

15/11/18

Minutes

St Stephens Community Academy; Local Governing Advisory Board; Autumn 2018
Thursday 15th November 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, Peter Jones, Ann Nicholson, Kelly Moore, Maura Furber

In Attendance: Clerk, Sue Tierney

The governors gave a very warm welcome to Sue Tierney who attended the meeting with a view to becoming a governor at SSCA. She has had a tour of the school with Maura.

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

None declared for this agenda. MF and KM are employees of ADMAT. Governors confirmed no changes to their annual declarations.

3. Confirm Minutes of LGAB Meeting Summer 2 (5th July 2018) and Matters Arising

- Provide analysis of data for girls' attainment in maths (MF). *Complete.*

4. Confirm Minutes of LGAB Initial Autumn Meeting (27th Sep 2018) and Matters Arising

- No actions

Board agreed the minutes and the Chair signed a copy of both previous minutes (including the confidential minutes).

5. Confidential Agenda Items

None

6. HoS Report

LO challenged the numbers on roll because there seem to have been some changes. MF explained the changes in numbers, including a few specifics regarding mobility. **LO questioned the funding bonus for "little extras"** and HoS explained this funding and that the exact amount and the constraints on it are to be confirmed. LO asked for an explanation for trauma informed schools provision. HoS explained the provision that is now used instead of Thrive.

AN challenged the continued use of acronyms and how these seem to be increasing.

Action: In consultation with all Heads across the MAT, compile an up to date list of acronyms (Clerk)

LO challenged about how often 'My Concern' is reviewed? HoS explained some background behind "My Concern" and how information is inputted. She explained how the information is reviewed and actioned by the safeguarding team if required.

LO challenged whether the staff meetings still occur on Mondays and does HoS have enough time to keep the staff updated on what is happening? HoS confirmed that this has been tricky and that some time is allocated for MAT work, but that it is important to make sure there is time for the school staff to get together to talk, share ideas and conduct in house CPD. She has also spoken to the MAT CEO to ensure that there is time in the programme for the staff to get together as a school. She explained about how she is developing the leadership team to take on responsibility and drive work forward across the school. HoS also discussed some initiatives that the leaders are involved in such as reading and maths mastery, and an "open door" policy to enable staff to view others teaching and share best practice. Time is always an issue and the HoS noted that she has a tremendous, hardworking team of staff who have a lot to offer and are very committed to their role.

7. **Risk Register**

Risks were discussed at the Autumn working group and the top 3 risks are agreed as:

- (1) Individual school falling below DfE floor standards for attainment and progress.
- (2) Failure to meet PPG funding statutory requirements by delivering required attainment outcomes.
- (3) Work-life balance to make positive impact on team morale and staff retention.

8. **Improvement Plan**

The draft improvement plan and priorities were discussed at the Autumn working group. HoS and governors discussed a little further detail behind them. Priorities are as follows:

- (1) Raise attainment and progress in writing and reading, including the most able and those with previously low attainment.
- (2) Continue to ensure equality of opportunity for SEND pupils to make impact on outcomes.
- (3) To continue to ensure equality of provision and opportunity for PPG compared with other pupils nationally.
- (4) Embedding trauma informed principles across the school to make impact on self belief and progress.
- (5) To develop and increase skills/capacity of senior leadership team leadership to deliver effective curriculum improvements in English and Maths.

AN challenged what is being done to develop the remaining staff? HoS explained that there are elements of this but the priority is for the leadership team as this will also have a knock on effect across the school and allow everyone to move forward as a team.

Governors have been given sight of the PPG provision map and this was discussed briefly at the working group. **AN questioned the review of implementation column and what is meant by the notes on costs.** HoS will look into that. **AN challenged whether there is a fund to assist with the purchase of school uniform?** HoS explained how this is used. **AN questioned whether the PTA provides a discretionary fund to the HoS?** LO agreed to discuss this with the PTA and she also notified the governors regarding recycling of uniforms. Governors confirmed sight of the data and had no questions at this stage as

some detail was discussed at the working group. There was brief discussion regarding the any issues highlighted at the working group.

