

## Local Governing Body: Minutes

Local Governing Body Meeting	
Date/Time:	Tuesday 15 <sup>th</sup> March 2016, 5.30pm
Present:	Dominic Norrish (Chair), Paul Clarke (Vice Chair), Steve Mutton, Wendy Ryan, David Soughton, Anthony Burrows, Rachel Gladstone-Brown, Dino Di Salvo (Acting Principal), Sue Jones (Deputy Principal), Luella Mannsen (Head of Primary)
Apologies:	Sean Cowley
Also In Attendance:	Wendy Millsop (Clerk)

Summary of Action	
Action	By Who
1.	

Item	Topic and Notes	Action	Deadline
1.	<b>Apologies and verbal declaration of interest:</b> No verbal declarations of interest.		
2.	<b>Minutes of the last meeting held on 12<sup>th</sup> January 2016:</b>		
3.	<p><b>Matters Arising</b></p> <p>LGB Action plan not yet complete due to events of past weeks that have taken priority. This will be tied in with the Action plan. SLT afternoon for post Ofsted action plan to be arranged. DD and SLT are meeting Ann DeBono on 30<sup>th</sup> March to start to work on the action plan.</p> <p>Admissions policy – there was to be a conversation with the PR company – PH is dealing with this.</p> <p>Induction – RGB received a tour of the school and had a morning at the academy, however has received no Governance training. DN will be entering into a contract with ModernGovernor.Org this will give access to e-learning. There is a possibility of asking an external trainer to speak with the LGB in relation to challenging the academy.</p> <p>Team site to be up and running by the next meeting.</p> <p>UL data is being looked at by the curriculum subcommittee.</p> <p>Ofsted dissatisfaction was fed back to dame Sally.</p> <p>Staffing – RGB was due to take part in recruitment however DD retracted these as there was not a need for the staff.</p>	WM	17/5

	Letters to staff – these went out.		
4.	<p><b>Governor Recruitment update:</b></p> <p>Two CV's were circulated. Andy Blake has visited the academy and met DD. DD felt that AB was an experienced practitioner and has a lot to offer the academy. AB wants to travel and will be away for a few months of the year but can fully commit the times he is available. DN proposed he join the committee – PC seconded this action. AB will be a co-opted Governor for a term of 3 years.</p> <p>LGB felt that the Governors need to be careful not to make judgements in areas they specialise in.</p> <p>Andy Sawford – Former MP for Corby and now runs his own PR firm, his son is due to join the academy in September 2016. AS would be unable to commit any amount of time. DN asked the LGB to consider if this would be a good addition to the LGB. DN explained Andy actively chose the school and hopes that it is as good as he feels it would be. LGB also felt his CV would be useful to the LGB. The LGB felt co-opting him as a Community Governor would be the way forward. SJ felt there were good links that would support the academy. Proposal to co-opt Andy by DN, seconded by SM.</p> <p>DN there is a potential Community Governor who could join, no CV at the moment. She works for UL, lives in Kettering has 2 children. Her name is Hayley McDonald and she is the Finance Business Partner. Proposal is she be on the LGB and not be on the Finance committee. DN asked the LGB if he could proceed with speaking to Hayley. LGB asked why Hayley wanted to be a Governor. DN she has said she wants to give back to the community. It is also encouraged by UL that staff are a Governor. The LGB agreed this could proceed.</p> <p>DD met with a potential Parent Governor she has a son in year 11 and year 9. She was very keen to be part of the academy. LGB was there an agreed process or filtering system for recruitment of Parent Governors. DN explained we do not need an election now that the funding agreement has changed. DN we should cap this at an additional 2 parent Governors. DN asked WR to meet the parent to see if she feels they are a strong contact.</p>	WR	23/3
5.	<p><b>Strategic Planning:</b></p> <p>No paper for this. DN asked DD to outline the plan for this. DD explained Ann De Bono is the new Primary Director, she has been a Primary and Secondary Head, also a HMI inspector. Ann has offered to spend a day with DD and senior staff to create a model that works with Primary and Secondary. Ann feels there should be a separate Primary/secondary that then links to form one overall plan.</p> <p>DN felt it was important that as many of the LGB as possible join SLT for</p>		

