

City of Norwich School – An Ormiston Academy
Local Governing Body

Date: Monday 10th December 2018
Location: City of Norwich School

Time: 17:00

Attendees:

Gwayne Webb
Headteacher – Jo Philpott
Governor – David Richardson
Governor – Usha Sundaram
Governor – Toni Bentley
Governor – Frances Anderson
Governor – Mark Bloomfield
Governor – James Montgomery
Governor – Ruari MacGibbon
Deputy Headteacher – Matt Sprake

Apologies:

Governor – Alan du Rieu

Clerk: Emma Grafton

	Item	Action
I.	Welcome and Introductions	
I.1	<p>GW welcomed everyone to the meeting and introduced himself as the Regional Director for OAT East. GW explained that he would be chairing the meeting due to their currently being no Chair or Vice Chair of Governors at CNS.</p> <p>The governors introduced themselves.</p> <p>GW outlined the support that OAT offers to CNS. He also gave details of his role within OAT and that he oversees the 15 Academies in the East. [REDACTED]</p> <p>GW talked about the accountability structure for academies working down from the DfE through OAT to academy level.</p> <p>GW has responsibility to accurately report to OAT about the academies in the East.</p> <p>GW outlined that for the next 2 terms CNS will have no declared chair or vice chair for the governors. He reassured the governing body that CNS is not academy in crisis and therefore that CNS does have time to make sure that the right people are found to fill both the chair and vice-chair roles within the governing body. As new governors are still being recruited a training and skills audits can happen later this year and at the start next academic year.</p>	
I.2	<p>GW advised that as CB had now left the governing body that her details be removed from the website. EEG is to remain as contact for governors. DR has kindly agreed to chair the LGB for last 2 meetings of academic year. GW explained that this had been agreed by the CEO of OAT. [REDACTED]</p>	EG to ensure website is updated
I.3	EJP gave an update on PF in that he remains very poorly. Thanks have been given to PF	GW/EJP

	from CNS and OAT and EJP will be making a visit to him over Christmas. CB had decided to take step back from role as vice chair and governor due to personal reasons. EJP asked that a letter of thanks from OAT and CNS be sent to CB.	
2.	Apologies for absence – to note	
2.1	AdR has sent his apologies for the meeting	
3.	Declarations of interest and confidential business – to note	
3.1	None	
4.	Review and sign off minutes from previous meeting on 15th October 2018	
4.1	Item 8 – GW clarified about an OAT representative being required on the governing body. He explained that this cannot be removed from the ToR without ministerial approval. OAT Trustees have agreed that there does not need to be an OAT representative on governing bodies.	
4.2	Item 14 – GW explained that [REDACTED] had not been an official part of the governance of CNS, but had been the link between OAT and CNS, this role was now his.	
4.3	Item 14 – EEG had not sent out the NOA newsletter, this would be rectified with the latest version being sent out this week.	EEG
4.4	The Governing Body agreed the content of the minutes from the previous LGB meeting on 15 th October 2018. GW will sign off the document for filing.	
5.	Review and sign off action log from previous meeting on 15th October 2018	
5.1	<p>The Governing Body reviewed the action log from the LGB meeting on 9 July 2018 and commented on the status of each action;</p> <p>The Governing Body agreed that actions are all completed and can be removed from the action log.</p> <p>GW will sign off the document for filing.</p>	
6.	Chair's Action	
	None.	
7.	Student Story	
7.1	EJP explained that this item had been removed from the meeting to all GW to be able to speak to the governors. GW asked what format the student story took at meetings. It was explained by EJP that a student would be invited to the meeting to talk to governors about their experiences of CNS in relation to a particular area of the school. This gives governors the opportunity to see how aspects of the school directly impact on students. A parent of the student also usually attends the meeting and so governors are also able to get a parent view at the same time.	
8.	Sub Committee updates.	
8.1	<ul style="list-style-type: none"> Finance and General Purpose <p>EJP gave an update on this committee. She explained that CH (Business Manager) produced the majority of the papers for the meeting. Papers included details of capital spend, building, H&S (a H&S sub-committee takes some of the work, this committee includes a governor and reduces the amount of policies that then need to go to the main committee). The dip in 6th Form numbers was one issue that was identified at this committee and is something that the SLT are working on. One item that was omitted in error was the Risk Register. This will be tabled at the next F&GP meeting. The annual budget for approval is only item that routinely gets presented to the LGB in the summer</p>	

