

10/12/17

Minutes

St Stephens Community Academy; Local Governing Advisory Board; Autumn 2
Thursday 7th December 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: Laura Osborne, Peter Jones, Gareth Lancaster, Teresa Folland, Deborah Saunders, Kelly Moore

In Attendance: Clerk

It was noted that due to unforeseen circumstances, Carol Green has had to retire as governor and Chair. As Vice Chair, PJ agreed to chair the meeting.

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

None declared for this agenda. DS and KM are employees of ADMAT. The Clerk made the governors aware of the new Pecuniary Interest policy and that the register will be live. Governors are required to notify the clerk of any changes as they occur and not wait for the annual declaration.

3. **Confirm Minutes of LGAB Meeting Autumn 1 (5th October 2017) and Matters Arising**

- Gateway Payments resolution (HoS/LO). *No updates yet, trial underway at another school. **Carry forward to spring 2.***
- Risk Register (HoS). *See item 6.*
- Add assessment of parents views to Spring 2 agenda (Clerk). ***Carry forward to spring 2.***
- Confirm Whistleblowing Governor (HoS). *Confirmed as PJ.*
- Invite Debbie Bartlett to Autumn 2 to update Governors on SEND and overlap between SEND and PPG (HoS). *See item 12.*

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

4. **Confidential Agenda Items**

At confidential minutes.

5. **HoS Report**

SEN numbers have increased. Yr 5 is 65% including 'on alert', 'support' and 'health care plan'. PPG numbers have also increased. The new government portal ASP contains data now and is used by the Government and OFSTED. SSCA combined score is low due to the reading attainment data. The test was completed on a Monday and the Government has changed this to a Tuesday in future. **LO challenged why this was an issue** and HoS

explained. Foundation, Phonics and remaining KS1/2 is positive. Focus is on achieving good results at Yr 6. Staff are doing testing for reading, EPGS and Maths. EPGS is English, Grammar, Punctuation and Spelling – was known as SPAG. Aspects of data are the focus of the improvement plan, as is the provision for PPG.

UNICEF assessment day took place recently and the school has achieved the Rights Respecting Children Level 1 (lasts 3 years). The governors stated that a huge vote of thanks should be given to Kelly Moore for this achievement.

Attendance is good at 96.2%. Claire Paul has sent out letters to parents with low attendance, a few as low as 60%. **LO challenged the content of the letter and what is done**, and HoS explained. There is a correlation between poor attendance and low attainment. Children not completing sufficient reading will be sign-posted to after school reading sessions. **PJ challenged if teachers volunteer for this** and HoS confirmed that the teaching assistants are paid from PPG funding. **LO challenged what is happening with the karate reading bands**. HoS explained the issue with ordering as it is done through central office. **TF challenged what is being done about Yr6 with poor reading record** and HoS explained what measures are being put in place.

LO challenged what the changes are in Yr 2 and 6 assessment and how are we preparing for them? HoS confirmed that teachers are geared up for this and explained what the changes involve including writing in particular.

LO challenged why there is so much focus on GDS instead of the middle band of children? HoS explained the background but confirmed that GDS is expected to 25% and it is the remaining 75% to achieve expected that will be the challenge, and explained why. **LO challenged why the Yr 3 teacher is being monitored?** HoS confirmed that it is normal for new teachers and Yr3 teacher is only in 2nd year since qualifying.

LO challenged what is happening with the new classes? HoS explained that to achieve results, some cohorts may need to be split – extra space and teachers will be needed and this will be discussed at budget time with the Directors. She highlighted some options, including changes to the computer suite. **LO challenged how Yr5 teacher is getting on** and HoS explained the class splits and support that are in place. LO challenged about the new seating arrangements and HoS and KM explained how the classroom dynamics work and why.

6. Review School Risk Register

HoS briefed the top 3 risks; (1) Individual school falling below DfE floor standards for attainment and progress. (Key Stage Two Focus), (2) Failure to meet PPG funding statutory requirements by delivering required attainment outcomes (Key Stage One and Two), and (3) Long term loss of Key leadership staff/ staff at short notice jeopardising the efficient running of the school.

7. AIP Update and Agreement

Priorities and governor allocation as follows:

- (1) Embed visible learning and accelerated learning at KS2. TF/All
- (2) Raise reading attainment and progress at KS2. PJ
- (3) Raise spelling, writing and grammar across the school, particularly at KS2. PJ
- (4) PPG provision and attainment. All/New Chair

- (5) Accelerating progress at Yr 6 Maths. GL
- (6) Technology for SEN. PJ
- (7) Development of pre-school outside areas. LO

8. Governor Visit Feedback

LO – UNICEF visit, PM & Pay Committee and Yr 6 Betty Bus visit.

PJ – HoS PM, UNICEF visit and general visit to meet staff both half terms.

Governors have attended lunches also. Governors were reminded about providing evidence for visits.

9. Update on Teaching Staff Performance Management and Pay

Results recorded at separate pay committee, LO involved in this. **GL challenged what some of the pay-scale grades mean** and HoS explained.

10. Budget Review

HoS meets with Business Manager ½ termly to discuss budget and review progress under new financial system. All within budget.

11. Premises and Fixed Asset Register Update

Parago fixed asset register is up to date. Nothing to report on premises at this time.

12. SEND and PPG Update

HoS handed out a parental questionnaire for SEN pupil parents. Overall, it is generally quite positive. Governors discussed the lack of returns and HoS highlighted other ways that feedback is achieved. HoS handed out SEN data that covers 40% of the children at SSCA. **TF challenged what 'on alert' means** and HoS explained. **PJ challenged whether new arrival SEN children have an EHCP** and HoS confirmed they generally do. **GL challenged the high 'on alert' figures for Yr 3** and HoS explained the process and provision in place, and that early identification is positive because the child can be helped early. **LO challenged what the process is for putting a child 'on alert'** and HoS explained. She also explained wave 1 and wave 2 provision prior to an EHCP.

13. Safeguarding Governor's Report

SCR updates are done – nothing significant to report. Internal audits are being done across An Daras Schools.

14. PE Impact Governor's Report

Visit and report completed. Report on the portal and GL will visit again to discuss further plans.

15. Keeping Children Safe in Education

New document due in spring term. Clerk updated on new safeguarding policy and Operation Encompass, and HoS gave some more detail.

16. Holiday/Inset Dates for 18-19/19-20

Available on the website and the governors content.

17. Review of Policies

- a. SRE – no changes, governors approved.
- b. Admissions Agreement – no changes.

- c. PPG – no changes, governors approved.
- d. Wild Tribe – no changes, governors approved.

18. Any Other Business

None.

19. DONM

Spring 1 is 25th Jan 18, Spring 2 is 22 Mar 18 and provisionally Summer 1 is 3 May 18 (PJ apologies) and Summer 2 is 5 Jul 18 – all at 12.45pm at SSCA.

Toni JH Martin (ADMAT Clerk/LGAB)

Distribution List:

L. Osborne - Parent Governor
G. Lancaster – Parent Governor
P. Jones - Co-opted Governor
T. Folland – Community Governor
K. Moore – Staff Governor (designate)
D. Saunders– SSCA Head of School
H. Bishop - Pre School Manager

B. Jennings – ADMAT Board of Directors Chair
W. Hermon – Executive Head/CEO