

15/03/18

Minutes

St Stephens Community Academy; Local Governing Advisory Board; Spring 2
Thursday 15th March 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, Gareth Lancaster, Kelly Moore, Ann Nicholson, Will Hermon

Apologies: Teresa Folland

In Attendance: Clerk

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 1 (25th January 2018) and Matters Arising**

- Gateways payments resolution (LO/HoS). *Nothing to add at this stage. **WH will request MB to send an update to Governors by email.***
- Assessment of Parent's views (HoS). *See item 14.*
- Governors' responsibilities discussion and agreement. *See item 7.*
- Carry forward review of policies; Child and Care, Wild Tribe, ARB local offer and SEN school offer (All). *See item 20.*
- ARB External Review Outcome (HoS/PJ). *See item 10.*

The minutes were agreed and the Chair signed a copy.

4. **Confidential Agenda Items**

Staffing matters covered at confidential minutes.

5. **Head of School Report**

Progress at KS2 still needs improvement (-4 maths and -2 reading & writing), it is above floor targets but it needs to be better (-1 or 0). Children from the ARB affect the figures at KS2.

In terms of attainment, Yr 6 reading needs to be better but writing and maths is fine. **AN challenged what is being done about this and WH explained the provision that has been put into place.** One issue is pace of reading, as there is a lot of reading to do in a short space of time in the test. **LO challenged that the knowledge of phonics at Yr 6 is not as strong as it is a KS1, and is there scope to catch up on the phonics in KS2?** KM confirmed that the way phonics is taught now is definitely benefiting the younger children, and WH confirmed that this will be explored. AN volunteered to visit the school to listen to children read. **LO challenged the low reading figure at Yr 1 given their understanding of**

phonics. KM explained why and that the use of comprehension papers early on has had an impact. WH raised the concern of results at Yr 5 and explained some of the issues. LO reminded WH that interventions must not be seen as a reward. **LO questioned if the school has links with the APA?** WH confirmed yes but there is a huge waiting list.

Forecast for reading, writing and maths combined at KS2 is in line with national average. GDS is looking better than national average. Combined scores at KS1 are also looking in line with national average. EYFS is showing a good level of development. The figures for the disadvantaged children is looking positive at this stage.

WH highlighted the class satisfaction surveys and that the feedback on the whole was very reasonable. Attendance is in line with national. Eight pupils have been excluded for a total of 13.5 days; this is quite high and if behaviour can be managed better, the aspiration would be to reduce these. **LO challenged that all exclusions have followed the process laid out in the policy?** WH confirmed yes. **AN challenged if there are any 'positive' interactions, particularly from the parents, that are used to assist with behavioural and exclusion problems?** WH confirmed he will look at this.

WH highlighted the forthcoming LGAB Review and the process that will take place. The governors welcomed this.

Action: Produce model answers to the questions asked by OFSTED as guidance (WH)

6. Review Risk Register

No changes.

7. AIP Update and Next Steps

Clerk highlighted the allocation of priorities from the improvement plan:

Pri 1 – VL – All

Pri 2 – Reading attainment in KS2 – AN

Pri 3 – Spelling and Grammar attainment at KS2 - AN

Pri 4 – Diminish the difference with PPG – All

Pri 5 – Maths Attainment Yr 6 – GL

Pri 6 – Technology for SEN – PJ

Pri 7 – Develop outside areas for pre-school - LO

Action: Add figures for PPG, EAL etc into the HoS report in future (WH)

8. Premises

No update from previous meeting.

9. Budget Review

WH highlighted briefly the current state with the budget and that SSCA may be slightly over budget this year. He discussed the use of reserves and that money should be spent only on the children in that year and not saved up for the future.

10. ARB External Review

Positive report. New teacher is settling in well and PJ commented on how enthusiastic she is.

11. Safeguarding Governors Report

No safeguarding concerns in terms of processing and procedures. Some behavioural issues can create safeguarding concerns but it is looked at carefully. **LO challenged that it is all logged on “my concern”** and WH confirmed that it is.

12. PPG Impact Governors Report

PPG covered under item 5. This will be investigated in more detail.

13. Parent’s View

The governors discussed the parent survey.

Action: Governing Board schedule to be available to parents and governors to be informed of enrichment activities that they can attend (WH)

14. Governor Visit Feedback

LO attended a singing competition. Governor reports and visits were discussed.

15. 380 Session and Day Timings Confirmation

School is compliant and no change to day timings.

16. Review Appointment Procedure

Recruitment is in line with policy and safer recruitment. Employment and safeguarding law is met.

17. Review Risk Assessment Process

EEC Live is used, the risk assessment process is being done correctly and with the appropriate rigour. LO questioned whether the PTFA are using the appropriate risk assessments and WH suggested using the EEC Live. KM will assist with this.

18. Review of Extra-Curriculum Provision

Provision was discussed. WH stated that the provision is being looked at across the MAT.

19. Review of Policies

- a. Anti-Bullying
- b. Marking
- c. Lettings
- d. Child and Care (carried forward)
- e. Wild Tribe (carried forward)
- f. ARB Local Offer (carried forward) – staff contacts need amending.
- g. SEN School Offer (carried forward)

All approved.

20. Any Other Business

Pre-school report was made available to governors. Clerk suggested that the pre-school report is only required for the first meeting of each term, and not at every meeting.

Action: Add Pre-school report to agenda of all first term meetings (Clerk)

Action: Produce a brief pre-school report for the first meeting of each term only (HB)

LO raised a concern regarding how lunch times are being managed. WH is not content and will be changing it.

21. **DONM**

Summer 1 and 2 dates confirmed as 3rd May (**PJ apologies**) and 5th July respectively, both starting at 12.45pm at SSCA.

Toni JH Martin
Clerk to LGAB

Distribution List:

L. Osborne - Parent Governor	A. Nicholson – Co-opted Governor
G. Lancaster – Parent Governor	A. Hooper – covering 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 – ADMAT Board of Directors Chair