



21/11/19

Minutes

St Stephens Community Academy; Local Governing Board; Autumn 2019
Thursday 21st November 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, Ann Nicholson, Sue Tierney, Kathy Walsh, Terry Cawsey, Maura Furber

Apologies: Peter Jones

In Attendance: Governance Officer

The Chair welcomed everyone and noted apologies from PJ. She welcomed Terry Cawsey and the governors unanimously agreed to co-opt him on to the Board.

2. Declarations of Interest/Pecuniary Interests Relevant to this Agenda

All annual declarations submitted, none declared for this agenda.

3. Elect/Re-elect Chair & Vice Chair

AN was nominated and volunteered to continue as Chair. All governors agreed.

PJ was nominated to continue as Vice; however, due to absence, it will need to be confirmed at next meeting if PJ is willing to continue.

Action: Confirm PJ as Vice (TM)

4. Annual Paperwork & Admin

All governors confirmed that they have seen code of conduct and agree to abide by it, and all have seen KCSiE, the amendments to it and are aware of what is required.

5. Confirm Minutes of previous meeting (20th June 2019) and Matters Arising

- On future data information for governors – highlight the schools strengths & weaknesses (MF). *Complete in the SEF and overview.*
- Self review of LGB impact at Autumn working party (All). *Completed as part of annual governance statement. This will be looked at again in spring term following the results of the parent survey.*

LGB agreed minutes are an accurate reflection of the meeting and the Chair signed a copy.

6. Confidential Agenda Items

Staffing matters were discussed and recorded at confidential minutes.

7. HoS Report

a. Top 3 Risks

Top 3 risks confirmed as (1) falling below DfE expectations, (2) failure to provide a broad, balanced curriculum and (3) failure to support mental and health needs of children and families (this ties in with the school SEF)

b. Data

MF referred to the report from the MAT Improvement Officer; there was an understanding of the factors affecting the data and when de-aggregated, the data is in line with or above national KS1 apart from reading. Also even for children that don't make expected attainment, they are making progress which is very important given the circumstances. The school is in line with or above national average for KS1 although this will be monitored, and there are a lot of positives with the teaching & learning provision in the school.

c. Improvement & Priorities for next Plan

Priorities will be or remain as (1) Accelerated reader needs to be further embedded. Staff are being training in Read Write Inc. **LO challenged why phonics is included in this when it is considered a strength at the school?** MF noted that it is focussed on early reading. (2) attainment and progress in spelling – although writing improved last year, the spelling now needs some focus. (3) Support to vulnerable children with TIS. AN noted that during a visit she observed the one-on-one support given to some children and it was very impressive. **LO challenged how the children required for this are correctly identified** and MF explained and noted the training that staff have had in mental health well-being. (4) Disadvantaged and SEND children attainment, progress and development – the school is always looking for ways to improve their learning and development.

d. Curriculum Update

MF noted the report from the MAT Improvement Officer; it is very positive in terms of what has been achieved thus far in the curriculum quality, teachers taking decisive action to ensure a well rounded curriculum, leaders ensuring that staff are receiving training, middle leaders speak passionately about their subjects, and all of this being achieved with a firm eye on staff well-being. It is a good start and now the learning threads need to be embedded. Staff morale is good, they are working hard and the schemes of learning are very tailored for SSFA. **LO challenged how each teacher has planned each part of the curriculum and if the curriculum leaders have had time to help every teacher prepare for their subject delivery?** MF explained how they have achieved this and that the curriculum leaders have produced the scheme of learning for each area, and noted how subjects are revisiting year on year to embed previous knowledge and build on it.

e. Attendance

Currently standing at 96.4% which is above national average and good for this time of year. Governors discussed unauthorised holidays.

f. Discipline/Behaviour/Exclusions

Discipline is now more consistent and behaviour has also improved. There are a few concerns that were discussed with the governors.

LO challenged how the children are made aware and reminded of the school vision? MF noted that this was discussed with the children initially and then it is discussed in regularly with children including in assemblies.

LO challenged why the calendar on the website is not up to date? MF will address this.

