

## Local Governing Body: Minutes

Local Governing Body Meeting	
<b>Date/Time:</b>	Tuesday 17 <sup>th</sup> May 2016, 5.30pm
<b>Present:</b>	Steve Mutton (SM), Anthony Burrows (AB), Wendy Ryan (WR), Eszter Boros (EB), Andy Blake (BL), Andy Sawford (AS), Rachel Gladstone Brown (RGB), Dino Di Salvo (DD)
<b>Apologies:</b>	Hayley McDonald, Paul Clarke, Sue Jones, Sean Cowley, Luella Manssen
<b>Also In Attendance:</b>	Wendy Millsop (Clerk)

Summary of Action	
Action	By Who
1. LGB to email WM if interested in forming part of the safeguarding committee.	All
2. Action plan focus on 30 <sup>th</sup> June. 2.30 – 4.30pm. Let WM know if able to attend.	All
3. LGB action plan – email comments to DN.	All
4. Communication to be added to risk register.	DN
5. LGB to email comments on risk register to DN.	All
6. Leadership to be amended on risk register.	DN
7. Curriculum risk register to be amended.	AB
8. Parent Governor recruitment policy to be amended.	DN
9. LGB to email WM to confirm dates for next year.	All
10. WM to liaise with SC on data drop dates to feed into curriculum meetings.	WM

Item	Topic and Notes	Action	Deadline
1.	<p><b>Apologies and verbal declaration of interest:</b></p> <p>DN welcomed all to the meeting. There are 3 new Community Governors as per previous discussions. The new LGB members introduced themselves.</p> <p>DN – LGB is growing and working closely with SLT to drive the academy forward. LGB will support and challenge.</p> <p>Many SLT not in the meeting today due to various reasons – this is a changing climate and staff are moving into new roles.</p> <p>Dino would like to bring a different HOH to each meeting as an observer – LGB agreed this was acceptable.</p> <p>No verbal declarations of interest.</p>		
2.	<p><b>Minutes of the last meeting held on 15<sup>th</sup> March 2016:</b></p> <p>Minutes approved.</p>		
3.	<b>Matters Arising</b>		

	<ul style="list-style-type: none"> <li>• Team site – Office 365 where all LGB will access all LGB documents. This was demonstrated to the LGB.</li> <li>• Business case for restructure of SLT – Extraordinary meeting of Chairs of sub committees met to discuss this. This was done quickly as there was a requirement for external adverts. LGB approved this. DD advised 40 applicants for the HOH role.</li> <li>• Safer recruitment – EB/AS to be signed up for this. EB enquired about sub committees – all LGB are welcome on any committee. Suggestion to attend all and decide then.</li> <li>• Safeguarding committee – SN a LGB member is needed for this.</li> <li>• BL – comment in minutes about making judgements – AB clarified this related to T&amp;L.</li> </ul>	All	3/6
4.	<p><b>Principal's report</b></p> <p>DD recommended all LGB spend time in the academy taking part in learning walks.</p> <p>Report is based on information since last LGB.</p> <p>RS appointed as New Deputy Principal in secondary from September and AO as Deputy Head of Primary from Easter. 40 applicants for HOH, interview on Thursday with a final interview next Monday. DD there is a view that HOH is pastoral only however this is not the case. The interview process will showcase what a prospective candidate can offer. 3 staff from Northampton academy have applied. SM the interview process is very fair and LGB are fully involved.</p> <p>DD there were 6 candidates for the Maths role which is excellent. Overstaffed by 15% in maths and English – to allow intervention with low achievers. 3 staff leaving at the end of July – 2 of these for travel reasons and 1 received a large promotion.</p> <p>90% attendance for Year 7 parent evening – highest it has ever been.</p> <p>Selected to be the Midlands hub or Untied Teaching. This will be for Northampton, North Ox and Kettering. Also Future Leaders would like our venues for next year – and they offer a placement free to the academy.</p> <p>Action plan is beginning to be drawn together – DD/LM worked with Ann De Bono over the last holiday to do this.</p> <p>Year 10 is a focus from 1<sup>st</sup> June. Coursework will be due February half term – this allows a much longer time for revision.</p> <p>KPI's – working party to look at amending these.</p> <p>Leadership accountability in Primary – DD will create a tiered level of accountability. EYFS Lead appointed yesterday. Writing has been an issue and the new appointment will work on this from EYFS.</p> <p>United Teaching – Sciences, maths and RE joining the academy from</p>		

