



12/03/2020

Minutes

St Stephens Community Academy; Local Governing Board; Spring 2020
Thursday 12th March 2020 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: Ann Nicholson (Chair), Peter Jones (Vice), Laura Osborne, Sue Tierney, Kathy Walsh, Joan Heaton, Maura Furber (Head Teacher)

Apologies: Terry Cawsey

In Attendance: Governance Officer, Graeme Barriball (Chair of Trust Board)

The Chair welcomed Joan Heaton, a new governor and Graeme Barriball, the Chair of the Trust Board, and thanked governors for attending.

Joan Heaton introduced herself and explained that she is Chair of St Stephens Parish Council, a Town Councillor and Chair of Patient Participation Group at Launceston Medical Centre. The governors agreed that Joan clearly brings a range of skills and agreed to co-opt her on to the board.

Kathy Walsh has attended a science meeting in Exeter and will be slightly late to the meeting.

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

None declared to relevant to this agenda. AN noted a change to her annual declaration and this will be noted on the register.

3. **Confirm Minutes of LGB Autumn Meeting (21st Nov 2020) and Matters Arising**

PJ is willing to continue as Vice Chair. No other actions, including in the confidential minutes.

Decision made to accept minutes as true and accurate record of meeting and the Chair signed a copy.

4. **Confidential Agenda Items**

None.

5. **HoS Reports**

MF issued a new homework policy and explained the Head's report format, and the exceptions reports.

MF was challenged on the following:

With regard to the forecast for the EYFS, why are the FSM predictions so low? MF confirmed interventions are in place and the predictions will now be on track.

With regard to Yr 2 forecast, why are the reading and writing predictions so low? These are improving due to the read, write, inc provision. MF also noted the breakdown of this cohort, including SEND.

With regard to Yr 6 forecast, why are reading and maths predictions so much lower than writing and EPGS? MF confirmed the breakdown and the targeted interventions that are in place.

With regard to phonics provision; are all groups getting equal provision? MF noted the provision that is in place and that Neil Swait has commended it to other schools. **ST challenged the timing of some of these lessons and that some children seem to be missing 15 mins of their provision** and MF agreed to follow this up.

Are all staff trained on the phonics provision including all TAs? MF confirmed the training is in place and is on-going. **While the lead for phonics (Amy Hooper) helping others with phonics – is it impacting on her time in the classroom?** MF confirmed that it is done in her subject leader time and MF is very aware of her work life balance.

It is known that children are enjoying the accelerated reading scheme but is there evidence that more able children are choosing books that are challenging them? MF confirmed that each child is tracked and their growth chart is followed to ensure that the children are choosing books that aid their development, but they are also allowed to choose other books to read for pleasure in addition. A governor noted that with the accelerated reader programme, books don't always seem challenging to read but it is about understanding the text and not just reading them.

The governors briefly discussed picture news (online news items based on British Values with pertinent questions for children to discuss). The PTFA have paid for this previously and LO will confirm if they will continue to pay for this provision as it is deemed very useful.

A governor challenged whether the children need any preparation for the pupil survey and whether the headings are appropriate or easy to understand for the children? Another governor challenged whether they should be filling in the survey in front of their class teacher? MF will look at the headings, and the process for gathering pupil surveys and address these concerns.

MF was challenged on the parent survey feedback on bullying and MF explained the results, with a majority not having any experience of bullying.

MF was challenged on what the forecast attainment is looking like at present. MF confirmed that KS1 is looking lower than last year but explained the circumstances with the current cohort. KS2 is looking to be level with national average at present with some work required with some of the children. However, the maths base knowledge is lower so more work needs to be done to get up to national average in maths.

The governors discussed the breakfast club and the funding to keep this valuable provision going. JH offered to assist with funding application to the town council.

