

25/01/18

### Minutes

**St Stephens Community Academy; Local Governing Advisory Board; Spring 1**  
**Thursday 25<sup>th</sup> January 2018 at 12.30pm 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, Deborah Saunders, Kelly Moore, Ann Nicholson

**Apologies:** Gareth Lancaster, Teresa Folland

**In Attendance:** Clerk, Will Hermon for items 1- 4 only.

The Governors welcomed Ann Nicholson back to the school as a Governor. AN will be a co-opted governor. The Clerk will update the register and DfE database. HoS will ensure necessary DBS paperwork is complete.

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.

3. **Confirm Minutes of LGAB Meeting Autumn 2 (7<sup>th</sup> Dec 2017) and Matters Arising (Clerk)**

- **Gateway payments resolution. Carry forward to Spring 2**
- **Assessment of parents views. Carry forward to Spring 2**

No other actions. The governors agreed the minutes and the Chair signed a copy.

4. **Confidential Agenda Items**

Covered at confidential minutes.

The meeting adjourned while the governors observed the Shanghai leaving assembly and then the meeting continued with item 5.

5. **SEF/Improvement Plan Update**

The full improvement plan is now on the portal and HoS drew attention to the actions/priorities section and the monitoring section. The plan has now been placed into the "01 Academy Improvement Plan" folder on the portal and this is the master copy that governors should refer to. HoS is requested to make amendments as necessary but keep the latest copy in this folder for all to see. **LO questioned what a 'blue dot child' is?** KM explained the system of categories. *After note: KM has sent out a copy of the Leuven Scales to governors.* The governors discussed responsibilities and priorities now that AN has joined the team. The clerk will bring the list and proposals to the next meeting.

**Action: Governor details and responsibilities table to next meeting for discussion and agreement. Clerk**

KM gave the governors an update on the Shanghai maths hub. Governors noted a huge thanks to Sharon Neale and the extra mile she has gone to make this work. HoS showed governors the Shanghai-English Maths Project information pack. LO asked if any lessons were videoed and PJ confirmed that what he witnessed was extremely positive.

HoS explained that data analysis is now changing to look at progress as well as attainment, and she explained the summary taken from itrack. Progress so far for reading, writing and maths is expected at Yr F. There is a focus on maths at pre-school to assist the transition to Yr F. **LO challenged if next pre-school group will show an improvement as a result** and KM stated that this is not expected at this stage for various reasons. HoS stated that learning powers and independence at pre-school is improving which will help them in future. HoS explained progress at Yr 3 and Yr 5 (largest SEN % at Yr 5) and what the expectations are. She also showed governors the breakdown of PPG, EAL and SEN pupils, and the overlap of SEN pupils who are also PPG.

Reading for PPG is in line with others. Focus on the written work is spelling and their knowledge of grammar, and resources have been put into this. Maths is looking good; Yrs 1, 3, 4, 5 & 6 show strong and steady data. The focus is on GDS. HoS explained the situation with Yr 2.

HoS explained the steps towards “expected progress” and what happens if a child doesn’t meet it. She explained the stepped progress in each year and explained the Y1 data. She highlighted where accelerated progress is needed/expected in order for the children to catch up. HoS explained that tracking is done ½ termly to measure progress so actions can be taken early. Just before Easter, pira and puma tests are used. **LO challenged what benefit this has** and HoS/KM explained that it allows teachers to measure progress in other years when SATs are not taken. It is also a good way to moderate a teacher’s assessment.

HoS highlighted the work reduction measures as part of staff well-being package. **AN questioned the 5 compassionate days and if they are taken anyway or just for specific purposes.** HoS explained the policy and the governors discussed that the work reduction initiatives are very positive.

#### **6. Visible Learning Update**

The inset day on 5 Jan 18 focussed on VL action research projects. HoS and KM updated the positive approach that the children have towards their learning. VL coaches continue to support the staff. Amy Hooper’s senior leadership qualification project was focussed on VL. Overall, positive progress with the VL initiatives.

#### **7. Update on HoS Performance Management and SSCA Staffing Structure**

WH briefed the governors on these matters under item 4.

#### **8. Health and Safety Governor’s Report**

Sam Littlewood’s H&S report was brought to the governor’s attention and HoS has completed H&S training. HoS conducted a H&S walk around this week. The new fence is in with a few minor issues to sort out, and the new “pencil fence” will be put in soon. The roof had a little leak in the pastoral room; the central team have been informed. The next big projects are the ARB conservatory and roof, and new windows. Pre-school received

Tesco funding and this will be used on outside areas. LO updated HoS on PTFA funding towards the outdoor classroom - £2.5K will be made available.

9. **Review Use of Exclusions**

No permanent exclusions. Very few temporary exclusions in the Autumn term and none in the spring term so far. Governors were content that the exclusion policy is being applied appropriately.

10. **RE/Collective Worship Compliance**

School is compliant.

11. **Pre-School Update**

Pre-school report will be placed on the portal. Numbers are good – 33 on role at present. HoS highlighted some staff changes.

12. **Review of Policies**

- a. RE – no changes – approved.
- b. Exclusion – this is an ADMAT policy.
- c. Educational Visits – minor changes – approved.
- d. Asbestos Management – this is an ADMAT policy.

**Action: Child and Care policy, wild tribe policy, ARB local offer and SEN school offer are all on the portal for review at the next meeting. Governors requested to read in advance. All**

13. **Any Other Business**

ARB external review from County is on 8 Feb 18. External report will be available to governors at Spring 2 meeting.

**Action: Add ARB External Review Outcome to Spring 2 agenda. Clerk**

HoS handed out documents showing what KS1 and KS2 are tested on, and the governors agreed these were useful documents to view.

Governors discussed the parental survey and asked for a box to be placed in the reception entrance so that the anonymous surveys can be placed in there by parents rather than brought in by their child. HoS confirmed that there have been 60 responses so far.

The Governor Role and Challenges documents produced by the clerk were briefly discussed.

**LO raised a concern re parking, drop off and safety outside the school.** Governors discussed issues and limitations of what can be done.

14. **DONM**

Spring 2 confirmed on 15 Mar 18, provisional dates for Summer 1 on 3<sup>rd</sup> May (apologies PJ) and Summer 2 on 5<sup>th</sup> July, all Thursdays at 12.45pm at SSCA.

**Distribution List:**

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

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