

Local Governing Body: Minutes

Local Governing Body Meeting	
Date/Time:	Tuesday 5th July 2016, 5.30pm
Present:	Dominic Norrish (DN), Steve Mutton (SM), Anthony Burrows (AB), Wendy Ryan (WR), Eszter Boros (EB), Andy Blake (BL), Andy Sawford (AS), Rachel Gladstone Brown (RGB), Paul Clarke (PC), Hayley McDonald (HM), Dino Di Salvo (DD), Sean Cowley (SC)
Apologies:	Luella Manssen, Sue Jones
Also In Attendance:	Phil Henton, Steve Fraher, Amberley McKeen, Richard Shaw, John Townell, Jared Thres, Wendy Millsop (Clerk), Angela O'Neill

Summary of Action	
Action	By Who
1. New member required for safeguarding committee.	All
2. Uniform survey – late September.	DD
3. Curriculum risks to be amended.	AB
4. Security system discussion – next Finance meeting	WM
5. Final Ofsted document to be circulated.	DD/WM
6. Primary subcommittee to be formed and meeting arranged.	WM
7. Staff handbook to be circulated to LGB in September.	DD/WM
8. PAN discussion – next Full LGB. PH to prepare documents.	WM/PH
9. All LGB to have access to Team Site.	WM
10. Inductions arranged for new Governors.	WM/PH
11. H&S risks to be identified for risk register.	PC
12. Full LGB to be added to risk register.	DN
13. Risk register to consider media training/support.	DN
14. H&S meeting to be arranged for early September.	PC/WM
15. Proposed new Chair information to be sent to Trustees for approval.	DN
16. Visit form to be set up on team site.	WM
17. 11 th October date to be agreed by LGB.	WM/ALL

Item	Topic and Notes	Action	Deadline
1.	Apologies and verbal declaration of interest: No verbal declarations of interest. Emailed declaration of interest for AS in relation to Early Excellence.		
2.	Minutes of the last meeting held on 17th May 2016: Minutes approved.		
3.	Matters Arising <ul style="list-style-type: none"> Safeguarding committee – new member still required. Uniform survey will be completed in late September. Strategic planning actions have happened. Curriculum risks to be amended. Recruitment update completed. 	ALL DD AB	Oct LGB Oct LGB Oct Curric

	<ul style="list-style-type: none"> Dates for next year agreed. <p>DN thanked SJ for her service.</p> <p>DN – 11th July Year 6 transition evening. LGB to be available to discuss Governance. WR/PC/SM/RGB all available.</p>		cttee
4.	<p>Principal's report</p> <p>DD – late Thursday evening (30th July), 2 masked men broke into the academy. They smashed windows and doors causing a lot of damage. They used a sledge hammer to damage areas. It is believed they were looking for money. They also entered the café prep area looking for the safe. Approx. £6k worth of damage to the academy. Site team worked amazingly well to get the academy fit for students for Monday. Police unable to find fingerprints. DD believes the men may have been at the uniform sizing events as they knew where the safe was kept. DN the academy needs to look at security and if the academy is happy with them. WM to add to finance committee meeting. DN asked for thanks to be passed to TB and his team.</p> <p>HMI report – arrived at 5.30pm. DD read out sections of this – copy to follow.</p> <p>DN asked LGB to read attachments to DD report – very positive. DD – Dame Sally's report is also attached to the report – this was secondary only.</p> <p>SAT's – nationally 53% for RWM combined. 66% reading, 72% Grammar, punctuation and spelling, 70% maths and 71% for writing. KBA got 57% for SPAG, 36% for reading, 41% maths and RWM combined 25%. Progress; writing 77% students making expected progress. AO these are not the results they would have liked, however the Primary progress is improving and will continue to do so. DN at the action plan meeting it was suggested there be a Primary committee to support. DN every UL academy has lower results than last year. Last year results were 52% with a national average of 70%. SC there is a big variability of results with this being the first year of the new style papers. AO students who have passed are equivalent to level 5. AO in year 6 there has been many days of double maths and English. SC the academy needs to ensure accountability for KS2 is across the year groups (3,4 and 5). AO any students who are on 99 or 98 will be checked for mis-marking. AO reading was strength however the actual test was difficult and not accessible to the majority of student. DN Ofsted did highlight that Primary needed the support. The LGB needs to be unflinching support with Primary. Primary subcommittee of LGB to be established to oversee the implementation of the primary improvement plan. WM to circulate potential dates. SM requested July meeting if possible.</p> <p>DD main report – improvement priorities. Thursday the action plan and key priorities were presented to the LGB. These are taken from the section 5 report from December. The action plan will be shared with all staff in the academy. DD read through the milestones.</p>	<p>WM</p> <p>DD</p> <p>WM</p>	<p>Oct Finance Cttee</p> <p>July</p>