	term. DR will become the chair for the remaining 2 meetings of the year, he is due to meet with CH prior to Christmas to discuss the budget	
8.2	<ul style="list-style-type: none"> Teaching and Learning <p>DR chairs this committee an updated that the meeting focused KS4 and KS5 results. These are examined closely and areas for congratulation and areas for improvement are identified. The priorities for the next 12 months were also. MJS talked about that data reporting had been developed into a preferred format for governors. GW asked if the committee looked at pay and performance management of teachers. DR said that this was looked at during the Pay Panel and to some extent when governors carried out their learning walks and meetings with faculty heads.</p>	
8.3	<ul style="list-style-type: none"> Co-Curriculum <p>This committee was cancelled as it was not quorate. Papers were produced for the meeting and items would be carried forward to the next meeting if required.</p>	
8.4	<ul style="list-style-type: none"> Steering Group <p>EJP explained that this was a small committee led by the Chair of Governors and one or 2 other governors. The decision had been made to suspend this meeting for the current academic year.</p>	
8.5	<ul style="list-style-type: none"> Strategic Progress Board <p>GW is the chair of this board and explained that it is an OAT mandatory board, chaired by Regional Director. The board the targets set by OAT in September to check that progress is being made towards these targets. OAT are then able to provide support to CNS if needed. GW explained that there has been a reformat of SPB this year and this was discussed at meeting. GW has also added an additional meeting for this board which is taking place on 14 Jan 19. GW said that the papers for the SPB should go to all governors and should include the OAT targets for CNS. EEG is to ensure that the papers are sent to all governors.</p>	EEG
8.6	<ul style="list-style-type: none"> Pay Panel <p>DR chaired this meeting that took place on 27 Nov 18. The role of the panel is to look at decisions that the school has made with regard to pay and progression of staff on different pay scales. Pen portraits for staff are provided to support pay progression within the different teaching scales. The panel interrogated the data and recommended that pay increments were ratified. GW questioned as to why there were 2 appraisal that had not been completed. EJP explained that these 2 appraisals did not relate to pay progression, and the pay panel had stipulated that the appraisals must be completed by the end of this term.</p> <p>The Appraisal and Performance Management paper (on p33 of the meeting papers) was discussed. It was questioned with regard to teacher judgment as what Grade 3 (requires support) means. It was explained that this did not mean that the teacher requires classroom support, but that they may require support to develop other skills that will enhance their performance.</p> <p>TB asked what process was followed for the Headteacher's appraisal. GW as the Regional Director and the Chair of Governors are both involved in the Headteacher's appraisal. In the absence of a Chair of Governors, a governor would still be involved in this process.</p>	
8.7	<ul style="list-style-type: none"> Welfare <p>The first meeting of the welfare committee had taken place prior to the LGB. The meeting included a presentation by MAP who are in year 4 of 5 year project within CNS. The presentation included impact reports and an overview of the work that they do. MAP are currently exploring other funding streams to be able to continue their service</p>	