6. **Safeguarding**

MF noted the annual safeguarding audit and this will be signed off by the Chair. There were no issues raised and the following have been highlighted as areas to work on:

- New SMSC curriculum has to be in place by Sep 2020 (Cornwall scheme will be adopted)
- Deliver training for governors and LSAs around British values.
- Governors and staff on line safeguarding training by Jul 2020.
- TIS training updates.

SCR checked by the Chair and no issues.

A governor queried the mental health support provision for the children. MF noted a previous provision that proved useful but comes at a cost and also how the 'words from your heart' books work.

A governor questioned the difference between a 'child in need' and a 'child protection'. KW confirmed that a child in need involves a social worker being involved with supporting the child and child protection measures are escalated support when the child's safety is at risk. The governors discussed the time consuming work involved in the care of these children.

7. **Vision & Ethos**

Vision and ethos was looked at with the new curriculum last September and it is still current. MF confirmed that it is up round the school and talked about in assembly.

8. **EYFS Framework**

MF noted the future changes to the KS1 SATs and how a child will be tracked from the start of school through to Year 6. There is also an emphasis on early reading, conversation and communicating. The governors discussed the need for parents to ensure that the children develop their communication at home as it cannot all be achieved at school.

9. **Pre-School Compliance & Update**

Pre-school is compliant, staffing ratios are correct and staff training levels are correct. All staff have paediatric 1st aid.

10. **School Sessions/Timings and Term Dates**

All compliant, agreed and published.

11. **Working Group Feedback**

Working group complete on 27th Jan 2020 with AN, LO & TC. Website compliance, on-line safety, data protection and Data were discussed.

The subject of the next working group (PPG & PE impact) will be covered by ST during a visit.

12. **Visits**

- Curriculum (**AN/LO**) – reading, writing, and the read, write, inc provision and curriculum (separate report). The governors thanked Amy Hooper for all her hard work on reading, writing and phonics.
- PPG and PE Provision (ST) – see separate report.
- Chair's meeting with CEO (AN) – see separate report.

Visits for next term:

- JH – introductory visit, familiarisation with school SEF and improvement plan with MF

- Governor Ofsted Prep and SEF update – Wed 15th April at 1.30pm (all governors if available)
- Curriculum visit summer term (LO/AN)
- PE and PPG Impact (ST)

13. Training

TM explained the plan basic and specific training that is currently planned. She also highlighted the safeguarding training packages that governors are asked to complete.

14. Any Other Business

The Chair noted that it is the governors' responsibility to ensure that the Head Teacher has a work life balance and that her welfare is monitored. The governors gave feedback and MF explained the reasons for long working hours which were understood but the governors did ask her to ensure that she does leave some time in the week for herself, and to take a lunch break. The Chair has arranged to take MF to lunch.

A governor challenged what is in place in case of closure due to corona virus. MF explained the contingency planning that is currently underway incase the government decides to close schools.

LO's term is due to end on 26th May 2020. She notified the governors of her intention to step down but is content to stay until the end of the academic year. LO was thanked for her hard work and support as a governor and also for her work on the PTFA.

PJ term is due to end on 30th June 2020. At this point, PJ confirmed he is willing to continue but is very unlikely to complete another full term.

It was noted that there are vacancies for 2 parent governors and this will be advertised in the parents newsletter.

TM explained to the governors the use of SharePoint.

MF is applying for a "Action for All" grant of £10K to pay for a sheltered area at KS1 and a sail shelter in KS2 playground. Governors approved.

15. DONM

Date for Summer term full Board confirmed as Thursday 25th June 2020 at 12.45pm at SSCA.

Meeting closed at 2.50pm

TJH Martin
ADMAT Governance Officer

Distribution List:

A. Nicholson – Co-opted Governor (Chair)	J. Heaton – Co-opted Governor
L. Osborne – Parent Governor	M. Furber – Head Teacher
P. Jones – Co-opted Governor (Vice)	
K. Walsh – Staff Governor	W. Hermon – Executive Head/CEO

S. Tierney – Co-opted Governor T. Cawsey – Co-opted Governor	G. Barriball – Chair of the Board
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