	<p>the planning of this once a date has been agreed.</p> <p>DN – the LGB need to steer the action plan.</p> <p>DD to offer 3 dates in April so that a planning afternoon can be arranged.</p> <p>Strategic plan needs to be an agenda item every meeting.</p>	<p><b>DD/WM</b></p> <p><b>WM</b></p>	<p><b>24/3</b></p>
6.	<p><b>Principal's report:</b></p> <p>DD outline; wanted to show clear Ofsted judgements giving priorities – this also includes what the academy has been doing and what will happen next. DD term 2 data drop highlighted the academy was not using stretch and challenge across the academy – this has been addressed with “key, boost and aspire” this is now used in every lesson to support every student. Jon Coles witnessed this during his visit last week.</p> <p>Accountability meetings have been held with every secondary department. SJ every Year 11 student was looked at and decisions were made around changing some subjects to support. Some students have dropped some subjects after discussion with the students and their parents. Staff are very sure on predictions. All meetings have minutes taken as evidence of all accountability meetings.</p> <p>There was a T2 meeting with Dame Sally where predictions were looked at and challenged.</p> <p>DD next term creating an action plan is priority. SC is also looking at a structure for KPI's and finding ways to show progress with these.</p> <p>Once year 11 exams have finished focus will be on year 10.</p> <p>Year 6 – there is a 3<sup>rd</sup> group in Maths and English to allow more targeted support. After Easter this model of extra groups will also be put into place in year 2.</p> <p>Effectiveness of leadership &amp; Management.</p> <p>In Primary there is a Head (LM) and 3 Assistant Heads. KH is currently overseeing 3 areas which is difficult to manage.</p> <p>David Soughton joined the meeting 6.35pm</p> <p>New structure for Primary – Assistant Head for KS1, Assistant Head for KS2, Assistant Head of EYFS and a Deputy Head. LGB noted this structure moves from 4 staff to 5 how does this impact on finances. DD staff will change roles and wages will decrease, also management time has been very generous and will reduce for September. LGB asked if there was a HR impact in relation to contracts. LM there has been conversations with Fiona Singlehurst (HR). LGB asked who would take over lead of Science – DD/LM this is not priority at the moment. LG asked to see full details of the structure to check affordability. DD the current Head of KS2 has expressed an interest</p>		



	<p>ensure students are chased. LGB noted PP students missing on average a morning a week. LGB asked for this to be closely monitored and ensure calls are made. SJ explained that tutors will be taking more of a key role with students and will act as their mentor to support – this will assist in tackling attendance before it becomes an issue. LGB asked if there were incentives to encourage good attendance- DD/SJ there are attendance concerts, prom points etc. LGB suggested a more personal incentive.</p> <p>Exclusions are down this year. SLT are following up all LRT's the following day – they are checking that a phone call home has been made. Learning recovery has been moved to the HOH office and is monitored by CCTV.</p> <p>Outcomes- DD trying to focus on progress 8 – every student matters. The last data drop gave a positive progress 8 figure. Extra sets in Primary to support. Support plans in place for DT/Geography to support with coursework. Constant reinforcement with staff – every student matters.</p> <p>SJ – 6<sup>th</sup> form - Data scrutinized and independent career advice taken and given to ensure the right decision is made for students. LGB there are differences in set sizes if there is an increased 6<sup>th</sup> Form – this needs to be closely monitored. SJ there are 13 different schools with students who have applied for 6<sup>th</sup> form.</p>		
7.	<p><b>Committee reports</b></p> <p>Curriculum: AB focus has been on sorting how data is presented. There are 2 models – 1 shows internal working for the school and the 2<sup>nd</sup> is a UL version that is more aligned with Ofsted. AB feels that the 2 separate documents give a full overview. Extra stats included on the internal document – this shows % of good/outstanding teaching. There is ongoing work with KPI's. Staffing issues now form part of the committee.</p> <p>SJ there were concerns over psychology – the teacher for this has worked with another school to be externally moderated and levels were all agreed. An extra lesson has also been allocated to support – this is now a much improved area. DD Year 6 are doing all they can to get results up and Jon Coles commented on the standard of teaching. DD is also looking at staff job descriptions there are over 40 teachers with no job description in place. DD is working with HR to resolve this. LGB it is difficult to hold staff to account without these. SJ the Director roles do not have a job description. LDG all future recruitment needs to be involved. WR//RGB/DS/DN/AB need safer recruitment training.</p> <p>Finance: DN terms of reference were discussed. DN working with DN on next years' budget this is looking like it will be a neutral budget. DN some of this is down to reducing recruitment.</p> <p>Expenditure without LGB approval has been increased to £15k as, up to this, UL has a process. There will be a capital budget that will be represented to the committee. LGB asked if there was a risk register</p>	WM	17/5

