Local Governing Body: Minutes

Local Governing Body Meeting		
Date/Time:	Tuesday 12 th January 2016 5.30pm	
Present:	Dominic Norrish (Interim Chair), Paul Clarke, Wendy Ryan, Steve Mutton, Rachel Gladstone-Brown, Anthony Burrows, James Bowkett	
Apologies:		
Also In Attendance:	Dino Di Salvo, Sue Jones, Luella Manssen, Sean Cowley Minutes: Wendy Millsop	

Summary of Action		
	Action	By Who
1.	LGB action plan to be amended/updated.	DN
2.	Admission numbers to be shared with LGB every full meeting.	JB/WM
3.	Recruitment process to be reviewed.	DN/JB
4.	Prospective community governors to be approached.	All
5.	LGB to consider training needs.	All
6.	Curriculum committee to widen scope and include staff issues.	AB
7.	Team Site to be created.	WM/IT department
8.	Letter to staff to be drafted.	PC

Item	Topic and Notes	Action by	Deadline
1.	Apologies/Declaration of interest		
	DN welcomed the LGB to his first meeting.		
	No apologies received; however DS will be arriving late for this meeting.		
	Amendments to the agenda:		
	Ofsted report not received so not available for discussion.		
	Budget – will not be covered in detail due to there being no Finance Committee having taken place.		
	No verbal declaration of interest		
2.	Minutes of the last meeting Approved		
3.	Matters arising DN asked if the LGB had received all of the information requested relating to the parent survey. LGB happy that this has been addressed as requested. Safeguarding committee look at this as part of their agenda.		
	DN – budget update. GW has now resigned form the LGB and subsequent sub-committees. DN will chair the Finance committee in the interim period. All LGB are welcome to attend finance meetings.		

DN will look to recruit a new member will financial experience. DN		
felt the commute was a large factor in GW decision to resign. The		
LGB felt this was a great loss.		
LGB action plan – DN will look to reform this – some action will be		10 1 . 0
preserved.	DN	15/3/16
preserveu.		
LGB asked if the academy could cope with such high increases in		
numbers as predicted? JB confirmed that there would be no issues.		
DN felt there was questions over the high predictions – are they		
unrealistic. DN is now aware that this is not the case due to the		
increase in popularity of the academy. JB felt prediction were		
accurate – there have been 5 external application for 6 th Form		
received to date. New students are joining the academy on a daily		
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basis. LGB asked what is the capacity of the school and class sizes?		
SJ the academy will have 8 classes in each year group and there is		
already capacity to manage this. JB explained that nothing has been		
changed to accommodate this increase, there will now be full classes		
rather than part full. LGB asked if there was a maximum class size –		
JB advised this was 30 however that is not a hard limit.		
DN felt the increase in numbers was hugely positive but not without		
÷ , ,	JB	15/3 and
implications. It has been requested that figures for in year	35	-
admissions are shared with the LGB each meeting so that they are		every LGB
fully aware of the increase.		
DN asked if many students leave the academy and for what reasons.		
SJ this is only the case if families leave the area. JB also explained		
that there is a waiting list for Year 7 and reception.		
JB advised LGB that himself and DD regularly observe the academy		
and student flow so that any strategies can be put into place to		
support. The academy is looking at outdoor activities to pull		
students away from the building. DN explained to the LGB that more		
students will mean more funding which will support the academy.		
DN asked JB to explain the new admissions policy and the process		
that has taken place. JB the consultation began in December – the		
proposed policy in on our website and will remain in the consultation		
process until 19/1/16. There has been 1 comment from a		
prospective parent in relation to this; they had concerns that they		
are away for the date the testing would take place! Once the 19 th		
January has arrived the policy can be implemented. DN asked fit eh		
LGB had ratified the changes – it was confirmed that this took place		
during the November full LGB. DN has concerns as to how this will be		
received by the local community. JB expressed that if there were		
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concerns they would have been flagged up during the consultation.		
DN requested that the policy be fully explained to the community in		
educational terms. JB responded once the 19 th January has passed		
there will be no launch of the policy – it will be on the website as per		
the correct process. LGB felt that the policy may become		
newsworthy at some point unsure as to if this will be positive or		
negative. JB explained that all other schools in the area have similar		

