

21/03/19

Minutes

St Stephens Community Academy; Local Governing Advisory Board; Spring 2019
Thursday 21st March 2019 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, Sue Tierney, Kelly Moore, Maura Furber
In Attendance: Governance Officer

2. **Declarations of Interest Relevant to this Agenda**

No interests relevant to this agenda.

3. **Confirm Minutes of LGAB Autumn Meeting (15th Nov 2018) and Matters Arising**

- Compile an up to date list of acronyms (Clerk). *See Abbreviation Buster 2019.*

Minutes accepted as a true and accurate record of meeting and the Chair signed a copy.

4. **Confidential Agenda Items**

One staffing item and one ARB item covered at confidential minutes.

5. **HoS Report**

HoS report was provided to the governors prior to the meeting and MF highlighted the detail within it. She outlined some of the data and noted that it doesn't look as positive as it will in future because it is Spring term data, although not every child will make the results hoped for. LO challenged whether the circumstances behind each child taken into account and MF explained the process, stating that the staff team can confidently talk about each child, their progress and their needs. Equally, the same can be done for the cohorts. MF and KM outlined the future assessment for children at foundation and then Yr 6 so that progress can be measured but no firm details are available yet.

PJ noted the meeting with police and parents, and challenged whether this has had a positive impact? MF explained the situation and said on the whole, it is having a fairly positive impact and the parents are being very supportive, especially as they now have a clearer picture of the issues concerned with behaviour.

LO challenged that given the increase in numbers of children-in-need on the safeguarding report, what is the impact on the staff and have the staff got what they need to provide support? MF explained briefly how the situation is monitored. And that the staff support each other, and are clear that they can ask for help from other services. **LO challenged how the situation if managed by other staff such as Plymouth Argyle or Arena when there is a need for**

confidentiality? MF noted that information is only passed on a need to know basis to maintain confidentiality.

AN challenged that given the redundancies last year, is there a reason for 2 additional LSAs in the ARB? MF confirmed that the ARB works on a separate budget and additional needs/children have resulted in the need for 2 extra staff members.

MF updated governors on an exclusion.

LO challenged what is happening with the lock down procedures and if everyone is fully aware of the procedures and their part in it? MF explained in detail what is happening with this procedure, that a full practice of the drills has been conducted and the school has benefited from some new infrastructure such as windows and doors. MF thanked TM for her assistance with the planning of the procedures.

6. Attainment and Progress (including PPG/GDS)

AN met with Chair to discuss data and ST has discussed PPG. MF highlighted the progress across the school with reading. She also noted that when the data is published, it includes ARB data.

LO challenged how the guided reading is conducted and how the impact is measured? MF noted the process, her research and how it is conducted in detail.

7. Improvement Plan Update and Progress

School is on track with the priorities in the improvement plan. LO asked how the senior leadership development is progressing and MF explained the positive benefits of this development.

8. Safeguarding

The Chair met with Claire Paul to inspect the SCR – one governor to be added and one staff transfer from another school to be completed. The Chair also looked at and discussed the S157 audit and signed a copy ready for its submission. **LO challenged whether some of the staff on the SCR should have a more up to date check** and MF will look into this with Claire Paul.

9. Vision/Ethos and Curriculum Discussion

KM discussed the wider curricular activities briefly and the governors agreed that the school does attempt to provide a broad, enriched curriculum within resources. Governors discussed the vision and ethos, and decided that it is still fit for purpose at this time. Vision and Ethos will be discussed with staff at the September inset day and the governors were invited to attend this.

10. School Sessions/Timings and Term Dates

School is compliant.

11. Working Group Feedback

Notes from working group contain the detail. Website compliance, on-line safety, data protection, GDPR, risk, improvement and parent satisfaction survey were discussed. It was noted that the parent satisfaction was positive. Attendance at the Summer term working group was confirmed as ST and PJ, and will take place on 16 May 19.

12. Visits

Summary of visits from this term (detail in separate visit reports):

- Stakeholder related (end of school procedures and parents evening (LO)
- Data (AN)

- General overview/PPG & PE familiarisation visit (ST)
- Safeguarding (AN)
- ARB (PJ)

LO noted that attending parent's evening was positive although it was clear that most parents don't know what governors do. TM will produce a one-page note to be included in the newsletter to parents. Governors discussed issues with parents not attending parent's evening. **The Chair challenged whether the current setting used for parent's evening was agreeable to the teachers and conducive for private discussions.** KM confirmed that she understood the Chair's concern but that the teachers are happy with the current set up and it has many advantages. Majority of parents content with end of school procedure and any issues have or will be ironed out.

Visits next term were agreed as:

- Data/Improvement (covers Pri 1) and also check SCR – AN
- SEND (covers Pri 20) – PJ
- Senior Leadership Development with regard to English (covers Pri 6 and links to Pri 1) – LO
- Pri 3 will be covered at working group when PPG and PE discussed – ST
- ST will attend Governance Induction on 5th June at Diocese of Truro

13. Any Other Business

TM notified governors of forthcoming training – Improvement Plan Monitoring 1st May (ADMAT Session) and PPG session with CEO in June.

Chair's noted her meeting with the MAT CEO; most points have been covered less the fact that many previously outstanding schools are now being subject to OFSTED inspection. The new ARB conservatory is being funded.

The governors discussed recruitment of new governors.

14. DONM

Date for Summer term full Board confirmed on Thursday 20th June 2019 at 12.45pm at SSAC.

Meeting closed at 3pm.

Toni JH Martin
Governance Officer

Distribution List:

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