



**Kelford School Academy Council
Monday 17 June 2024 at 10:00
Kelford School**

Those Present	Role	Initials
Sarah Mullhall	Headteacher	SM
Lynn Heeley	Parent Governor	LH
Samantha Crookes	Parent Governor	SC
Paula Williams	Regional Executive Director, Chair	PW
Rachael Leech	Teaching Staff Governor	RL
Also Present:		
Lyndsay Foster	Governance Clerk	LF
Apologies:		
Sacha Schofield	Executive Regional Director	SSc
Sarah Slowe	Parent Governor	SS
No Apologies:		
Lynne Casson	Governor	LC

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received for SSc and SS.	
1.2. To accept apologies for absence Apologies were accepted for SSc and SS.	
2. OUTSTANDING ACHIEVEMENT AWARDS	
2.1. Presentation to Staff Nominee(s) SM confirmed this would be discussed with SLT, presented to staff and then reported to Clerking Services. ACTION: SM to inform Clerking Services of staff nominations for record and file.	ACTION: SM 25/11/24
3. ITEMS OF URGENT BUSINESS	
3.1. Chair to determine any items of urgent business to be considered SM gave an overview of the recent inspection from Ofsted and the valuable support received from the central team throughout the lead up to the inspection and during. 3.2 Resignation of Governors. PW acknowledges the resignation of MP and SH and thanked them for their time as governors it has been very much appreciated, with additional recognition to MP for his time and input as Vice Chair. 3.3 Confirmation of Term of Office LH confirmed she is happy to continue her role as Parent Governor for another 4 years and was also thanked for her invaluable commitment to school. ACTION: Clerking Services to renew Term of Office for LH.	ACTION: CLERKING SERVICES 17/06/24
4. DECLARATION OF INTERESTS	
4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda None.	
5. KELFORD SCHOOL LOCAL GOVERNING BODY MINUTES	
5.1. To approve the minutes of the following meeting: The minutes of the meeting held 4 March 2024 were approved.	
5.2. Review of Action Tracker Action tracker reviewed and updated.	

<p>5.3. Matters arising from the Minutes</p> <p>Typographical errors to amend on page 4 & 5.</p>	
<p>6. ITEMS TO BE CONSIDERED</p>	
<p>6.1. Headteacher Report</p> <p>SM stated Headteacher report offers a comprehensive overview of the extensive work and progress the school has made, reflecting the dedication and efforts of the staff and administration in enhancing the educational environment and student outcomes.</p> <p>SM expressed sadness over the recent and unexpected passing of a student, which has deeply affected everyone at the school. Support has been provided to both the family and staff during this difficult time. In honour of the student, the school had a day where everyone wore pink and staff were present at the funeral to show their respects. PW discussed the next planned topic, "Lights Camera Action," mentioned on page 21 of the report. PW inquired if the governors were aware of the invitation to participate in the event and suggested discussing the day of the event and the best time for governors to attend.</p> <p>SM confirmed that the governors are invited and aware of the event. An email with further information will follow.</p> <p>ACTION: SM to email out details of film festival event for governors to confirm attendance.</p> <p>PW discussed the improvement in attendance, specifically in Sparkles class, where attendance is up by 10%. This is particularly notable given the nature of the class, with many student absences due to surgeries. A very well done to everyone involved.</p> <p>PW asked SM if any planned surgeries have increased in the recovery from COVID and whether this is affecting attendance throughout school?</p> <p>SM stated there were no changes to planned surgeries, many are emergency procedures thus not scheduled. However, there is now a greater influx of medical appointments coming through.</p> <p>SM informed there was a rise in tribunal cases for Kelford and consultations are now coming from further afield.</p> <p>SM discussed plans to further develop the early years provision at Kimberworth and this would come in from September. The school was on track for Post 16, personal care areas at Forest View were in place and transport issues are now all sorted. All applicants now have to apply direct for the transport with Post 16 as it ends automatically at the end of Key Stage 4.</p> <p>SM informed there will be the need for a meeting with Health as there are complications around meeting need at the Enterprise Works site which sits within Sheffield ICB. This can be resolved and SM wanted to assure parents it will not mean needs of pupils are not met but where they are met will be under discussion. There will</p>	<p>ACTION: SM 04/07/24</p>

