

05/07/18

### Minutes

**St Stephens Community Academy; Local Governing Advisory Board; Summer 2**  
**Thursday 5<sup>th</sup> July 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, Will Hermon

**Apologies:** Teresa Folland, Gareth Lancaster

**In Attendance:** Clerk, Maura Furber (HoS designate)

The governors gave a very warm welcome to Maura Furber, the new HoS, due to start in Sep 18.

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

None declared for this agenda. WH and KM are employees of ADMAT. Governors completed the annual declaration.

3. **Confirm Minutes of LGAB Meeting Summer 1 (3<sup>rd</sup> May 2018) and Matters Arising**

- Discuss SMSC report (KM). *KM provided a SMSC report and highlighted the activities involved to enhance the SMSC coverage in the curriculum. The governors agreed that Kari Gilbert's work on this has been very positive.*
- Request new HoS attend this meeting (WH). *MF attended this meeting in preparation for her appointment in September 18 as HoS.*

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

4. **Confidential Agenda Items**

Staffing update covered at the confidential minutes.

5. **HoS Report**

The governors and WH acknowledged the good job that Amy Hooper has done standing in as acting HoS and thanked her for her work.

WH talked through the attainment data for KS2, it is looking positive, even more so if the figures are de-aggregated. He discussed an element of KS1 data that is covered at the confidential minutes.

Progress measures for end of KS2 is tricky to ascertain until October because the DfE sometimes change the criteria. Progress measures of +1, 0 or -1 is good or acceptable but anything below -1 is not ideal. Progress from EYFS to Year 2 still needs to be looked at and

calculated. The governors discussed the children that have been subject to the new phonics teaching should progress better compared to those that did not have this benefit.

**Action: Provide analysis of data for girls' attainment in maths (MF)**

WH highlighted the report from the school improvement officer that highlighted the strengths and areas for development. All of the latter are areas that can be easily addressed. On his next visit, Neil Swait will focus on the outcomes of the children in years 3, 4 and 5. **LO challenged if additional support is available for the teachers with classes that need to improve progress?** WH confirmed that they will but it is also about looking at how they conduct their lessons.

External moderation has been completed for Yr 6 writing and for phonics screening and testing. There were no issues and the school is compliant.

WH highlighted some safeguarding information, and noted that neglect is an important issue that needs to be closely monitored.

Attendance is running at 95.6% compared to national 96% so this is acceptable but work is always done to improve figures. Admission for September is filling the PAN.

**6. Risk Register**

This will be reviewed by governors and confirmed at the autumn meeting. It is already on the cyclical plan for this meeting.

**7. AIP Update and Next Steps**

In hand and new plan will be looked at in the autumn term.

**8. Agree Governor Impact Statement**

Draft provided by the Clerk. This will be sent by email for the governors to discuss between them, add any suggestions and confirm ready for publishing on the website in the autumn term.

**9. Budget Review/Staff Update**

Covered under item 4 at confidential minutes.

**10. LGAB Review Outcome/Confirm Governor Responsibilities**

The clerk highlighted a few areas that will be changing next year and information on this will be sent out by email before the end of term.

**11. Premises Update**

Windows along the playground side need replacing and the IT system needs updating.

**12. Safeguarding Governor's Report**

Covered in item 5 and WH discussed the S157 safeguarding audit. The audit confirms that the school is compliant and the systems are robust.

**13. EAL Proficiency Levels**

EAL numbers have increased. KM explained the grading of proficiency level and that external support for EAL pupils has greatly reduced. She will send out the grading criteria

by email to governors. No real learning issues identified and pupil's English improves as they move through the school.

**14. Governor's SEN Report**

PJ gave an update on the SEN figures at SSCA. The detail was provided in a report from Debbie Bartlett and PJ gave a brief summary (this will be provided to governors separately).

PJ gave an update on his SEN visit. **He challenged whether the teachers are able to manage the work required for SEN pupils.** KM explained some of the issues, including the time required to fill out the relevant paperwork. PJ stated that this will be a focus of his future visits, along with looking at the time, expertise and additional support required (especially given the decreasing levels of external support). The governors discussed the issues with obtaining EHCP, providing provision to certain pupils and the issues surrounding mental health training.

**15. Educational Services for Pupils and Parents**

No update.

**16. Review Parental Engagement**

Next parental survey will be done in the autumn term. Governors discussed engagement with parents and the lack of opportunity for parents to talk to staff when they are so busy. However, it was noted that the office staff always deal with matters positively. The issue of parents being able to speak to staff at drop off and pick up times was discussed and this will be looked into further.

**17. Governor Visit Feedback**

PJ submitted SEN report – update at item 14. LO noted visit to pre-school and commented on the successful use of the closed pre-school Facebook group. PTFA has given £100 to pre-school as well as each class. She has been involved with other activities in the school as well as Sarcoma funding raising event which showed great community spirit, and the way that the children got involved was really promising. LO also attended Macbeth at Dingles which was predominantly aimed at PPG children. In summary, LO has attended many enrichment activities and noted that the ethos of the school is being followed throughout.

**18. Review of Policies**

None at this time.

**19. Any Other Business**

None.

**20. DONM**

Date will be confirmed by email.

**Distribution List:**

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