Governors noted the only action on the previous Ofsted report; **Develop pupils' independent learning skills by providing as many opportunities as is possible for them to think and learn for themselves in lessons.** This has been addressed; (1) Impact evidenced in SEF and through enrichment activities and learning in meaningful context, Learning Behaviours', Learning Walls and manipulatives, vocabulary acquisition work, shared language of learning across school as identified in Visible Learning and staff support used to better effect to support independence; and (2) Visible Learning: A successful application to become a Level 2 Visible Learning plus Partner School. "The case study that you have submitted, capturing your journey, was of high quality and provided a deep insight into how you have moved from evidence to impact."

LO challenged how visible learning is used with the current curriculum. MF noted that most of it is automatically embedded in the classroom anyway, and also noted that the school has been presented with a Visible learning partnership award.

Governors were briefed on staff survey results and discussed staff welfare.

8. **Safeguarding/SCR/KCSiE**

Governors aware of KCSiE and the latest safeguarding policy. On-line safeguarding training has been provided to governors and they should aim to complete by end of this term or early spring term. AN has checked the SCR with the Child Protection Officer; new template is now being used and access to the SCR is restricted. **LO challenged how often staff DBS checks are done and if there are staff that haven't had a DBS check for quite some time especially if they are long serving at the school?** MF will investigate this with the Child Protection Officer and confirm what action needs to be taken. *Afternote: Child Protection Officer has confirmed that it is not necessary to renew.*

9. **Admissions**

Admissions policy approved.

10. **Working Group**

Present at Autumn working group; AN, LO & MF. Key discussions at working group; admissions, top 3 risks, TIS, capability curriculum, visit plan, SEF, draft improvement plan and some policies were reviewed.

Action from working group; redefine governor roles to include TC. This was discussed and agreed as:

Safeguarding – AN

Strategy – PJ/KW

Stakeholders – LO/KW

Data/improvement – AN

Information – LO

PPG/PE – ST

SEND – PJ

Curriculum – (KW, AN, ST)

TC will shadow governors for remainder of Autumn and spring term before taking a lead.

Next working group must include website compliance, on-line safety & data protection/GDPR and will also discuss an update on data following the next data drop. Attendance will be AN, LO & TC (Mon 27th Jan 2020 at 1.30pm)

11. Visit Feedback

- Governors met with MF on 2 Oct 19 to discuss curriculum and Ofsted questions.
- Curriculum visit 6th Nov 19 (LO/AN) – separate reports
- TIS visit (AN) – separate report
- Data (AN) – separate report
- SCR check (AN) – separate report
- PPG visit (ST) – reviewed previous and new PPG plans, and assessed impact with MF
- SEND visit (PJ) – met with Debbie Bartlett and MF
- Meeting with CEO (AN) – separate report
- School Effectiveness training (MF)
- Ofsted framework training 18 Sep 19 (MF, AN, LO, TC)
- Governors attended parents meetings to serve coffee and chat to parents

Visits for next term agreed as:

- Curriculum (LO/AN) – Thurs 27th Feb 2020
- Curriculum, specifically reading (ST)
- Shadow visits with other governors (TC)
- Governor training (TC and possibly ST)

12. Policy Approval

Statutory policies for approval:

- a. **Admissions** - approved
- b. **Accessibility Plan** - approved
- c. **Behaviour** - approved
- d. **First Aid** - approved
- e. **SEND** (& SEN info report) - approved
- f. **Children with health needs who cannot attend school (Access to Education)** - approved
- g. **Supporting Pupils with Medical Conditions** - approved

Others for consultation with governors:

- ARB Local Offer - approved

13. AOB

The Chair noted that MF has completed her Headteacher qualification and her work is now being used as an example for others to use. The governors congratulated her on an outstanding achievement.

14. DONM

Date of Spring term full Board meeting is Thursday 12th March 2020 at 12.45pm at SSCA.

Provisional date for the summer meeting is Thursday 25th June 2020.

Meeting closed at 3pm

TJH Martin
ADMAT Governance Officer

Distribution List:

A. Nicholson – Co-opted Governor (Chair) L. Osborne – Parent Governor P. Jones – Co-opted Governor (Vice) K. Walsh – Staff Governor	S. Tierney – Co-opted Governor T. Cawsey – Co-opted Governor M. Furber – Head Teacher W. Hermon – Executive Head/CEO G. Barriball – Chair of the Board
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