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	admissions processes. DN advised JB to liaise with Justin (PR) to		
	ensure the academy is ready to deal with any press or negativity		
	from the community.		
	LGB asked the status with the cherry picker – DD confirmed this was		
	, .		
	now on site and all site staff have received the relevant training. This		
	item has proved to be invaluable already.		
4.	Budget update		
	DN there is no budget update for this meeting as previously advised.		
	Once the agenda for the full LGB is reconstituted this item will form		
	part of the committee report for finance and will not be a separate		
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	agenda item.		
_	Hudata fuore the way Chair		
5.	Update from the new Chair		
	DN explained the aim of having an Interim Chair in place is to allow		
	time to secure substantive, high quality chairing in the future. The		
	objective is to identify a new Chair in and effective time frame. If		
	this is successful quickly it will be due to new members having the		
	relevant skills. It is helpful for DN to chair the meetings due to his		
	links with United Learning. The LGB is effectively a sub-committee of		
	the Trustees of UL and DN reports to them.		
	the Trustees of OL and Div reports to them.		
	Recruitment:		
	DN explained the need to strengthen the LCP provide Leadership		
	DN explained the need to strengthen the LGB, provide Leadership		
	and ensure all members are clear and confident about their roles.		
	DN plans to reconstitute how sub-committees work and find agreed		
	ways to action this. DN also needs to recruit as the LGB is now down		
	to 6 members, where 8-12 would be more acceptable.		
	DN seemittee ant ((suite leaving)) would be to invite staff to init the LCD		
	DN recruitment "quick wins" would be to invite staff to join the LGB.		
	Teaching/support staff can be nominated and accepted onto the LGB		
	 however they are not representatives of their groups. JB/DN will 		
	work together to agree a process to identify and appoint members.		
	LGB asked if staff would be appointed as a whole academy; or		
	Primary & Secondary. There was a discussion around how many staff		
	and from which areas. It was proposed by the LGB that it be opened		
	to all staff and a decision be made on numbers depending on		
	responses. DN explained this would not be a closed process and		
	would be transparent. DD suggested waiting until the summer term		
	to allow exams to finish – DN thought the process should take place		
	as soon as possible.		
	DNI symbols and those is a decrease to the letters to the state of the		
	DN explained there is a document relating to parent governors		
	stating that elections have to take place, this is now no longer the		
	process. The funding agreement due to be published shortly will		
	negate the need for elections which will support the academy in		
	finding the most suitable parent governor. DN wants this to be a fair		
	and transparent process. Parents will be invited to apply, meet with		
	DN and a member of the LGB, skills looked at and discussed. If a		
		DN/IB	15/2/16
	parent goes through these steps they will then attend an interview	DN/JB	15/3/16

with JB/DN. LGB asked how many parent governors DN was looking for and would they be Primary or Secondary. It was agreed by the LGB that the process be open to all parents and a decision on numbers be made depending on interest and suitability.		
Community governors: There are several of these on the LGB currently. DN has been investigation ways to find more. PH has an excellent candidate who is a possibility, unfortunately he is out of the country a lot at the moment. DN suggested the possibility of local UL staff; this is an option he is currently looking into. SM has spoken with at least 5 possibilities and will keep chasing these. DN asked the LGB to talk to anyone they feel may be suitable, particularly anyone with a financial background.		
Training:		
DN aware that there are new members of the LGB who will not have been inducted formally. UL induction can be arranged via the company secretary. DN would like to offer E-Learning to the LGB, can all members please consider training needs and advise. DN would like to reset the LGB clock and hold a session with an external body on the role of Governance, what they should be ding to support the SLT and to ensure clarity. This will be discussed after the recruitment drive and new members have joined.	All	15/3/16
Online presence:		
DN would like to create a Team Site – this will be a platform to host all papers, calendar, areas for discussions to take place etc. All LGB members will require full KBA identifies.	WM	29/1/16
Effectiveness:		
DN would like to refine processes to ensure all meetings are fit for purpose. Need to ensure all correct committees are in place and correctly named. Curriculum committee currently has a narrow agenda and this could be extended to include issues around staff and teaching. LGB commented that the committees were focused around Ofsted, however this can now be the case and the committee can extend the agenda. Concern was expressed that adding more to the agenda would water down discussions.		
Individual responsibilities:		
DN – the previous Chair had looked at creating Link Governors but this has not yet been fully actioned. There is an action on the plan that relates to this and DN would like this to remain as an action. DN feels it would create a strong narrative for the next Ofsted visit if this had happened. LGB agreed to being linked to Ofsted areas. SJ suggested 2 members of the LGB be linked with teaching. DN felt this area would require a governor who was able to commit the time needed. LGB concerned that judgements on teaching may be made		

 – DN confirmed this should not be the case, the LGB role is to challenge judgements, not make them.

JB spoke about the SIB, this no longer takes place and has been replaced by review & support meetings that seem to resemble toe SIB. DN explained that they may feel similar but they are constituently different. The SIB has now been replaced but the LGB. The T meetings look at how the Principal manages the academy and supports this. DN felt the LGB should be fully aware of data that UL use to hold the academy to account. DN to arrange this.

