

**Minutes of the Governors' Leadership & Strategy Committee  
Springwell Community College  
held on Wednesday 7 March 2018**

**Present:** Mr C Bonnett (Chair)      Mrs K Bonnett      Mr S Pettett  
              Mrs R Matthews      Mr I Wingfield (Head)      Mr P Mann

**In attendance:** Ms S Whitaker, Clerk, Mrs S Liddle, School Business Manager and Miss H Staton, Deputy Head

**LS1/18      Elect Chair & Vice-Chair**

Mr Bonnett was elected as Chair of the Committee and in her absence, Mrs Cheetham was elected as Vice-Chair of the Committee.

**LS2/18      Apologies for Absence**

Governors noted and accepted apologies for absence from Mrs S Swift, Mrs M Cauldwell, Mrs H Cheetham and Mrs K Yates.

**LS3/18      Declaration of Interest in any item on the agenda**

No Governor declared an interest in the following agenda items.

**LS4/18      Confirm the agenda**

Add 'Equalities' to the agenda  
Defer Benchmarking to the next agenda

**LS5/18      Minutes of the Previous Meeting of the Resource Committee held on 29 November 2017**

The previously circulated minutes were **agreed** as a true record and were duly signed by the Chair on behalf of the committee.

**LS6/18      Matters Arising from the minutes**

Mrs Bonnett queried the overpayment to a TA who left the college's employment in 2008 and a second payment in 2010. Mrs Liddle advised that she has refused to make the repayments to the LA due to the timing of the error. Governors **ratified** the decision to refuse.

**A Governor asked the outcome of the proposed expansion of Netherthorpe School** and the Head advised that he has not been advised of an outcome. It was agreed that the Head would keep Governors updated. **ACTION: HEAD**

**LS7/18 Minutes of the Previous Meeting of the Strategy Committee held on 15 November 2017**

The previously circulated minutes were **agreed** as a true record and were duly signed by the Chair on behalf of the committee.

**LS8/18 Matters Arising from the minutes**

The Head advised Governors that the Headteacher's board had declined the school's application to join Two Counties Trust. Mr Vasey has since met with the RSC who has stated that he will not revisit his decision until the next set of results is received in the autumn term. The RSC has concerns that the Two Counties Trust does not have capacity to support the college. The Head advised that the RSC wants to see the results of the other schools who are already part of the trust.

The Head advised that he is now anticipating an Ofsted inspection before the summer holidays.

**A Governor asked whether there would be any merit in looking at alternative academy trusts.** Miss Staton advised that SLT considered that Two Counties Trust were the only viable trust for many reasons. The Head advised that depending on the outcome of the next inspection, there could be time to look around and choose a second option, but if the college was deemed to be inadequate then they could be given a sponsor and the Head would argue that there is a link with Two Counties Trust. However, there would be no guarantee that the DfE would agree to this.

**A Governor asked what would determine the college be judged as inadequate** and the Head advised that whilst the headline figure of last year's results is not inadequate, within those results there are areas that could be judged to be inadequate.

The Head advised that Mr Vasey and Mr Barr are both coming into college to undertake an inspection.

**LS9/18 Budget Update 2017/18 Budget Forecast 2018/19, 2019/20**

Mrs Little had previously circulated updated budget figures to the end of January 2018 advising that employee costs are in line with budget projections. Costs for supply and agency cover may produce a further saving on projected year end costs depending on cover required.

Premises costs are projected to make a saving of £1367 by the year-end.

Travel costs are in line with budget projections. Some income does come back in to set against contract hire transport for trips.

Supplies and Services are projected to overspend by £35k, although some of the

income has been received to offset this expenditure. Overspend is due to the purchase of football goals and Skills-Force Provision. Money is reimbursed for both the Skills-Force and football goals in a separate income code.

Income is slightly above budget projections due to income to offset other expenditure including PPA income and the Barrow Hill Project costs as well as an increase in lettings fees and SCART income received.

