

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF THE FERMAIN
ACADEMY HELD ON 12TH DECEMBER 2017**

Governors Present: Stephen Armstrong Chair
Nic Brindle Principal
Emma Colley
Toby Seth
Rob Halsall

Also in attendance: Tajinder Juss Clerk to the Governors
Lee Cambray Deputy Headteacher

PART ONE – NON-CONFIDENTIAL BUSINESS

		Actions
1	APOLOGIES & ADDITIONAL AOB ITEMS The committee agreed that the apologies for absence received from the Martin Howlett, Tim Haselwood, Jane Dyson and Sarah Murrell be accepted.	
2	CONFLICT OF INTEREST Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting. There were no interests to declare.	
3	ELECTION OF COMMITTEE CHAIR AND VICE CHAIR Governors agreed that the term of office for the Chair of Governors would be 3 years and until the autumn term 2021 FGB meeting. The following nomination was received at the meeting: Stephen Armstrong. Stephen Armstrong accepted the nomination and was duly appointed as Chair of Governors. Governors agreed that the term of office for the Vice Chair of Governors would be 3 years and until the autumn term 2021 FGB meeting. The following nomination was received at the meeting: Martin Howlett. In the absence of Martin Howlett the Chair of Governors, Stephen	

	Armstrong, confirmed that Martin is willing to serve as Vice Chair of Governors. Martin Howlett was was duly appointed as Vice Chair of Governors.	
4	<p>MEMBERSHIP</p> <p>In accordance with the Company's Articles of Association, the membership of the governing board was updated as follows:</p> <p>The resignation of Mervyn Harding as Trustee from 3rd September 2017 and as a Member from 22nd September 2017 was noted.</p> <p>The FGB approved the appointment of Toby Seth, Rob Halsall and Tony Smith as governors with immediate effect. Toby, Rob and Tony have completed the governor recruitment process including a meeting with the Chair and HT to understand the work of the governing board. All three governors bring a wealth of experience to the governing board; Toby is Deputy Head of The King's School, Macclesfield with an extensive background in education, Rob is General Manager for Tesco and will enhance the financial experience on the governing board and Tony Smith is Chair of Governors at Alderley Edge Community School, a member of the CE Schools Forum with an extensive background in business.</p> <p>The following actions resulting from the appointments were agreed:</p> <ul style="list-style-type: none"> • The school business manager will update the GIAS (Get Information About Schools). • The school website will be updated with governor details. • Toby, Rob and Tony will forward a pen portrait to be included on the school website. <p>Subsequent Meeting Note: Toby, Rob and Tony have completed the required DBS check with The Fermain.</p> <p>The Chair of Governors and the Principal continue to address vacancies to help strengthen the FGB.</p> <p>The Chair of Governors reported that the parent governor, Sarah Murrell is unable to continue to commit to the role of governor. It was noted that due to the transient nature of pupils it is a challenge for the governing board to attract parent governors however the governing board would like to ensure that there is a method for stakeholder involvement from the parent body. The Clerk offered to explore the options available to the governing board to help retain a link to the parent body other than through the role of governor. The Clerk will liaise with the Chair of Governors to provide the information. The governing board will also continue in their efforts to recruit a parent governor.</p>	<p>Sam</p> <p>Principal Toby, Rob & Tony</p> <p>Clerk</p>
5	<p>DELEGATE TO THE CHAIR THE POWER TO ACT ON BEHALF OF THE BOARD OF GOVERNORS</p> <p>The FGB confirmed the delegated Power to Act on behalf of the board of</p>	