<p>be 14-19 years 'Prep for adulthood' classroom in Kelford where 5 students will now stay on site at Kelford for the most complex health needs.</p> <p>LH asked if Post 16 would still get medicals annually? SM informed there was a room to sort out at Forest View but if there were ever any issues then they would arrange transport and bring them back to Kelford for the medicals. PW stated that the central trust is involved in the meetings with Health to resolve.</p> <p>SM discussed an overview of the report on page 46 and stated the SIP & SEF documents have had little change due to being newly authored. There will be additions and amendments moving forward.</p> <p>LH asked had covid effected the wider students? RL stated yes. Some students have been more affected than others and it is dependent on their level of needs. Some children never actually stopped coming into school. Covid was just a different way of being in school with a focus on keeping safe, hygiene and a more relaxed atmosphere so these children may have struggled more to get back into the routine of a more structured learning day.</p>	
<p>6.2. School Dashboard Summary</p> <p>Document shared for information, a brief overview was discussed with some of the improvements since the last meeting.</p>	
<p>6.3. Budget Report</p> <p>Document for information.</p>	
<p>6.4. Next Year's budget and staffing structure</p> <p>SM gave brief verbal update and stated Teachers and support staff for new classes had been discussed and staff had been given a voice. TA interviews were planned for both internal and external applicants. PW stated that Kelford has a mixture of internal and external applicants and has kept a very good mix of long-term employees alongside fresh perspectives which makes for a good school.</p>	
<p>6.5. Cabinets Member & MPs' feedback from Pupil Parliament</p> <p>SM informed that an update for Pupil Parliament will follow on the next meeting.</p> <p>ACTION: SM to get feedback from Pupil Parliament for the next Academy council meeting.</p>	<p>ACTION: SM 25/11/25</p>
<p>6.6. Skills Audit Feedback</p> <p>Document for information distributed.</p> <p>RL discussed that she struggled with the all the links and supporting information with some not opening correctly. She asked if this had been an issue for anyone else?</p> <p>ACTION: Clerking Services to take back to governance team for feedback on forms and links and if anyone else had same issue with completing Skills Audit.</p>	<p>ACTION: CLERKING SERVICES 17/06/24</p>

<p>ACTION: Clerking Services to send out email regarding governance training or provide links.</p>	<p>ACTION: CLERKING SERVICES 17/06/24</p>
<p>7. TRUST MATTERS</p>	
<p>7.1. Trust Verbal Update of Key Issues</p> <p>PW informed there will be an official launch of the Central team building before the summer break. New students attending Enterprise Works is going really well.</p> <p>There are 2 new schools from Sheffield and Nottingham that will be academising in September with the Trust.</p> <p>Generation Next day is planned for all the heads to attend on the 5th July.</p> <p>7.2. Register of Interests – Annual Review</p> <p>LF explained that the Register of Interests and Declarations are now to be completed via Governor Hub. They will be completed electronically going forward.</p> <p>SM enquired whether she as the head is also required to complete on Governor Hub, LF to double check with clerking services.</p> <p>ACTION: Clerking Services to confirm that the head is also to participate in the Register of Interests on Governor Hub.</p>	<p>ACTION: CLERKING SERVICES 17/06/24</p>
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>PW asked if anyone present or if SM knew anyone who would be interested in taking over as Vice Chair.</p> <p>SC enquired what it would entail and happily put herself forward for the position to be ratified at the next meeting with effect from September.</p> <p>PW explained that SSc would be the new Chair</p> <p>SM confirmed that SSc and PW have done a role reverse within school but both will continue working alongside her.</p> <p>It was discussed that the new meetings times from next year will now be 1-3pm on a Monday, this change was well accepted by everyone in attendance.</p> <p>ACTION: SM to organise Governors extra meeting end of Autumn 1 term to go through SIP and SEF for development.</p>	<p>ACTION: SM 25/11/24</p>
<p>9. CONFIDENTIALITY & RISK</p>	
<p>9.1. To consider the confidentiality of any items discussed during the meeting</p> <p>PW repeated that the inspection information remained confidential until quality assured and published.</p>	

10. DATES OF NEXT MEETING		
Monday 25 th November 2024	13.30 – 15.30	Kelford School
Monday 17 th March 2025	13.30 – 15.30	Kelford School
Monday 23 rd June 2025	13.30 – 15.30	Kelford School

Minutes approved

CHAIR	SIGNATURE	DATE