Involvement:

DN asked LGB to increase involvement in day to day life of the academy, where possible, very aware this can be difficult due to other commitments. DN requested more LGB members attend extra-curricular events such as Christmas plays, shows, open evenings etc.

Meetings:

DN asked the LGB to consider timings of meetings to allow more involvement of middle leaders. Suggestion to realign and hold 1 full day each half term for all meetings followed by a full LGB at the end of the day. This method of meetings would allow the LGB more time for involvement in the academy and would support the work/life balance for staff. It would have to be carefully structured. LGB felt this could prove difficult to commit to.

DN asked the LGB to consider the report from the Principal – does this contain all the information you would like, is there anything else that can be included?

A new development plan will be discussed in the March full LGB.

6. Principal's report & questions.

DN requested that JB give a brief summary of each section that is followed by any questions.

Section 1: Summary introduction

JB explained this was his personal view following the deflating visit from Ofsted. Ofsted came and went and were positive whilst on site about everything they saw but none of this was written down or fed back. JB feels the lead inspector had advised her team not to do this. LGB asked how SLT knew this information – JB advised it was because his team witnessed this over the 2 days. LGB commented that Ofsted did the same in the meeting with the governors – it was felt they did not want to hear any positives. JB felt the Ofsted team was poorly led with only half of them being good inspectors. LM advised that Ofsted had verbally told her SLT that progress in Primary was good; however this was omitted from feedback and the draft report.

JB/SLT summary is that there is nothing to be gained by appealing. LM advised LGB that the lead inspector did not even visit primary.

JB – staff are pushing forwards and this has made them stronger as a team.

SJ gave an example of a misquote from Ofsted: The inspector asked the student panel if they would like more information on radicalisation the students say yes to this; this then resulted in Ofsted saying that the students are not fully informed.

JB felt there was no understanding from Ofsted as to how an all through, large Academy works. Also there is no methodology for dealing with schools where progress being made is way ahead of the data.

SC stated that prior to the Ofsted visit there had been a review & support meeting and one of these colleagues was a HMI inspector – he had felt that the academy was outstanding. DN agreed the trust should be doing more to ensure the academy is prepared for such inspections.

DN thanked the SLT for their efforts during the difficult Ofsted week and gave absolute recognition of the journey the academy is on and how it has improved, something he hopes will be reflected in the final report.

LGB feeling was that an appeal should be made. DN feels it is unlikely to go to appeal as a lot of what happened is opinion and can be difficult to prove. DN asked the SLT if they felt this was the case – SJ stated that SLT and staff want to put all efforts into continuing to improve and that an appeal would not allow this. However if there is a vehicle for lodging dissatisfaction this could be the way forward.

DN there is a possibility that Dame sally or Jon Coles could speak to the team to record dissatisfaction. JB was disappointed that there has been no appetite from UL to challenge the Ofsted process. DN will take this discussion back to UL.

Section2 – SEF grades

JB wrote this on the assumption that Ofsted would follow the framework accurately. JB feels this is an accurate reflection on how a good Ofsted team would/should have judged. DN asked if there would be an updated SEF for the next LGB. JB advised that SLT would be working on a post Ofsted action plan and the SEF will remain as is.

Section 3 – Achievement

SC gave a verbal update. The second data drop has taken place and been analysed. There has been an increase in value added progress made in Secondary. If Year 11 achieves their current predictions there is a more positive outlook. SC will ensure relevant data is circulated to AB for the Curriculum committee meetings. SC Year 6

are currently in line with National. There is a new assessment for SATs that the academy is not yet fully aware of as the Government have not fully shared. EYFS as UL data shows is slightly below where they would ideally be, there are actions in place to support this. DN data for exam results this year will be the data Ofsted will look at on their next visit.

Section 4 – teaching

LM Year 6 has excellent teachers – judged as good/outstanding by Ofsted. JB overall teaching is going well with predominantly great teaching. SLT are crunching in on staff who they feel will never get to good. LGB asked which subjects these were. JB responded with Chemistry, Maths, English, most subjects. LGB concerned 2 key subjects included in this list – however DN reminded LGB that there would be a higher number of teachers in these areas to counteract this. DN suggested when LGB are on site and receiving induction they visit outstanding lessons to give them understanding of expectations. DD feels the coaching programme has made a good impact and this can been seen on the teaching app and details of all observations.

Section 5 – Primary

LM the autumn term was used for inducting her new SLT and ensuring all were comfortable within their roles and visible to all staff. This term they are pushing forward as leaders. SLT are good at managing however need to work on leading. It is clear that there are differentiated levels of capability within the Primary SLT. LM requires a new KS1 leader to support. Ofsted gave praise to the vision of SLT however this was omitted from the report. Data is being tracked much more clearly and staff are now attending pupil progress meetings with a clear picture of each student and ideas for intervention and support.