	<p>beyond the 5 year point. DfE have shown interest in their work which they also do at City Academy and Notradame.</p> <p>The MAP workers then went on to discuss the C-Card (contraceptive advice). The current program for the C-Card is for those aged 16 years and above. MAP have proposed that C-Card age bracket be extended to 13+ (only when it is identified by MAP or pastoral staff that they may be a need for someone in this younger age range to have access to contraceptive advice). MAP's reason for suggesting this is as a result of the work that they have been doing with CNS.</p> <p>EJP explained that she had agreed that it would be an item for governors to discuss. GW asked if there was any evidence that its good practice. EJP explained that MAP had provided good evidence. GW thinks the best course of action would be for governors to have the information provided by MAP on this subject and for them to give their opinions at next meeting. EJP explained that there is no rush for decision as once a decision such as this is made that there can be no going back. DR asked if MAP had good knowledge of students under age of 16. US explained that MAP's presentation had been very pragmatic and that CNS could be a leading school for this type of project. DR asked about parental involvement. It agreed that parental views should be taken into consideration. FA further explained that this would not be 'advertised' service, but may be relevant to some students in the course of discussions that they were having with either MAP or pastoral staff in CNS. It was agreed that the topic would be discussed at the next LGB, and the MAP papers would be included in the minutes of this meeting.</p> <p>EJP explained that the welfare committee also covered safeguarding and that the OAT safeguarding compliance inspection report would be discussed at the next welfare meeting.</p>	EEG
9.	Vision for CNS (long term five years) - update	
9.1	<p>EJP explained that she, MJS and the Chair of Governors meet and discuss the vision that is there guide the school in all that it does. It is then shared with staff and guides the direction of travel that the school takes.</p> <p>The bullet points on p 13 of the meeting papers are there to give information on what CNS is doing to meet the vision.</p> <p>JM asked for some acronyms to be explained; NTTC – Norfolk Teacher Training Centre (City College). ITT – Initial Teacher Training.</p> <p>SLE – Specialist Leader in Education – these individuals go to other schools and advise in areas of curriculum</p> <p>SSIF – Specialist Schools Intervention Fund.</p> <p>FA explained that there was a KS3 development group that is looking at wider curriculum development across OAT and was being led by led by Amelia Walker from OAT.</p> <p>MJS commented that value added score with the 6th Form is pleasing. 13 students have secured Oxbridge/Medicine interviews. CNS had also made The Times top 20 schools in the East, and was the only non-selective school in Norfolk to make this list. Work is ongoing building relationships with Broadland Academy, and Venture Academy and also with Flegg Academy to ensure that CNS 6th Form was offered to their KS4 students.</p> <p>GW expressed how important it was to build these links and that OAT may be able to help with some of the logistical issues of getting students to CNS for 6th Form from outlying areas. MJS also said that technical qualifications are being added to curriculum and included fashion and textiles and health and social Care. Both will be advertised for next year.</p> <p>EJP explained that the partnership with the Guildhall School of Music was going well. Meetings with Theatre Royal Norwich had taken place and there are now partnerships between CNS and Theatre Royal, CNS and Guildhall and Theatre Royal and Guildhall. Disadvantaged student continue to be a high priority and current data suggests that good progress is being made with these students.</p>	

10.	Headteacher's Report	
10.1	GW had no questions on this report and there were no questions from anyone else in the meeting	
11.	CNS Focus Areas 2018-2019	
	EJP explained that this paper looks at where areas of strength and underperformance are. The themes bind together areas that benefit the whole of CNS. The overall aim is to ensure that all staff are involved in improving performance. TB asked what the definition of Pupil Premium was. It was clarified that this was any student in receipt of PP.	
12.	RAP – to review and question	
	MJS talked through the paper on p19. Within each area the Headteacher and Deputy Headteacher will make a judgment of where school is, this is then summarized on front page. CNS is on cusp of being good/outstanding in many areas. It was asked what will move CNS from being good to outstanding. MJS explained that the performance of key groups of students is important as these will have the greatest impact on the overall performance of CNS. DR asked within leadership and management was raising awareness of goals with middle leaders a key driver. MJS said yes, coordinating to make sure all staff are working to the same goals. MJS went on to explain that there is an increasing focus on curriculum development within CNS as it is known that this is an increasing focus for Ofsted. GW asked if the self-evaluation tool was helpful. MJS said that it has taken a year to get to grips with the tool and that, A/Heads find it work intensive. MJS has worked with the tool to try to reduce the workload for A/Heads. GW would be happy to discuss further if the tool is useful for CNS and if CNS wish to continue to use it. FA asked how statements relate to the grade given. It was clarified that the grade comes from statements selected.	
13.	Receive Safeguarding Report from DSL and SG Governor	
13.1	EJP explained that there was no report due to lack of a link governor. CNS received a compliance audit last week from OAT which was very thorough and some areas in need of improvement had been identified. Overall the judgment was that children are safe at CNS.	
14.	Discuss and question Pupil Premium Data and ensure Pupil Premium Report is on website	
14.1	EJP explained that documents relating to this area are published on the CNS website. KN is the member of SLT who monitors spend. Historically schools receive money to progress students that may have under achieved at SATs at KS2. It is now used for students who are below age expectation in key subjects. Most of the funding at CNS is spent on 6 th Form tutors for KS3 students. 6th formers very keen to carry out role, and it's very successful. GW asked if there is child by child tracker to monitor progress. EJP said at present there was not. GW asked if Ofsted had asked this question during their last inspection, EJP confirmed that Ofsted had not asked for a child by child tracker. JM asked if GW was suggesting that CNS should have a child by child tracker. GW explained that academies have been asked in the past, and it may be worth starting to track the progress of individual students. GW suggestion is that KN starts to create a tracker as this may be a question that is asked of governors by Ofsted and it would be useful for governors to have detailed oversight of the PP spend in this area. US asked is data not already there. GW said the data combined with case studies could provide the most effective evidence for Ofsted DR though it would be a good idea to keep case study of a few pupils on how money has been spent on individual students.	

