

HOLT HOUSE/CARTERKNOWLE FEDERATION
MINUTES OF THE MEETING OF THE GOVERNING BODY
HELD ON 18 OCTOBER 2016

Present: Toby Fisher (Chairperson); Jenny Bywaters;
Louise Green; Raza Choudhry; Nick Evans;
Helen Haynes; Amanda Livesey; Michelle Powell;
Jayne Robinson; Shabnam Shah;

Associates: Gill Clark; Gaynor Tyrrell

In Attendance: Jane Smith (Clerk to the Governors)
Anna Paxton (School Organisation Team)

1. Apologies for absence

Apologies for absence were accepted from Roberta Reilly and Alison Warner.

Governors were welcomed and introduced to the meeting.

2. Declaration of Pecuniary Interests relevant to this agenda

Governors were asked to declare any pecuniary interests relevant to the agenda. Helen and Gill declared an interest in item 7 on the agenda.

Declaration forms were circulated to Governors for completion.

The Governors' Model Code of Conduct was also circulated to Governors for completion, Toby would also email the form to Governors.

3. Co-option of new members onto the Governing Body

Governors formally Co-opted Raza Choudhry, Jenny Bywaters and Nick Evans to the Governing Body.

4. Confirmation of the minutes of the previous meeting and report on matters arising from the minutes

Resolved: That the minutes of the meetings held on 20 September 2016 be approved and signed.

Matters arising from the minutes

Item 4 – Co-opted Governors
This item had been dealt with tonight.

ACTION

Toby Fisher

Item 5.2 – P.A. Recruitment Process

The School Administrator role had been offered and subsequently declined. The post had been re-advertised with a closing date of 4 November 2016. Governors would be informed of the shortlisting and interview dates and asked to inform the School of their availability.

Item 8.1 – Finance

The £3,500 special needs funding monies had been included in the spending plans for both Schools. Helen informed Governors that the Locality Lead (Chris Holder at Lowfield School) was required to provide an invoice. Toby and Gaynor would contact Chris Holder.

**Toby Fisher/
Gaynor
Tyrrell**

Item 8.9 – Parents/Carers

Governors noted that the PTAs had been combined and that the first meeting was scheduled this week. Helen expressed her thanks to all involved with the PTA.

Item 8.11 – CPD Meetings and Training Days

A list of Inset and training days would be sent to new Governors.

**Gaynor
Tyrrell/
Toby Fisher**

Item 10 – Committee Membership

Toby informed Governors that Associate Governors had voting rights on Committees.

Item 18.1 - Trips

Helen informed Governors that the Yr4/5 visit to Ilam had been for one night.

5. Plans for the Bannerdale Site

Anna Paxton (LA) was welcomed to the meeting. Anna informed Governors of the latest plans for the Bannerdale site and a map was available at the meeting. The public consultation had taken place and the decision had been to commission a new School.

Planning application – public consultation meetings had been held at the Town Hall for all interested parties and the formal planning application was expected to happen in December 2016. Anna confirmed that public meetings would be held in November 2016 and she would inform Governors of the date.

**Anna
Paxton**

The new School would be open for September 2018. Anna confirmed that the Architects involved had lots of School experience, Toby asked if they had been involved in any other Schools in Sheffield and this was unknown.

Governors noted that a meeting was scheduled for Headteachers regarding catchment areas and future proposals at Learn Sheffield on Friday. Governors noted the statutory process to be followed and the 6 week period between October and January. Helen stated that Secondary Headteachers and Governors appeared to be receiving more information than Primary Heads and Governors. She agreed to raise this issue at the meeting on Friday.

It was confirmed that the new Academy School, whilst liaising with the LA, would be responsible for consulting on the catchment area. Louise stated that there were lots of concerns regarding the catchment area from parents at Carterknowle School. Amanda stated that Governors wanted reassurances that the new School would not be another 'Abbeydale Grange' and the historical difficulties were explained to Jenny. Anna confirmed that the Academy would make the final decision.

Helen mentioned 'shared' feeder status or 'sole' feeder status for Carterknowle and stated that sole status would allow Carterknowle to work closely together with one School which could be more beneficial. Shabnam and Louise believed that parents would want a choice of Schools. It was confirmed that the new School would open with just a one year intake (Yr7) and Anna reminded Governors that this would be an issue for Silverdale to consider and address.

Amanda stressed the needs of the parents to be understood and that they may need a lot of reassurance. Toby confirmed that he had contacted the Chair of Silverdale School to ask them to speak to Governors. Governors asked about pupil mobility at Carterknowle and Helen reported that numbers were down in Yrs 3 and 4, however there may be other reasons for this ie the RI judgement from Ofsted. Anna informed Governors of pupil mobility to other Schools.

Anna was thanked for her attendance at the meeting.

6. Skills Audit

Amanda spoke to this item and informed Governors that it had been decided to undertake a Skills Audit. Amanda had emailed the audit to Governors and requested that it be completed and returned by the end of the week.

**All
Governors**

7. Confirmation of Leadership Arrangements and Pay Ranges

Helen and Gill left the meeting at this point and a confidential item was discussed.

8. Date and time of the next meeting

Resolved: That the next meeting be held on 14 February 2017.

9. Any other urgent business

School Data

Diane Stokes would be invited to talk to Governors about data, Rachael would establish a date for this.

Meeting closed at 6:15p.m.