due diligence is ready to start in the New Year, prior to governors taking the final decision. SLT and Granby are exploring the possibility of Granby being a hub on it's own and note Granby's geographical importance as a City school.</p> <p>Other SLT news:</p> <p>The Symphony Partnership has now been dissolved and the assets have been given to SLT. The member schools will continue to get Symphony Assessment System updates free of charge but have given the rights to the system to SLT.</p> <p>The Executive Head Teachers' pay issues are now resolved.</p> <p>The SLT Strategic Business Plan 2016 - 2021 was circulated. It contains lots of material which has already been seen in similar guises or previous drafts</p>	
7	<p><b>Feedback from committees:</b></p> <p>Management Committee - The following policies were ratified by FGB: physical restraint; inclusion; best value statement; guidelines for physical examination in first aid; accessibility plan and policy.</p> <p>Finance and Personnel - Minutes were noted.</p> <p>Curriculum Committee - The following policies were ratified by the FGB: More and very abled policy; citizenship.</p> <p><b>Q Was Alberto Costa written to about the feedback and transparency?</b></p> <p>A Tim has given feedback. It was reported that Alberto Costa is coming to the library and so governors could ask questions if they are briefed beforehand.</p> <p>Safeguarding Committee - It was noted that the Annual Audit - Glen Hills format for the annual safeguarding audit will be used by the entire SLT. It will be done in all schools in the Spring term; and the SLT will receive the trust-wide audit in the summer term.</p> <p>Pay Committee - Minutes were noted. It was also reported that the head teacher's pay committee met to review Tim's pay and it was agreed to follow the recommendations from his performance review. Governors from both schools sit on this committee.</p>	
8	<p><b>Admissions September 2018</b></p> <p>We are consulting collectively on the Admissions Entry for Sept 2018 for the Symphony Learning Trust. However Glen Hills are not making any changes to their Admissions Policy and therefore, we do not need to consult with the wider community.</p> <p><b>Q There is a concern about very large class sizes in KS2. At what stage do we make the decision to go to 3 form entry?</b></p> <p>A We don't have the space, buildings or resources to do this.</p>	

8	<p><b>Admissions September 2018 cont...</b></p> <p>Nurture groups make smaller groups at various times during the day and each class has one or two TAs.</p> <p><b>Q What spaces do we have?</b></p> <p>A Reception - 1; year 6 - 3; year 5 - 1; plus an allowance for staff children to be included.</p> <p><b>Q Were any families turned down in catchment area?</b></p> <p>A Only 2 who didn't apply. If children are turned down at appeal, we cannot afterwards approach them to offer a place.</p> <p>An internal consultation commenced on October 14th 2016 and closes on 31st January 2017. Governors were asked to ratify the minutes and this was agreed.</p>	
9	<p><b>Safeguarding</b></p> <p>Nothing to report. Tim is booked on refresher training.</p>	
5	<p><b>Presentation of accounts</b></p> <p>This item was taken out of order, as other items were brought forward in the hope that the representative from Mazaars would arrive.</p> <p>By 7.55 Mazaars still not arrived, so the meeting went on without Mazaars present.</p> <p>It was noted that this is last meeting of this kind, since this function will now fall to Symphony Learning Trust. It was also noted that these accounts represent a cross-over between the two different legal entities, hence the appearance that many members have resigned.</p> <p>There were no questions and Danny proposed the account to the governing board. These were seconded by Sally and the accounts were accepted.</p>	
	<p><b>AOB</b></p> <p>Q How is the text service going?</p> <p>A It is working well, mainly used for chasing debt at the moment. It would be good to use it for praising children.</p>	
	<p><i>The meeting closed at 8.17pm</i></p>	