**A Governor asked whether the income could be vired into other budget headings and Mrs Liddle confirmed that it can be.**

Total internal charges are expected to be in line with the overall budget projections with a potential saving on utility costs but expenditure on Out of School Tuition of £7919 up to 31 January. In addition, the SEN TA allocation is likely to fall short of planned income. An additional £156,326 of income from the ending of the DELL contract has also been received this year.

The anticipated surplus carry-forward is around £167,362.

The Head advised that he is chasing Chesterfield College for monies owed from the ASPIRE sixth form of £44,795, however the college is not responding. The Head continued to say that Legal Services may need to be involved in recovering the money. **A Governor asked whether there is a conflict of interest between the LA's legal services and Chesterfield College** but this situation was unknown.

It was **agreed** that the Chair would write to the college chasing the debt.  
**ACTION: CHAIR**

Mrs Liddle then spoke to the previously circulated predictions until 2020/21 which includes the new national funding formula.

**A Governor asked whether the minimum funding guarantee is included in the predictions** and Mrs Liddle confirmed it is.

The Head advised that he met with Toby Perkins who wrote to the LA asking for an additional £200k to be put into the college's budget, which was refused. Mr Perkins has also written to Damien Hinds, Secretary of State to put forward the college's case for insufficient funding.

The Head advised that he has written to the councillor for Staveley but has received no response.

The Head advised that there is a contingency fund which the college could bid for. The college is anticipating around 840 students to be on roll in September 2018. The Head advised that bidding for the contingency funds may affect the voluntary redundancy payments as the monies would need to be used to pay for a teacher.

**A Governor asked how the discrepancy between what the Strategic Director thinks will be on roll versus that the college is anticipating has been calculated and**

the Head advised that the Strategic Director is looking at last year's figures.

A Governor asked whether the contingency funds would have to be paid back and the Head advised not. A Governor asked whether any decisions would be changed regarding the S188 process if contingency funds were received and this was discussed.

A Governor asked whether those staff who will be on protected salaries to undertake additional duties and the Head confirmed that they will be and they could refuse the additional duties and they would therefore lose their protected salary.

A Governor asked whether they can appeal against the projects they are asked to do and the Head advised that the additional duties have to be commensurate with the salary they are receiving.

Governors **agreed** not to apply for contingency funds on this occasion.

#### **LS10/18 Staffing Proposals 2018/19**

Governors noted the consultation period closes on 21 March 2018 when final decisions about reductions in staffing will be made.

The Head advised that several comments have been received and he will circulate a half-way response.

A Governor asked whether any resignations have been received and the Head advised that four requests for voluntary redundancy have been received.

The Head advised that a proposal has been received from the network manager to incorporate the exams and data post into the IT team. The Head advised that the decision will be made on what is best for the students. A Governor asked whether there are adequate skills within the team and the Head advised that the proposal has been to share the role amongst the team according to strengths. The proposal would create a saving if an Exams Officer were not employed. Governors agreed that the exams and data post is very important and agreed that the Head must do what is best for the college and its students.

#### **LS11/18 Private School Fund**

Governors noted that the Private School Fund has been audited by Clare Rowe, Accountant. Governors noted that at 31 August 2017 the balance stood at £56,062.85. Governors noted that Miss Rowe had not identified any significant concerns regarding the accounts which remain either unresolved or undeclared in the accounts themselves or her report.

Governors **approved** the audited private school fund.

A Governor asked Mrs Liddle to ensure that any surplus monies above £5 are returned to students. **ACTION: SL**

The Chair asked for further details of the surplus funds and asked that small balances are now cleared from the funds. It was **agreed** that this would be brought to the meeting in June. **ACTION: SL/CLERK TO ADD TO AGENDA**

#### **LS12/18 PFTA**

The PFTA annual report to the Governing Board had been previously circulated. In her absence Mrs Cheetham was thanked for the report.

