

06/10/17

Minutes

St Stephens Community Academy; Local Governing Advisory Board; Autumn 1
Thursday 5th October 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: Carol Green (new Governor & Chair), Laura Osborne, Peter Jones, Deborah Saunders, Kelly Moore (new Governor)

Apologies: Gareth Lancaster, Teresa Folland

In Attendance: Clerk

The Governors unanimously voted that Carol Green should be appointed as a Co-opted Governor and Kelly Moore should be appointed as the new Staff Governor.

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. Pecuniary Interest forms were handed to the Clerk so that the register can be updated.

3. **Confirm Minutes of LGAB Meeting Summer 2 (6th July 2017) and Matters Arising**

- Add Gateway Payments to Autumn 2 (Clerk). **Carry forward to Autumn 2 and see update under item 8.**
- Invite Business Manager to Autumn 1 to discuss Pre-School Budgets including staff hours and pay (HoS). **See item 17.**

The Governors agreed the minutes and the Chair signed a copy

4. **Confidential Agenda Items**

Covered in confidential minutes.

5. **Chair and Vice-Chair**

LO nominated CG as Chair and CG declared that she was happy to be Chair. Governors voted unanimously for CG to be Chair.

CG nominated PJ as Vice Chair and PJ declared that he was prepared to do this. Governors voted unanimously for PJ to be Vice Chair.

6. **Annual Signature Requirement**

Governors present signed to confirm they are aware, or still aware of the code of conduct, Keeping Children Safe in Education and that nothing has changed since they last signed a Governor Eligibility Declaration.

7. Review Documents

Clerk informed Governors that revised documents are now on the An Daras website and that she will liaise with Carol Spence regarding a link to these documents being placed on the school website.

8. SEF and Improvement

The updated SEF has been made available to the Governors. Monitoring by a lead OFSTED inspector took place on 29 Sep 17 and the CEO will be doing a monitoring visit shortly. The Chair confirmed that everything raised on the report is already known about and being addressed.

Pupils targets are set using the itrack system and individual targets have been set across the school on a half termly basis. Head has been on information meeting on Fisher Family Trust (FFT) which allows school to set targets linked to context such as gender and attendance. Assessing School Performance (ASP) is the replacement for Raise-Online and will allow viewing of the published DfE data. There have been some issues logging in but this should be resolved shortly. Analysis of all data tells us what we already know and, more importantly, this is already being addressed. **The Chair challenged how many ARB children there are currently?** HoS confirmed there are 5 out of the 10 places at present. As it stands none in Year 6. ARB numbers are likely to increase. The cluster meetings for ARB teachers will be set up again so that good practice can be shared.

KM briefed that for Early Years, school trends are not the same as Cornwall trends and she gave examples. In particular, PPG results across Cornwall were poor but at SSCA the PPG performed well. She explained some of the provisions in place to improve 'moving and handling' such as use of balance bikes. Progress for technology is lower than other subjects but this is because initial attainment is good. CG confirmed that access to ASP will give opportunity to compare these trends nationally. LO confirmed that now Pre-School is part of the Academy, it will be easier to start initiatives at pre-school that will pay dividends later.

Marg Basford (MAT Business Manager) entered the meeting at 1.10pm to update the Governors on Gateway issues. She stated that the management of the system is being worked on. The minimum payment has been addressed – if Governors don't want the minimum payment then the cost has to be met out of the school budget. LO confirmed that the minimum payment is not so much of an issue if a balance is allowed. Trials on the system are underway and an update will be reported back to Governors at the Autumn 2 meeting. MB left the meeting.

9. Visible Learning (VL) Update

The first inset day was used for VL training. Two members of staff went to the Impact Coach training day on 4 Oct. HoS explained some of the common language being used across the school such as 'Learning Intentions'. Assessment grids are being moderated during staff meetings in year groups across the MAT. HoS also highlighted some other initiatives that are underway.

The feedback policy has now been reviewed and is now consistent across the school. The OFSTED advisor commented how well the children can talk about their learning. Staff are trained and the support staff will now begin their training. PJ updated the Governors with

findings from his visit. **The Chair challenged if new teachers are up to speed with VL?** HoS confirmed that training is underway from VL coaches.

10. Governor Impact Statement

CG will draft with assistance from PJ and HoS. The Clerk will provide examples and a list of ideas for the content from previous evidence and minutes.

11. Confirm School Risk Register

The school risk register is being worked on by the HoS and Chair. The top 3 risks are highlighted as:

- 1/ Reading at KS2.
- 2/ KS2 T&L provision consistent to raise attainment and progress across the cohort including day to day classroom provision (wave 1) and the most able.
- 3/ Achieve better attainment for PPG at KS2 (diminish the difference).

The Clerk will pass these to the Directors. **LO challenged what criteria are considered for the top 3 risks, or any risks for that matter?** HoS and Chair explained that many other concerns link back to these top 3 risks such as teacher turnover or pupil mobility. **LO also challenged that there is a concern about people's perception of the school which is probably more of a concern rather than a risk.** HoS confirmed that there will be an opportunity to ask questions about the risk register at Autumn 2.

Action: Add Risk Register Questions to Autumn 2. Clerk

HoS stated that the parental survey was positive and parents meetings are coming up in 2 weeks. **CG challenged that sometimes it is only the negative feedback that is heard because those that are content don't feel the need to speak up. Chair challenged if parents read the newsletter?** HoS explained about the newsletter and website.