	governors to the Chair.	
6	<p>AGREE GOVERNING BOARD OBJECTIVES FOR THE YEAR</p> <p>The Chair of Governors confirmed that he will be meeting with the Principal early in the spring term 2018 to consider and review governor responsibilities, identify the areas for governor scrutiny and develop a document to share with the FGB. This will also help to identify aspects and areas to evidence from the governor link visits.</p> <p>Governors received the Vision Statement. The FGB approved the Vision Statement and the core functions as the FGB objectives. The Vision Statement will be incorporated within relevant documentation.</p>	Stephen & Nic
7	<p>FINANCE</p> <p>Due to changes in meeting dates it was noted that points 7.1 and 7.2 have been considered and addressed in detail by the Resources and Audit committee.</p> <p>7.1 Presentation of legal accounts period ending 31st August 2017. 7.2 Annual audit of financial statements.</p> <p>The Principal reported that the budget is healthy with a continued surplus position. The following actions identified at the Resources and Audit committee will be presented to the FGB in the spring term 2018:</p> <ul style="list-style-type: none"> • To develop an Investment Policy. • To provide an income, expenditure, value summary. <p>The draft accounts were signed and it was confirmed that the school business manager will arrange for the signed accounts to be submitted to the EFSA as required by 31st December 2017.</p> <p>7.3 The Principal confirmed that the use and impact of pupil premium is not applicable and will be removed from future meeting agendas.</p> <p>7.4 The FGB approved the following recommendations by the Resource and Audit Committee External:</p> <ul style="list-style-type: none"> • The reappointment of Murray Smith as the external auditors to the FGB. • The reappointment of Murray Smith to conduct the RFO audit twice a year. <p>7.5 The FGB approved the Scheme of Delegation.</p> <p>7.6 It was confirmed that The Fermain has not received an annual letter to trusts' Accounting Officers/Chief Executive Officers from the Education and Skills Funding Agency's (ESFA) Accounting Officer as stated in the Directors Report for autumn term 2017. The school business manager has contacted the ESFA for information.</p>	Resources & Audit

8	<p>HEADTEACHERS REPORT</p> <ul style="list-style-type: none"> • Current view of the school • Students • Behaviour and Welfare • Class Dojo • Teaching and Learning • Leadership and Management <ul style="list-style-type: none"> ○ Staffing ○ Virtual School Project ○ MAT Development ○ Increase in PAN ○ Premises ○ DfE Visit <p>The Principal spoke on the report.</p> <p>The Principal noted that the aim is to ensure a termly review by an external body to ensure triangulation between governor visits and SLT views.</p> <p>Premises; the Principal confirmed that the Health and Safety issues including the chlorination of water and the legionella risk have now been addressed and are compliant with requirements. In general, the majority of the premises work has been completed. The final sign off date has been extended to mid-January 2018 to address issues such key suiting.</p>	
9	<p>STRATEGIC SCHOOL DEVELOPMENT PLAN OVERVIEW</p> <p>The Principal will ensure that the SDP is circulated to all governors. The Principal confirmed that there is no specific RAP (Raising Attainment Plan) because attainment is quite high and a RAP is devised if a specific plan is required for an identified area.</p> <p>From discussion the FGB agreed that a student friendly version of the Vision Statement will be developed. The FGB delegated authority to the Principal to explore and develop a student friendly version (strap line) with the student leaders to be received and considered at the committee meetings in the spring term 2018.</p>	<p>Nic</p> <p>Nic</p>
10	<p>SCHOOL IMPROVEMENT</p> <p>The Principal confirmed that at present there is no written report available from the school improvement adviser Jayne Lowe. The Principal will follow up with Jayne Lowe and circulate a written report to all governors for future visits.</p>	
11	<p>SCHOOL POLICIES</p> <p>The following policies were approved:</p>	

	<ul style="list-style-type: none"> • Admissions Policy for 2019 applicants. • Complaints procedure statement. <p>The DHT, Lee spoke on the Emotional Mental Health and Well Being Policy. It was agreed that Lee will circulate an electronic copy of the policy to all governors to consider. All governors are requested to read the policy and approval of the policy will be by email. There will be confirmation of the policy approval at the spring term 2018 FGB meeting.</p>	Lee & FGB
12	<p>RESIDENTIALS</p> <p>There were no visits to report.</p>	
13	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The committee approved the Part one minutes of the meeting held on 6th July 2017.</p> <p>The action log was reviewed and updated.</p>	
14	<p>REVIEW OF CHAIRS ACTIONS</p> <p>The Chair noted the support provided to the Principal on the free school bid and also on the Principal's return to work.</p>	
15	<p>ANNUAL REVIEW OF COMMITTEES AND NOMINATED GOVERNORS:</p> <p>Membership and Chairs of standing committees for the 2017/2018 academic year were agreed as:</p> <p><u>Standards</u> Martin (Chair) Jane Toby</p> <p><u>Resources and Audit</u> Tim (Chair) Rob Tony</p> <p>There were no changes to report to the scheme of internal delegation.</p> <p>The terms of reference for each of the Governing Board standing committees have been reviewed, updated and were approved.</p> <p>The following governors were appointed to carry out the Headteacher's Performance Management: Martin Howlett and Stephen Armstrong. The External Advisor is Jayne Lowe.</p> <p>The list of governors with special responsibilities is due to be updated. It was agreed that the Chair of Governors will update the allocated areas of</p>	Stephen

