

20/07/17

Minutes

St Stephens Community Academy; Local Governing Advisory Board; Summer 2 Thursday 6th July 2017 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: Claire Paul (acting Chair), Laura Osborne, Peter Jones, Teresa Folland, Deborah Saunders

Apologies: Gareth Lancaster, Sharon Neale

In Attendance: Clerk

CP (An Daras Director) welcomed everyone and informed the Governors that she would be acting as Chair for this meeting. This is temporary until a new Chair is appointed.

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

None declared for this agenda. DS and CP are employees of ADMAT.

3. **Appoint New Governor**

The Governors voted unanimously to appoint Teresa Folland as a community governor. The Chair welcomed TF and thanked her for volunteering to give up time to this role.

4. **Confirm Minutes of LGAB Meeting Spring 2 (18th May 2017) and Matters Arising**

- Gateway Payments - confirm which issues are still to be resolved, and speak with the Business Manager. HoS and LO. *Awaiting results following training and ironing out some issues including minimum payment, accumulating siblings payments, incorporating meal payments and saving card details. This is ADMAT wide. **Action: Take to FSD again and add to Autumn 2. Clerk***
- Subject leader reports for Design Technology and Science & Computing. *See item 19*
- Carry forward Gifted and Talented Policy. HoS. *See item 20d*

The Governors agreed the minutes and the Chair signed a copy.

5. **Confidential Agenda Items**

See confidential minutes.

6. **HoS Report**

The Chair noted that the report has been previously issued and asked the Governors if they had any queries or challenges for the HoS.

PJ challenged whether the school SIP was not visiting this term because the previous 2 visit reports had been good? HoS explained that SIP due to visit in the Autumn. **PJ challenged who was replacing Carol Green.** HoS explained how QA will be done including using consultants and the advice of other experts such as OFSTED lead inspectors.

PJ challenged if new SEN procedures are being changed nationally? HoS stated that was the plan but the p scales will still be used next year until this is formally changed nationally.

PJ challenged whether Yr 2 and 6 monitoring had been reduced because of previous good results. HoS confirmed this is also part of reducing teachers workload and stress.

LO highlighted that PTFA is close to being no more. There are only a few parents prepared to volunteer and there is not as much support from parents as there used to be. She discussed the many issues including organising events, insurance and how things might work if the PTFA folds. HoS confirmed that Ms Gilbert will be available for the PTFA. Governors agreed that putting some information in the newsletter explaining what the PTFA achieves might incentivise other parents to become involved.

LO challenged what is happening with staffing under 30 hours provision. HoS is working with the Business Manager to try and sort this but confirmed that there are a lot of issues to resolve. **LO challenged what HoS meant about staffing levels at lunch time and gave some examples of what she considered unacceptable.** HoS explained some of the issues and that there have been teething problems, but the new system seemed to be working. Sometimes teachers/leaders have to cover lunch times too which is not ideal.

7. **AIP and Next Steps**

HoS handed out the up to date data and explained some of the figures, including the progress data. Yr 6 maths and writing progress is good but the reading has dipped. Initial figures are down on average but once the data is de-aggregated from SEN for example, the figures are as good as national or better. In terms of the Improvement Plan, all priorities were achieved last year. In the forthcoming year, reading will be a focus.

HoS highlighted the GDS data – reading 21% (national 19%), maths 25% (national 15%) and writing 25% (national 17%) so the priority last year of improving GDS has proved fruitful.

HoS talked through KS1 data and said it would be judged as ‘Outstanding or Good’. Phonic progression has been significantly good (also a priority last year). School has achieved 86%. KS2 data is where the focus needs to be, particularly reading but it is cohort specific not a KS2 issue.

LO challenged the Y2 phonics figures. HoS explained that the ones that haven’t passed are either ARB, SEN or EAL.

The Chair challenged how the school compared to other schools in the ADMAT. HoS was only aware of the combined scores and discussed this.

8. **Visible Learning Update**

HoS explained to TF what visible learning is about and the Governors discussed the progress, which is positive.