It was **agreed** that the Clerk would write to the PFTA to thank them for raising money for the college and for their report to Governors. **ACTION: CLERK**

#### **LS13/18 General Data Protection Regulation (GDPR)**

Mrs Liddle had previously circulated a paper on the actions taken to date towards preparing for the GDPR. Mr Fidler attended a training session run by DCC on 7 February 2018.

An information audit sent to admin managers on 8 February 2018 was due back to Mr Fidler by the 23 February 2018.

Work is underway towards migrating to Office 365 and scheduled migration dates are organised. Templates from the LA plus the understanding of what is required for compliance.

Further action is needed as follows:

Policies that include anything to do with data handling are to be checked by their authors and Mr Fidler will ensure compliance. Governors will then need to approve the policies before the law changes on the 25 May 2018.

A Privacy Policy/Statement needs to be created and approved by Governors which is then published on the website at the bottom of the front page.

Data sharing agreements and contracts need to be sourced from third-parties that have access to our data.

Privacy Impact Assessment (PIA) reports need to be done for data systems (electronic and physical) these include a risk analysis. Governors have to agree the level of risk which is acceptable.

Review data collection forms to ensure we are getting consent where required. Nominate people to deal with complaints and for correction. Also who is the person to deal with FOI and SA requests. Implement any changes to systems required to meet new policies.

Train staff and get new signatures on policies.

It has also been suggested at least one Governor attends the DCC GDPR training for Governors.

The Clerk advised that she attended DCC GDPR training on 6 March 2018 which was aimed at Governors and their responsibilities once the new act comes in.

#### **LS14/18 Financial Benchmarking**

It had been agreed to carry this forward to the next meeting. **ACTION: SL/CLERK**

#### **LS15/18 H&S**

Mrs Liddle advised that the claim from the member of staff is still with legal services.

#### **LS16/18 KPIs**

The Head spoke to the KPI updates advising that Progress 8 at -0.2 is returning to an average score.

An improvement has been seen on the progress drop-ins.

Teaching still requires improvement overall.

The attendance gap for pupil premium children is 1.9 which remains above national average. The persistent absent rate has fallen slightly to 12.6%

Fixed term exclusions are below the school's target but permanent exclusions are above as three students have been permanently excluded.

One student did not progress to education, employment or training from last year's cohort.

The SEF judgement overall is Strengthen within requires improvement.

A Governor acknowledged that there is an encouraging move in the right direction, albeit a small move. **A Governor asked how confident the Head is with the targets** and the Head replied that all of the assessments are standardised with other schools.

#### **LS17/18 Equalities**

Governors considered the wording of the LA model Equality and Diversity Policy and **agreed** to adopt it as written.

Governors considered the proposed Equality Objectives, being:

##### **Objective 1:**

Undertake an analysis of recruitment data and trends with regard to race, gender

and disability by December, and report on this to the Leadership and Strategy Committee meeting of the governing board.

**Objective 2:**

Review the reasonable adjustment agreement for all staff with disabilities by July, to meet their needs better and ensure that any disadvantages they experience are addressed.

**Objective 3:**

Review the make up of the Students Matter (student voice) group to ensure that there is a fair representation of the profile of the student body.

A Governor asked whether local faiths are invited into college and Miss Staton advised that she is in talks with representatives of several faiths in the community.

Governors **agreed** that Mr Bonnett would be the named Governor for Equalities.

Governors **ratified** the Equality Objectives.

**LS18/18 What have we achieved tonight that will benefit the students in our college?**

- Agreed equality objectives
- Gained awareness of GDPR
- Monitored the achievements towards the KPIs
- Ensured the Private School Fund and PFTA funds have been externally audited

**LS19/18 Date and Time of Next Meeting**

The next Leadership & Strategy Committee will be held on Wednesday 25 April 2018 at 4.00 p.m.