	<p>DD talked about the lesson app- this will now triangulated all areas for each member of staff, including book scrutiny. DN asked for LGB to receive a copy of the staff handbook.</p> <p>AO felt Mel Rose and her support has been invaluable. Primary staff have never received feedback from visitors – this has now changed. All staff are part of the feedback sessions. DD is sending YE/SP to Nova to look at their process with reading. AB students to need to have the motivated and want to read. AB there is a wider issue with students not having the tools to go down this route. DN clear steer from LGB is to steer students to read all genres not just ‘classics’. The concept that children are not reading the ‘correct’ thing is worrying.</p> <p>AB in the past PP has been used too generically. PP should be used to enrich the experience for these students to give them what is missing. DN/DD this was discussed in the finance meeting.</p> <p>BL – does the milestones page need dates on these. DD – when these are finalised they will show key milestones.</p> <p>DD – PAN (pupil admission numbers) of 240 – leaves the academy open to this number in all year groups. PH is meeting the LA to talk about admission numbers – it has been suggested this be reduced to 180 – there is ambiguity as the academy takes 60 of their own year 6 students. AB asked if it was possible to reduce PAN. PH you can put an application in to NCC for this but it is unlikely to happen. Year 9 is the most critical as it currently stands at 212 (this is up from 195 in September) in year admissions does cause concerns and issues.</p> <p>DN the academy is not big enough for the large capacity – PH there is room however the curriculum is not designated for this capacity. DN this needs to be a substantial item at the next full LGB – PH to prepare documents for this.</p> <p>DN attendance is more rigorously monitored and still increasing. LRTs are continuing to drop.</p> <p>DD exclusion has a more robust system in place for paperwork. 6th form – all year 11 students were interviewed. Then the 6th form team follow up to discuss options for Year 12. Current prediction for year 12 is 158 – this includes 23 external applicants.</p> <p>WR asked for an organisation chart – DD this will be in the staff handbook.</p> <p>PH explained the process of attendance and how the threshold is becoming higher next year.</p>	DD	Oct LGB
		WM & PH	Oct LGB
5.	<p>Strategic Planning: Action plan worked on last week with SLT/LGB.</p>		

	<p>AS needs access to team site. PC also needs this. WM to re-issue credentials by letter. LGB members to log in the next time they visit the Academy</p> <p>DN talked through actions to confirm RAG coding. DN will update this.</p> <p>DN would like very new Governor to be inducted by PH. WM to propose some dates in September. Child Protection training to be included, as well as learning walks, tour of site, experience a house event, lunch time, etc.</p> <p>Data to be split Primary/Secondary for the curriculum committee.</p> <p>DN to update team site with LGB plan.</p>	<p>WM</p> <p>WM/ PH</p>	<p>July</p> <p>July</p>
6.	<p>Risk register H&S to identify risks. PAN to be a whole LGB risk. Full whole LGB risk to be added to register – DN. Document should be reviewed in each appropriate subcommittee meeting. AS – risk register needs to consider media training and support in case of emergencies.</p>	<p>PC DN</p> <p>DN</p>	<p>Oct H&S Oct LGB</p> <p>Oct LGB</p>
7.	<p>Primary update SM – most areas have been covered in this meeting. EYFS and year 1 are not in a good way – there is movement in Year 1. SM feels EYFS is on meltdown. A lot of time has been spent supporting in secondary however there is an urgent need to support in Primary. There must be a stringent, supportive, consistent support for Primary from the LGB. There is a new EYFS leader arriving in September who has moved a school to outstanding. T3 report spoke about trust in the data – SM this cannot be trusted. LGB needs to challenge and support. On team site there is a folder showing all reports SM asked all LGB to read these. SM has also created a new visit for Primary only.</p> <p>DN the plan needs to be reworded to ensure it shows exactly things the LGB can do.</p> <p>DD there is now a new Leadership structure in Primary that is robust.</p>	<p>SM</p>	<p>July</p>
8.	<p>Committee reports</p> <p>a) Curriculum – no minutes as yet – to follow. Recognised good behaviour – this allows focus on good teaching leading to good learning. Difficulty understanding professional predictions and holding staff to account. Accurate data is important and HOD need to be able to predict without fear. SC/AB met early to talk at different styles of tracking assessments.</p> <p>b) Finance – approved in the black budget and 5 year capital plan.</p>		

	<p>c) Safeguarding – in team site there is a safeguarding folder that shows the report for this month. There is also a copy of the safeguarding audit carried about by Fiona Lyon (UL). 14th July PH is presenting at a UL conference. AB asked about prevent training. PH new LGB need CP and Prevent training – currently looking at an online training platform.</p> <p>d) H&S – report was circulated to the LGB. No meeting has been had since September. PC would like a meeting early September.</p>	PC/ WM	July
9.	<p>Recruitment – new Chair. Substantive Chair – applications received. DD/DN and Dame Sally considered these and made a decision. DN proposed PC as new Chair for LGB as he has experience of Vice Chair plus experience in his organisation. PC is also retiring and can offer the time this role requires. AB seconded this. DN the next stage is to put this to the trustees for approval.</p> <p>DN proposed SM to be Vice chair of LGB due to his experience, time, commitment and knowledge. PC seconded this.</p>	DN	July
10.	<p>AOB PC – Enterprise discussion – Northamptonshire Enterprise Partnership will be attending in September on the training day. They would like to present to the board. This could be done as a pre-meeting to the LGB. DN suggested this be done in the second meeting of the term. WM to email and arrange this. AS the LGB needs to be sure on the conversation the academy is having and what they are looking for from this enterprise. There is a possibility of funding.</p> <p>DN - Government will be creating a national data base of school Governors in the future.</p> <p>SM – 12th November – hosting an evening event as a Remembrance tea dance – LGB will be invited.</p> <p>DD – INSET days are 1st and 2nd September.</p> <p>WR – parent panels were introduced in the last Ignite meeting therefore this could happen. DN this needs to be about reporting as there are questions that have arisen from these.</p> <p>WR – Need to set up a visit form on the team site.</p>	WM	Oct LGB
	<p>Next Meeting. TBC (was 4th October) LGB to confirm if 11th October is suitable.</p>	All	July