



## **MINUTES**

Board                **Full Governing Body meeting (FGB)**

Date                10 December 2020

Venue              Zoom conference

### **Governors present**

Libby Blake (LB) (Community Governor and Chair)

Anna Mansaray (AM) (Principal)

Simon Blackburn (SB) (Parent Governor)

Andrew Mayer (AMayer) (Community Governor elect), confirmed under item 4

Philip Osman (PO) (Community Governor)

John Paschoud (JP) (Co-operative Governor)

Katherine Priestley (KP) (Community Governor and Vice Chair)

Jackie Smith (JS) (Parent Governor)

Leanne Stephens (LS) (Community Governor elect), confirmed under item 4

Annette Thompson (AT) (Staff Governor)

Elisa Valdez (EV) (Staff Governor)

### **In Attendance**

Jas Kaur (JK) (Deputy Principal)

Jan Roy (JR) (Interim Clerk)

Andy Smith (AS) (Deputy Principal)

David Walsh (DW) (Baxters, external auditor)

### **Apologies**

Joseph Osunde (JO) (Parent Governor)

Jo Nyland Fink (JNF) (Academy Business Manager)

## **1. WELCOMES AND APOLOGIES**

1.1 LB welcomed all attending the meeting and, in particular, the two new Governors standing for election under item 4.

1.2 Apologies were received from JO and JNF.

LB explained that the meeting had a limited agenda to allow for the AGM to be held afterwards.

## **2. DECLARATIONS OF INTEREST**

2.1 LS and AMayer declared an interest in item 4 and JR declared an interest in item 6.

### **3. MINUTES OF THE MEETING HELD ON 5 NOVEMBER 2020**

The minutes were agreed as an accurate record of the meeting and would be signed by the Chair.

The action log was noted and progress on outstanding actions would be reported during the course of the meeting or at a future meeting. The action log will be updated to reflect progress made.

### **4. APPOINTMENTS AND RESIGNATIONS OF GOVERNORS**

4.1 Governors noted that Steve Finch had resigned as a Parent Governor as he found it difficult to attend meetings. In his absence, LB thanked him for his help to PWH and, in particular, his mentoring of JNF.

4.2 The FGB was very pleased to be asked to approve the appointments of Andrew Mayer (AMayer) and Leanne Stephens (LS) as two new Community Governors. AMayer and LStephens introduced themselves, summarising their experience and the reasons they wanted to become PWH Governors.

AMayer and LStephens left the meeting while Governors considered their appointments.

**DECISION:** Governors unanimously approved the appointments of AMayer and LStephens.

AMayer and LStephens were readmitted to the meeting and congratulated on their appointments as Governors.

### **5. APPOINTMENT OF MEMBERS**

5.1 LB outlined the contribution that members provide to PWH and explained the applications received from those with associations with the school. There would be a review of membership during the course of 2021.

SB was one of two current members and knew two of the three people standing for election to membership; he commended the appointment of three new members to the FGB.

Governors were asked to appoint three new members in accordance with Article 23. Written applications had been duly received from:

- Richard Allalouf
- Linda Doughty
- Brenda Walkington

**DECISION:** Three new members were unanimously approved and duly appointed.

### **6. EXTENSION OF CLERK'S TERM OF OFFICE**

In accordance with Article 96, Governors were asked to approve the extension of Jan Roy's term as Clerk from interim assignment to a permanent part-time role.

**DECISION:** The appointment of JR as Clerk to the Governors was unanimously approved.

### **7. CHAIR'S REPORT AND ACTION TAKEN**

LB reported that AM had asked for assistance with a recent issue relating to a member of staff requesting a copy of the grievance procedure. As a result, the Grievance procedure had been reviewed and Governor's would be asked to approve it (see item 10.7 below).

### **8. FINANCE**

## **8.1 PWH Academy Trust Audited accounts and Trustees Report for the year to 31 August 2020**

David Walsh (DW) from the external auditor firm Baxters was welcomed to the meeting. He summarised the content of the statutory accounts for the Academy. The various reports and sections were outlined. Governors note that key findings included no breaches of regulations and a clean order report under the ESFA rules.

DW said that the Balance sheet is arguably the most important page of the accounts and he went through this in detail, explaining the Statement of assets and liabilities, which included fixed assets and debtors, grants awarded, bank balance and current liabilities expected to be paid within the course of the year.

The local government pension scheme (which was not the teachers' pension scheme) was a significant liability for PWH which was subject to an actuarial valuation and regulated by the Pensions Regulator. DW explained the obligations for pensions schemes. PWH's contribution assessed by the actuaries indicated that the contribution would be likely to rise in future years and there was a responsibility to manage and enable pensions' liabilities to be met in a timely manner as required.