9. **Safeguarding Update**

All governors have seen and signed for receipt of KCSiE at the prior meeting. Claire Paul (Child Protection and Safeguarding) joined the meeting to update the governors on safeguarding. **LO challenged the HoS about how she ensures the staff are aware of the changes and are implementing KCSiE properly?** HoS explained how this is done including staff meetings, use of 'my concern', and dealing with day to day issues. **LO questioned whether the staff are trained to deal with how to talk to the children and how to deal with disclosures?** CP and HoS explained this and also noted about how this is done at various levels, and some outside agencies that are involved. CP noted that there is now an emphasis on early help.

The new safeguarding policy has been updated to reflect these changes (based on the standard CAPH policy) and this is on the school website. CP noted the lock down procedures and the governors discussed this, and the need to ensure staff are aware of procedures for dealing with all potential critical incidents. It was agreed that the staff will conduct a 'walk through talk through' to ensure all eventualities and 'actions on' are covered. TM volunteered to assist with this in her free time. CP noted S157 return that has been completed. She noted the feedback from County and the key items that need to be tracked this year. SCR is up to date. AN will review this towards the end of term.

HoS noted the fire safety inspection and the need to do some up to date fire training, and review procedures.

10. **Discipline/Behaviour/Exclusions**

HoS updated the governors on behaviour and some temporary exclusions (no personal details given). She highlighted the new behaviour policy that will ensure consistency with how behaviour issues are dealt with. All staff are now team teach trained. HoS explained that the onus is also on parents as behaviour of the children is a shared responsibility. **AN challenged what happens for repeat exclusions?** HoS explained the process.

11. **Policies**

- **Behaviour Policy**

AN challenged how often Pupil Discipline committees are held (noted under governor responsibilities in the policy)? HoS confirmed this will only be when needed. **LO challenged how the HoS is confirming consistency across the school** and HoS explained. **LO challenged whether the children that behave consistently well are rewarded?** HoS explained the expectations and behaviour ladders. **AN challenged whether the classroom rules are positive in nature** and HoS explained how these are implemented. LO noted that during her visits she had seen many positive examples of the behaviour policy. **LO questioned if team teach interventions are logged?** HoS confirmed yes. **PJ questioned the various steps and asked when the Head gets involved?** HoS confirmed this and agreed to make the policy a little clearer regarding the steps on page 5. Policy approved.

- Lockdown Procedures – covered under item 9.
- Admissions policy – approved by governors.

12. Working Group Feedback

Notes are on the portal and the key points have been covered in items above. Attendance at the Spring term working group is AN and LO; date set for Monday 21st January at 12.45pm.

13. Visits

PJ conducted a SEND visit. He expressed concern about the leaking conservatory and the lock on the door. HoS will chase the door and governors discussed the potential need for fund raising for the conservatory.

AN has been in separately for reading with children.

LO was available to parents at the parents evening and the inter-school football competition.

Next term, AN will conduct a data/improvement related visit and as stakeholder governor, LO will look at the 'end of school' procedures with the HoS.

14. Any Other Business

The Clerk updated the governors on policies across the MAT and the school.

15. DONM

Spring term full Board will be on Thursday 21st March 2019 at 12.45pm. Provisional date for Summer term full Board is set as Thursday 20th June 2019 at 12.45pm.

The meeting closed at 3pm.

Toni JH Martin
Governance Officer

Distribution List:

A. Nicholson – Co-opted Governor (Chair)	M. Furber – Head of School
L. Osborne - Parent Governor	W. Hermon – Executive Head/CEO
P. Jones - Co-opted Governor (Vice)	
K. Moore – Staff Governor	B. Jennings – ADMAT Board of Directors Chair
S. Tierney – Co-opted Governor (new)	