	responsibilities for governors and circulate it to governors for January 2018.	
15	<p>AGREE GOVERNOR VISITS PLAN FOR THE 2017/18 ACADEMIC YEAR</p> <p>The Chair of Governors is in the process of developing a plan of governor visits. The information will include the timing of visits and the report submission dates to ensure a planned approach to help strengthen the work of the governing board and to ensure that link governor reports are received ahead of the relevant committee meeting. Stephen will circulate the plan to governors.</p> <p>It was agreed that the DHT, Lee, will organise a briefing session on safeguarding for Toby, Rob and Tony.</p> <p>From discussion, governor presence on class dojos was identified as a development point. It was agreed that this would enhance the governor link process. Lee will arrange for all governors to have access to class dojos. The Chair of Governors and Principal will ensure that the Link Visit Policy is updated to include the plan of governor visits, report submission details and the use of class dojos.</p>	<p>Stephen</p> <p>Lee</p> <p>Lee</p> <p>Stephen & Nic</p>
17	<p>ANNUAL REVIEW OF GOVERNORS CODE OF PRACTICE</p> <p>The Clerk will circulate the latest Code of Practice for governors to agree at the next FGB meeting.</p>	Clerk
18	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>The following committee minutes were received:- Resources and Audit 27.11.17 Standards 30.11.17</p> <p>There were no other reports from committees to receive. There were no recommendations requiring the approval of the governing board. The following reports from governors with special responsibilities have been received: Jane - SEND Sarah and Toby have completed a link visit on general behaviour and how staff engage with the students, testing a strand of the SEF.</p> <p>Martin has completed the link governor visit for Safeguarding and LAC (Look After/Cared for children) and is due to submit the report.</p> <p>Rob will complete a Health and Safety link governor visit in the spring term 2018.</p>	<p>Martin</p> <p>Rob</p>

19	<p>GOVERNOR DEVELOPMENT/TRAINING</p> <p>The Clerk has forwarded the latest NGA skills audit details to the Chair of Governors.</p> <p>The Chair requested a document stating the clear requirements of training linking to the link governor roles and responsibilities. It was agreed that Lee and Sam will develop a governor training document signposting the areas of training required. The Chair of Governors and the Principal will review the training document in mid- January 2018.</p>	<p>Lee & Sam</p> <p>Stephen & Nic</p>
20	<p>CONFIRM 2017/18 MEETINGS</p> <p>The FGB agreed the start time for all meetings as 4pm. The Clerk will update the meeting schedule for the spring and summer 2018 terms and circulate it to all governors.</p>	<p>Clerk</p>
21	<p>ANY OTHER BUSINESS</p> <p><u>Latest Developments</u></p> <p>The Principal informed governors that he has met with the LA on the potential development for a second AP provision in Crewe. A further meeting with the LA is planned for January 2018.</p> <p>The Principal reported that he has been invited to join two governing boards.</p>	
22	<p>IMPACT STATEMENT</p> <p>Governors:</p> <ul style="list-style-type: none"> • Continue to strengthen the skills and experience of the governing board through proactive recruitment. • Develop a vision statement to drive clarity of vision and strategic direction with the action to develop a student friendly version of the vision statement. • Identify plans to drive and improve the monitoring process through link governors visits. • Ensure the positive financial performance through close monitoring and effective work at committee level. • Identified actions for governor training plans. 	

The meeting ended at 5.50pm

.....Chair

.....Dated