9. Review Parental Engagement

Parental engagement continues and HoS explained some of the initiatives that are taking place. Governors discussed the issues with getting parents involved. The newsletter is successful, texts work well and the website is up to date. HoS will ask office staff to add Governors to newsletter distribution.

10. Educational Services for Pupils and Parents

HoS and Governors discussed what is provided for the parents but the uptake is quite low.

11. EAL Proficiency Levels

HoS explained the process with EAL provision. She noted that there is no EAL funding from local authority from September onwards. EAL leadership will move to Debbie Bartlett.

12. Safeguarding Governor's Report

Safeguarding figures are on HoS report. S157 submitted on time and no significant issues. TF agreed to be safeguarding Governor and will look at the SCR in early September. LO noted the detail in the S157 and how significant the safeguarding duties are.

13. Governor Visit Feedback

LO visited pre-school, particularly to look at the new area and how it's working. She acknowledged it was a brilliant space for targeted work. Staff have to be managed properly with supervising separate areas. The HoS and Governors discussed the budgets, and that the pre-school and school budgets are separate. LO noted that the staff have now to get clearance to allocate spaces as it is now managed separately. The Governors noted the central team needs to be cognisant that parents need notice of vacancies well in advance and that flexibility is required. LO has also spoken to Amy Hooper re phonics and that Yr 1 phonics data is excellent and reflects on the effort of the staff.

GL has been involved with interviews, appraisals and an exclusion meeting.

HB joined the meeting and item 18 was covered here:

The Governors discussed the 30 hour provision. **TF challenged whether this is Government or local authority funded.** HoS confirmed it will be funded by the Government. HB confirmed the provision and hours requirement. **The Chair challenged what needs to be done to provide the 30 hours.** HB confirmed that there are a lot of bookings which might coincidentally be a larger number of children and not just 30 hours. She confirmed it is for working parents, or working single parents who work over 16 hours. HB is still waiting for confirmation of which model will be provided so that staffing, contracts and pay scales can be confirmed.

Action: Invite Business Manager to Autumn 1 to discuss pre-school budgets with Governors, in particular staff hours and pay. HoS

HB updated Governors on the premises and the work still to be done. LO commented that the staff have done an excellent job and are very dedicated, especially with higher levels of SEN and EAL. There is a lovely atmosphere at pre-school.

HB left the meeting.

14. Premises Update

Roof of the KS2 area is being done over the summer so there will be contractors on site over the holidays. It is likely to run on into September, particularly if poor weather restricts progress, so likely that scaffolding will still be in place. **LO challenged that a text message to parents noting this will be gratefully received.**

15. Budget Review

The school budget is set. HoS explained how the 'pot' is allocated and which aspects are being provided centrally across the MAT, and where costs are having to be cut. **LO challenged what is happening with climbing wall and playground markings.** HoS explained the plans.

16. Review Website Compliance

Website is compliant and LO confirmed that the website always seems to be up to date.

17. On-Line Safety Compliance Review

HoS confirmed that the ACS consultant is constantly engaged and on line safety is compliant.

18. Pre-School Update

Covered at end of item 13.

19. Subject Leader Reports

Governors content with the Design Technology and Science and Computing updates.

20. Review of Policies

- a. On-line Safety – Governors approved.
- b. Home/School Agreement – same as previous less inclusion of some medical information, Governors approved.
- c. Complaints – Governors approved.
- d. Gifted and Talented – Governors approved.

21. Any Other Business

HoS and CP explained the implications of the new data protection requirements.

HoS confirmed that Governors are welcome to visit any event that is happening within the school.

22. DONM

Autumn 1 date confirmed as 5th October and Autumn 2 date confirmed as 7th December respectively, all starting at 12.45am at SSCA.

Toni JH Martin
Clerk to LGAB

Distribution List:

L. Osborne - Parent Governor
G. Lancaster – Parent Governor
P. Jones - Co-operative Governor
T. Folland – Community Governor
S. Neale – Staff Governor
D. Saunders – SSCA Head of School
H. Bishop – Pre School Manager
B. Jennings – ADMAT Board of Directors Chair
W. Hermon – Executive Head/CEO