	<p>process. DN there is no risk register. DN has a template for this and will share with the LGB. AB also has a version that could be adapted. High level risks to be agreed at the next sub committee meeting.</p> <p>Safeguarding: SM all have received minutes from the meeting. There have been changes in the committee and it now includes safeguarding and behaviour, with WR forming part of the committee.</p> <p>Safeguarding – LGB questioned do we have all keys and passes from JB in his absence. It was confirmed this was the case.</p> <p>Permanent exclusion – JB agreed this. Following in depth discussion SLT reinstated this student and the panel was null and void. Following this SLT have made changes on referrals for any exclusion. All paperwork is now checked by PH prior to this being passed to the Principal. If PH feels this would be a PE it will be passed to DD to make the final decision. SM pleased to see this change. The behaviour panel will then receive anonymous paperwork. LGB also will have no input prior to any permanent exclusion. This will make the procedure totally transparent. DN/LBG thanked SM and the academy for the dealing of this exclusion. DN is being added to the SCR currently.</p> <p>SM shared a new version of the safeguarding reporting document that is being shared through Office 365.</p> <p>H&amp;S: PC the last meeting was cancelled due to circumstances. It was agreed that 11<sup>th</sup> April could be the next meeting. PC has a document from the academy that will be circulated with the minutes. RGB will be joining the H&amp;S committee. Front gates to be an agenda item. SJ traffic is being managed by SLT and has improved greatly.</p> <p>New document does include trips &amp; visits under safeguarding.</p>	DN	17/5
8.	<p><b>AOB</b></p> <p>PC – PP conference for LGB members. A previous chair attended this last year and found it useful. WR may be able to attend this. DS will look into this. SJ the gap has been closed in secondary. This is on the 5<sup>th</sup> July. WM to forward email from PC.</p> <p>AB – CCF Jon Teare has created a report to share. AB has met with someone from the CCF and they are very happy and confident with the academy. AB only slight concern is that this is not expanded too quickly. DN there is not a huge amount of money and the CCF is quite expensive – there will be time when the academy must show the positive impact. LGB will the funding be paid in 1 lump sum and are there specific things it must be sent on. AB funding is paid in 2 lump sums.</p> <p>SM - visited the art studio and was totally blown away –</p>		

	<p>recommended all LGB visit. One students picture has been entered into a competition in Hong Kong.</p> <p>SM – asked chair to consider providing the LGB with tablets. DN this would need looking into and can be discussed in more detail at a later date.</p> <p>WR – can LGB consider parents and their voice in relation to reports. DN suggested SC and WR meet to arrange a focus group.</p> <p>DD – 11/4 training day – Phil Beadle here working with staff until 12pm. LGB invited to attend.</p> <p>DD – 28/6 review &amp; support meeting with Dame Sally – LGB welcome to attend for CPD.</p> <p>DD thanks SLT for their support during the difficult period.</p> <p>DN and the LGB thanked DD for stepping into the role and doing this in a seamless manner.</p>		
	<p><b>Next Meeting.</b> Tuesday 17<sup>th</sup> May, 5.30pm</p>		