

03/05/18

Minutes

St Stephens Community Academy; Local Governing Advisory Board; Summer 1
Thursday 3rd May 2018 at 12.45pm at St Stephens Community Academy

Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue

1. **Welcome and Apologies**

Present: Laura Osborne, Teresa Folland, Gareth Lancaster, Kelly Moore, Will Hermon

Apologies: Peter Jones, Ann Nicholson

In Attendance: Clerk, Amy Hooper

LO agreed to Chair the meeting.

2. **Declarations of Interest Relevant to this Agenda/Update Register of Pecuniary Interest**

None declared for this agenda. WH, KM and AH are employees of ADMAT.

3. **Confirm Minutes of LGAB Meeting Spring 2 (15th March 2018) and Matters Arising**

- Request update on Gateway Payments resolution from MB by email to Governors (WH). *New system will be used from September 2018. LO mentioned that the old system still seems to be live.*
- Produce “model” answers to the questions asked by OFSTED as guidance (WH). *Complete.*
- Add figures for PPG, EAL etc into HoS report in future (WH). **Note for Summer 2.**
- Governing Board schedule to be available to parents and governors to be informed of enrichment activities that they can attend (WH). *Still to be done.*
- Add Pre-School Report to agenda of all first term meetings (Clerk). See item 11
- Produce a brief pre-school report for the first meeting of each term only (HB). *Clerk emailed HB to inform.*

Minutes were agreed and the Chair signed a copy.

4. **Confidential Agenda Items**

Covered under confidential minutes.

5. **Review Ethos and Vision**

This was reviewed in the school in Sep and is up to date. The new HoS may wish to review in Sep 18.

HB joined the meeting, covered item 11 and then left.

6. SEF Review

WH noted the areas of concern are shown in orange or red. They are the same as last term. The format will be streamlined slightly for the next academic year. He raised some of the concerns going forward. The Improvement Plan will be looked at in conjunction with the SEF. KM briefly talked through the EYFS SEF that is showing some very positive results as they move into Yr 1. AH discussed some issues at KS1 including mobility that has changed the overall results at expected level. Reading is on the improvement plan and is showing better progress. It is possible that SSCA will be moderated soon.

7. Visible Learning Update

Training is continuing. A review (celebratory learning walk) will take place in June. A new VL coach will be required from September.

8. Update on Staff Performance Management and Pay

Covered under item 4.

9. Update on HoS Performance Management

Covered under item 4.

10. H&S Governor's Report

School is compliant and no issues.

11. Pre-School Report

The governors agreed to the new more succinct report format as it contains what is required and will be easier for HB to produce. The new cohort moving from pre-school to school was discussed. **LO challenged where the pre-school is with outdoor area** and WH confirmed that it is hoped that this will be done over the summer holiday. There is also roof repair, porch and toilet window maintenance to do. Pre-school provision across the MAT was discussed. HB was thanked.

12. Curriculum Review

School is compliant with British Values and SMSC Provision.

Action: SMSC report to be discussed at Summer 2 (KM)

13. Review Website and On-Line Safety Compliance

WH noted the School Improvement Officer (who is also a Lead OFSTED inspector) has noted that the website is compliant and is one of the best websites he has seen. PE premium report has been published on the website. On-line safety within the school is in order. There have been no incidents of children accessing inappropriate material and the systems in place are robust.

14. Nutritional Review of School Meals

Meals provided by Chartwells and meet nutritional standards required at gold level.

15. Review of Policies

Carried over to Summer 2 once allocation of policies has been confirmed.

16. Any Other Business

LO and TF attended the ADMAT Safeguarding training.

PJ has submitted a visit report.

LO attended parents evening and was available to talk to parents.

LO and AN also attended the HoS interviews.
LO also attended an outdoor learning environment session.
LO and GL attended the Multi-Skills festival at Launceston College.

17. **DONM**

Summer 2 confirmed as 5th July at 12.45pm at SSCA. *Apologies in advance from TF who will be away on holiday.*

Action: Request new HoS to attend this meeting (WH)

Meeting closed at 2.30pm.

Toni JH Martin
Clerk to LGAB

Distribution List:

L. Osborne - Parent Governor	A. Nicholson – Co-opted Governor
G. Lancaster – Parent Governor	A. Hooper – Acting HoS
P. Jones - Co-opted Governor	H. Bishop - Pre School Manager
T. Folland – Community Governor	W. Hermon – Executive Head/CEO
K. Moore – Staff Governor	B. Jennings – Chair ADMAT Board of Directors