

Local Governing Body: Minutes

Local Governing Body Meeting	
Date/Time:	Tuesday 12th 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 from the LGB and subsequent sub-committees. DN will chair the Finance committee in the interim period. All LGB are welcome to attend finance meetings.		

	<p>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.</p> <p>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.</p>		
4.	<p>Budget update</p> <p>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 agenda item.</p>		
5.	<p>Update from the new Chair</p> <p>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 an 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.</p> <p>Recruitment:</p> <p>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.</p> <p>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.</p> <p>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 parent goes through these steps they will then attend an interview</p>	DN/JB	15/3/16

	<p>– DN confirmed this should not be the case, the LGB role is to challenge judgements, not make them.</p> <p>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 constitutently 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.</p> <p>Involvement:</p> <p>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.</p> <p>Meetings:</p> <p>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.</p> <p>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?</p> <p>A new development plan will be discussed in the March full LGB.</p>		
6.	<p>Principal's report & questions.</p> <p>DN requested that JB give a brief summary of each section that is followed by any questions.</p> <p><i>Section 1: Summary introduction</i></p> <p>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.</p>		

	<p>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.</p> <p>JB – staff are pushing forwards and this has made them stronger as a team.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p><i>Section2 – SEF grades</i></p> <p>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.</p> <p><i>Section 3 – Achievement</i></p> <p>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</p>		
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	<p>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.</p> <p><i>Section 4 – teaching</i></p> <p>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 be seen on the teaching app and details of all observations.</p> <p><i>Section 5 – Primary</i></p> <p>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.</p> <p><i>Section 6 – Leadership & Management</i></p> <p>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.</p> <p><i>Section 7 – Self-Evaluation</i></p> <p>JB the academy has the most comprehensive system in the country – however not included in the report from Ofsted.</p> <p><i>Section 8 – Key Student & Community overview</i></p> <p>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.</p> <p><i>Section 9 – House System</i></p> <p>JB Ofsted praised this it is going really well. Attendance is also</p>		
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	<p>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.</p> <p>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.</p> <p>Parent survey results highlighted in this section (Discussed in matters arising).</p> <p><i>Section 9 – Staffing</i> 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.</p> <p>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.</p> <p><i>Section 10 – Resources & Environment</i> JB the academy is formally opening the Spanish Street in the MFL wing on 21st January at 4pm – all of the LGB were invited to attend.</p> <p><i>Section 11 – Finance</i> To be discussed at next finance meeting.</p> <p><i>Section 12 – Link support</i> No discussion or questions.</p> <p><i>Section 13 – CCF</i> JB stated this is going well and could be in house a lot quicker than was originally planned.</p> <p><i>Section 14 – Improvement planning</i> No Discussion or questions.</p> <p><i>Section 15 – The Future</i> No discussion or questions as all discussed during the above.</p>		
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7.	<p>Committee Reports.</p> <p>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.</p> <p>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.</p> <p>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).</p>		
8.	<p>AOB</p> <p>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 to the press and create publicity.</p> <p>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 22nd January.</p>	PC	22/1/16
	<p>Next Meeting.</p> <p>15th March 2016 5.30pm</p>		