Action: Add assessment of parents' views to Spring 2 agenda. Clerk

12. Governor Portfolio and Responsibilities

After discussion, the following was agreed:

C. Green – Literacy, PPG and Assessment
L. Osborne – Pre-School, Foundation and KS1
G. Lancaster – KS2, Maths and PE
P. Jones – SEN, ARB, HAP and Pastoral
K. Moore – Attendance and Data
D. Saunders – Provision of Teaching and Learning
T. Folland – Safeguarding

PJ, CG and LO are all available as Whistleblowing Governor – HoS will approach staff and ask them who they would prefer as Whistleblowing Governor.

Action: Confirm appointment of Whistleblowing Governor. HoS

13. Review Staff Directed Hours

No significant changes and has been reviewed with staff. No queries or challenges. The non-negotiables were shared with the staff at the beginning of term and no issues to

report. **Chair challenged if new staff are covered during induction?** HoS confirmed yes as is Health and Safety.

14. SEND

SEND local offer is on the website, nothing significant has changed and record of need has been updated. Extra funding has been granted for psychologist visit. Governors approved the SEND offer.

Action: Invite Debbie Bartlett to Autumn 2 to update Governors on SEND and overlap between SEND and PPG. HoS

15. PPG

PPG provision is on the website. The PPG provision map is being aligned with the budget next week with the central team. Governors approved the PPG provision. CG reiterated that PPG provision at KS2 needs to be monitored. **LO challenged what 'Reading Wise' is** and HoS explained that it is an interactive reading programme on the website for specific intervention groups. She explained where reading marks were lost on the SATs and what is being done to improve provision across the school. This includes the purchase of 10 new ipads to support interventions.

16. Review Discipline and School Behaviour

The pastoral team roles are the same. Provision is in place for Yr 5 and some individuals in KS2. There have been two incidents that have resulted in short fixed exclusions. On the whole, most issues are at KS2 level.

17. Pre-School

Pre-school report has been issued. Numbers are secure and staff numbers have been increased. Pre-school will open at 9 and close at 3, lunch included. **LO challenged about staff breaks if they have to supervise lunch?** HoS confirmed that staff are rotated. Staffing, 30hrs, ratios and contacts have all been addressed. Over the holidays, pre-school was decorated. Fencing and mud kitchen has been done, and other work is on-going. Reserves have been used for this. **LO challenged if the ramp has been addressed?** HoS confirmed yes. Provision of snacks and outdoor times have been tweaked, and SEN support is on-going. **Chair challenged whether KM had anything to add due to her link with pre-school?** KM confirmed that the transition went well and links with pre-school are very good.

18. Skills and Training

Skills audits from the new Governors were handed in. The Clerk will add to the matrix and seek out suitable courses to match the Governors responsibilities as well as basic Governor courses for the new Governors/Chair.

19. Review of Policies

- a. Accessibility Plan – approved.
- b. Equality Objectives – approved.
- c. Discipline and Behaviour – approved.
- d. Admissions Consultation – approved and will be circulated.
- e. SEND – approved.
- f. Reward Policy – new policy – approved.

- g. Responding to Feedback Policy – **LO commented that this policy is very good but she challenged how Governors can see evidence that this is being done?** HoS explained that looking in the children's books will show this. **LO challenged where the children find out the literacy code?** HoS explained how this works. **CG challenged KM on how this happens in Yr F** and KM explained. **LO challenged how this feedback policy is reinforced among the teachers?** HoS confirmed that this is monitored, and KM and Chair discussed how the staff have been involved in the policy formulation so that they are on board. Governors approved this policy.
- h. Teaching and Learning Policy – reviewed and approved.
- i. Curriculum Policy – new policy – approved.

20. Any Other Business

HoS briefed Governors on Twinkle Staff Well-Being Award – a well-being award that the school can work towards. Claire Paul and HoS have been through the criteria, evaluated where the school is and developed an action plan for the way forward. DS talked through some of the criteria and provision – furniture, toilet facilities, staff room sink area, provision of snacks, and improving communication. The outcomes of each criteria will be sent to the panel to decide if the school earns the award.

HoS talked through the PE and Sport Premium Grant expenditure highlighting additional funds from 'sugar tax', after school clubs, new initiatives, boom box for wake and shake, and a proposal for a climbing wall.

LO challenged about use of mini buses. HoS stated that the MAT is seeking volunteer mini bus drivers, use of mini buses for more activities and using other school's mini buses to minimise use of coaches. **LO challenged why the mini buses can't be used more for swimming?** HoS explained the provision and that staff spend time working through the best options, but SSCA does not have exclusive use of the mini buses.

The Clerk reminded Governors about making a record of their visits and handing to HoS or the Clerk for filing on the portal so that there is evidence of their hard work and time they have given to this role.

21. DONM

Date of Autumn 2 meeting confirmed as 7th December 2017 at 12.45pm at SSCA.

Toni JH Martin (ADMAT Clerk/LGAB)

Distribution List:

C. Green – Co-opted Governor/Chair
 L. Osborne - Parent Governor
 G. Lancaster – Parent Governor
 P. Jones - Co-opted Governor
 T. Folland – Community Governor
 K. Moore – Staff Governor
 D. Saunders – SSCA Head of School

H. Bishop – Pre-School Manager

B. Jennings – ADMAT Board of Directors Chair

W. Hermon – Executive Head/CEO