	US also commented that this would give a cost benefit analysis, track how much impact has been gained for the money.	
15	Receive annual report on performance management of teaching staff	
15.1	There were no further questions around this paper as it had been discussed at point 8.6	
16	Policies for review	
16.1	<ul style="list-style-type: none"> Admissions Policy 2020 <p>No changes to 2019 policy. A typing error was identified in para. 2.1 FA asked if 'Help you Choose' was the only way of applying for 6th Form. MJS clarified that students can use other ways of applying. The policy was ratified by the LGB</p>	EEG
16.2	<ul style="list-style-type: none"> OAT Pay Policy <p>Not available for this meeting as it was still being considered by unions. GW clarified that policies could be considered outside of meetings by the LGB by disseminating the policy electronically and inviting comments by a set date.</p>	
16.3	<ul style="list-style-type: none"> Personal Electronic Devices <p>EJP explained that the policy had been amended to include a not seen or heard policy for mobile devices and that it had been immensely successful with a decline in confiscation numbers week on week. JM commented that he had not heard any adverse commentary from parents with regard to this policy The policy was ratified by the LGB</p>	EEG
16.4	GW advised that the Adverse Weather Policy did not need to be ratified by the LGB. EEG advised that she would send out the OAT H&S policy by email for comment and approval by governors.	
17.	Link Governors	
17.1	There was a discussion about the vacancies that exist for Link Governors for main responsibilities and curriculum areas and the need to fill these roles.	
17.2	Pupil Premium Link – GW agreed to provide an interim link for this area and will liaise with the EJP and KN.	
17.3	Safeguarding Link – US volunteered for this role and was seconded by DR.	
17.4	SEND Link, no link governor at present. EJP, MJS and GW meeting to arrange a meeting with SEND (NJ) to establish a common understanding around SEND.	EJP MJS GW
17.5	Looked After Children Link – as CNS does not currently have any looked after children this would be left vacant and reviewed at each LGB	EEG
17.6	DR agreed to continue with being the link governor for Maths and Science for this academic year. He would be joined by US on the Learning Walk for Humanities and Science (US not currently linked to a curriculum area). RM agreed to become the link governor for English and MFL. EEG to put RM in contact with EJP.	EEG
17.7	EEG asked all governors to consider undertaking the online Exclusion Panel training to ensure that CNS has a pool of governors to be able to call on when needed. All governors to undertake online training.	All
18.	Agenda items for next meeting	
18.1	C- Card Looked After Children link governor	



19.	Recommendations for OAT	
	There were no recommendations for OAT.	
20.	Next meeting Monday 18 th March 2019 at 17:00	