PO asked about the pension scheme deficit and whether it would be required to be repaid? DW said that actuaries take into account the levels of deficits in assessing the scheme and its liabilities and made valuations regularly so ample notice would be given should the deficit require repayment.

Governors noted that two areas of importance were the value of restricted income funds of £1.6m and unrestricted income funds of £258k. This total £1.886m of revenue reserve was required to meet the running costs of the Academy. Last year this figure was £1.48m, equating to a £384k in-year surplus which demonstrated a healthy financial position for PWH to be in.

In response to a question from JP, DW said that reserve levels would not impact grant funding provisions other than impacting on the level of contributions that could be made towards capital grant awards. Although Regulators may look at reserve levels, they had no powers over a school's reserves.

Governors noted that PWH's cooperative principles did not allow profits to be made, and any surplus to be reinvested into the school. DW acknowledged that there was a tension between the principle to spend today's money on today's pupils and also to plan and make provision for the future. It was appropriate for Governors to understand and review reserve levels to ensure that sufficient funds were available for whatever improvements may be required to the premises. LB commented on the high maintenance costs of the building and that Governors will consider PWH's five-year ambitions in the coming year.

DW summarised the notes to the accounts which will satisfy the disclosure requirements of regulators and companies House and record any specific points of note.

**DECISION:** The Annual Accounts and Trustees Report were unanimously approved.

## **8.2 Parkwood Hall School Voluntary Fund Unaudited Accounts and Trustees Report**

LB introduced the accounts and PO said that the F&GP Committee had considered them and made one small point to be addressed. AM said that not much fund-raising had taken place due to Covid-19. The fund generally raised c. £20k annually for school trips and other activities.

LB commended the accounts to Governors.

**DECISION:** The Annual Accounts and Trustees Report were unanimously approved.

## **9. REPORTS FROM RECENT COMMITTEE MEETINGS**

### **9.1 CURRICULUM & CARE COMMITTEE (C&C)**

The Terms of reference had been considered by the C&C Committee and were presented for FGB approval. In JO's absence LB explained the changes to the ToR in the name change and to reflect the work done by AS in relation to care.

**DECISION:** The C&C Committee Terms of Reference were approved.

### **9.2 FINANCE & GENERAL PURPOSES COMMITTEE**

PO summarised the key issues discussed on the ToR by the F&GP Committee meeting on 3 December. The key changes were to remove the pay matters to be included in the remit of the Pay Committee and to strengthen the health & safety responsibilities and the role of the link governor for this area which fell in part to the Committee.

The Terms of reference had been considered by the F&GP Committee and were presented to the FGB for approval.

**DECISION:** The F&GP Committee Terms of Reference were approved.

### **9.3 PAY COMMITTEE**

KP said that the Pay Committee had not met since the last FGB meeting but that the Terms of Reference had been amended to align with the revisions made to the F&GPC Terms of reference by insertion of a whole school pay and performance management oversight provision and a reference to policies, with four policy areas to be confirmed.

**DECISION:** The Pay Committee Terms of Reference were approved.

## **10. POLICIES**

Governors noted the matrix showing the statutory policies required to be implemented by PWH Governors.

Governors considered the following policies which had been discussed and recommended for FGB approval by the C&C and F&GP Committees:

### **10.1 Child Protection**

AS explained that there had been minimal updates to the current policy and a future review would be undertaken to review procedures for the next update. Governors noted that the safeguarding Governor role would be transferred from LB to another Governor at the next C&CC meeting. The policy was **APPROVED**

### **10.2 Admissions**

AM had simplified the policy which better reflected those who PWH were admitting to the school and was based on the Code of practice for special schools. New performance data on unplanned leavers had been requested by the C&CC. The policy was **APPROVED**

### **10.3 SEND**

AM explained that the Special Education Needs and Disabilities support and procedure followed the SEN code of practice and had been updated to reflect PWH's practice. The policy was **APPROVED**

#### **10.4 Reserves & Investment**

The policy required additional revision and would be presented to the next FGB following further consideration by F&GPC.

**ACTION: JNF/PO**

#### **10.5 Charging and Remissions -**

AM said that minimal updates had been made. The policy was **APPROVED**

#### **10.6 Governors expenses**

An annual review had been carried out and the only changes made reflected personnel details. The policy was **APPROVED**

**DECISIONS:** The FGB approved five policies.

#### **10.7 Grievance policy**

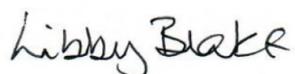
LB explained that there was an additional policy for urgent review which would be circulated outside the meeting to all Governors for comments and/or approval by 5pm 11 December 2020. **ACTION: AM**  
NB: with the addition of some amendments proposed by Governors this policy was approved on 11/12/20.

**11. AOB** - There was no additional business.

**12. date of next meeting** - 25 February 2021, 4pm

meeting closed at 5.15

Signed by Chair:



Date: 25 February 2021