Section 6 – Leadership & Management

JB has an excellent SLT. DN asked JB thoughts on LGB being involved with the action plan. JB explained he always has tried to work together with the LGB. DN wants to be part of the process and will discuss with JB how this will work. JB to advise DN of possible dates for discussion to allow LGB to feed into this process.

Section 7 - Self-Evaluation

JB the academy has the most comprehensive system in the country – however not included in the report from Ofsted.

Section 8 – Key Student & Community overview

LM there are 2 appeals in Primary for students to gain admission to the academy. It is felt that as County are aware 2 classes in Primary are at 62 they feel all classes can accommodate this. JB will hold the numbers at 60 wherever possible however once a LAC appeals the academy has to accept them.

Section 9 – House System

JB Ofsted praised this it is going really well. Attendance is also

improving. DN asked why this was lower in Year 4- LM explained there is a child with significant needs and that affects the figures. DN asked SLT why they felt attendance was improving. LM students do not want to miss school or the reward concerts. JB the way to sort this has been to ignore it – if students are receiving good teaching they want to be here, if they are happy with the school ethos and feel comfortable – they want to be here, ultimately assisting with attendance.

DN felt the trend with decreasing exclusions was positive and encouraging. JB reiterated that this was down to the ethos and good teaching within the academy. JB the academy is in an area where it will always receive students who do not fit into main stream school. The only way to support such students is to permanently exclude them; this allows them to receive support that is right for them.

Parent survey results highlighted in this section (Discussed in matters arising).

Section 9 - Staffing

JB staffing restructure of the lunchtime and admin staff has now been completed. There are 3 members of staff returning to the academy who have previously worked here. DN asked JB and his team to produce projected time frames for recruitment for the Spring and Summer terms. JB said the academy will be constantly recruiting and advertising as this is the only way to gain outstanding staff. DN explained details of finances relating to recruiting will be discussed in the next finance meeting.

Staff absence graphs are not fit for purpose. JB has asked for these to be amended for the next meeting. LGB asked if there were costs relating to the restructure – JB confirmed about £5k in redundancy costs.

Section 10 – Resources & Environment

JB the academy is formally opening the Spanish Street in the MFL wing on 21^{st} January at 4pm – all of the LGB were invited to attend.

Section 11 – Finance

To be discussed at next finance meeting.

Section 12 – Link sup[port

No discussion or questions.

Section 13 - CCF

JB stated this is going well and could be in house a lot quicker than was originally planned.

Section 14 – Improvement planning No Discussion or questions.

Section 15 – The Future

No discussion or questions as all discussed during the above.

7.	Committee Reports. Safeguarding – SM reminded LGB that all have received the minutes.		
	The LGB had no questions from these. SM explained a new format for reporting that DN had shared – this will be used in future meetings and will be circulated to the LGB. SM asked the LGB for approval to launch an extensive review of the main gates and surrounding concerns. This will involve risk assessments and costings. AB proposed this take place and PC seconded this. DN felt that the number of students who have had a near miss is alarmingly high. SM explained that the Highways team from NCC had been into the academy for a meeting to discuss and will be looking at ways to support, however it was felt this may not be forthcoming. RGB has a contact within the County Council and will liaise with SM for him to meet to discuss the concerns.		
	SEN – SM has not yet met with the SENCO's however he has been in communication with them. Plans are on track for a personal tracking system for each SEN student. The SENCO's will be completing learning walks to allow further support. SM is undertaking a comprehensive SEN training course aimed at NQT's to allow him to fully support in this role.		
	SM was in Primary today to support the Little Health Ambassadors – they are a group that look at and encourage healthy eating. There was a presentation and SM saw the progress they had made by raising money to develop the courtyard (along with funding from the Princes Trust).		
8.	LGB asked if there was a timescale for the Ofsted report to be released. It was explained that the draft report has been received and factual accuracies retuned to Ofsted, the academy is now awaiting the final report but does not know when this will arrive. The LGB, along with all parents, will receive a copy. This will also be placed on the website. LGB asked about the PR surrounding this. JB has a letter drafted by Justin that he has amended slightly, this will be cleared by DN and Dame Sally prior to sending to parents. JB it is not usual to send this t the press and create publicity.		
	DN suggested the LGB write to staff expressing appreciation and thanking staff. PC will draft a letter. DN asked for this to be done by Friday 22 nd January.	PC	22/1/16
	Next Meeting. 15 th March 2016 5.30pm		