	<p>September. These will be the only unqualified teachers.</p> <p>6NQTs currently who have all had portfolios approved.</p> <p>Directors of Literacy – there were 2 of these, 1 has agreed to change to Lead Practitioner of English across the academy. Now fully staffed from September. DD aware there are issues recruiting in Primary do to a reputation that the academy is working to change.</p> <p>T&amp;L – new book designed to include all the information that is required – this avoids stickers over books.</p> <p>608 peer observations – coaching programme a success. Each member of staff is linked with another member of staff to work with – this changes every 6 weeks. AS – how does DD know that staff trust this process – DD believes in open discussion and working with all staff – this shows staff are open to this.</p> <p>Pathway training is continuing – every member of staff selects their pathway through their performance management meetings. DS this will assist with retention of staff. AB important to get balance of support right with staff. DD there is an open door policy in the academy.</p> <p>Admissions and leavers – 15 new students since the last LGB including 3 EAL, this also includes a family of 10 but no leavers. 240 first choice applications for September and a waiting list of 36. There are currently 17 appeals for Year 7 and PH is attending all of these meetings. Also appeals in year 5- there are 62 in that year group as LAC were given places. The floor plan shows there is space within the academy.</p> <p>Exclusions and LRTs have reduced. AS felt 12 incidents of physical bullying was high. DD this is out of 1200 students. AB the academy does over report and take even small incidents into account.</p> <p>Exclusions - last year there was no consistency with length of time given. There is now a robust procedure in place. SM also confirmed that the Exclusion panel will not be given the students name.</p> <p>Outcomes for pupils – best results last year 52% A*-C however there was a minus progress 8 meaning students were not making enough progress compared to similar schools and students with similar backgrounds. DD feels the prediction of 53/9% is a fair prediction – this would give a plus 0.28 progress 8 score.</p> <p>Students numbers formed part of DD report. DN noted 10% more boys than girls in the secondary. Boys tend to underperform against girls. RGB asked how the academy would engage and appeal to more girls for Year 7. DD there are predominately male staff members who work with feeder schools – looking to send females. Also head girl will have the front page on the website.</p>		
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	<p>AB asked if the uniform made an impact? DD will conduct a survey to see if this is an issue.</p> <p>EB asked about expectation in each year group. DD there will be an exam that is sat when students arrive in year 7. Every subject will also complete a baseline test.</p> <p>DD has introduced Gingham dresses back into Primary.</p>		
5.	<p><b>Strategic Planning:</b> School action plan &amp; LGB development plan</p> <p>Plan has been agreed in draft with Ann Debono. LGB now need to give this scrutiny. 30<sup>th</sup> June is a training day – time in the afternoon to focus on the action plan. LGB to let WM know if they can attend. (2.30pm until 4.30pm).</p> <p>LGB to select one strand they are most interested in and email comments to DN.</p> <p>AS suggested that; fail to communicate should be a risk. DN to add to risk register.</p>	<p>All</p> <p>All</p> <p>DN</p>	<p>6/6/16</p> <p>6/6/16</p> <p>27/5/16</p>
6.	<p><b>Risk register</b> Papers to be tabled at the meeting.</p> <p>DN asked for detailed comments by email. Sub committees looked at this document at length – this is the outcome of all meetings. RGB asked if there was an operational as well as this strategic risk register. DN this is not the case currently. The risks will be managed through each sub committee.</p> <p>Safeguarding – DN/SM discussion re Single Central Record – SM felt this was an onsite data base – DN this is a UL database that we gain access to. SM will remove internal loss as a risk. PIA is a new tool which encompass safeguarding and data protection.</p> <p>Curriculum – AB talked through this area. DD current PAN is 240 his was raised from 220 without discussion with the LGB. We now have to take students in each year group.</p> <p>AS asked where Leadership fits into this risk register. DN this should be a whole LGB risk not a sub committee. DN to amend risk register.</p> <p>WR curriculum not fit for purpose – what does this mean? AS this needs to be more specific. AB to amend titles of first 2 risks.</p>	<p>All</p> <p>DN</p> <p>AB</p>	<p>27/5/16</p> <p>6/6/16</p> <p>27/5/16</p>
7.	<p><b>Recruitment of Governors/agreement of procedures</b></p> <p>Parent Governors – funding agreement previously enforced a method to do this which caused resistance in recruiting new parent governors. DN proposing process that allows any current parent to</p>		

	<p>put themselves forward to be a Governor, giving details as to why they would be suitable. The LGB can then decide who is suitable from a skills point of view. DN also important that Primary is also represented.</p> <p>DN change to policy – between step 3 and 4. Recommendation made via email to the LGB. DS a job description is needed. DN has been unable to locate one within the group however will continue to look. AS to encourage interest hold an open event – meet a Governor learn about the role. DN suggested this take place on 30<sup>th</sup> June. SM suggested LGB also attend open evening to speak to new parents.</p> <p>AB nga.org.uk does have details on what a Governor is expected to do. AS important to let down ant prospective Governors in a gentle manner to still keep them on side with the academy.</p> <p>SM asked if there was an upper number for the LGB. DN felt 12 was a suitable number.</p> <p>DN – now looking to recruit a Chair of Governors to allow him to step down. Plan is to identify someone this summer using a similar process to recruiting new governor. To meet DN/DD and possibly Dame Sally. This person will then be proposed at a full LGB. The new Chair has to then be agreed with trustees. DN will remain on the LGB for the Autumn term.</p> <p>AS are there any LGB members who would have time to take this on. DN 1 person has expressed an interest privately. DN felt it needed to be a member who had previous LGB experience.</p> <p>There were no objections to the processes that had been put forward.</p>	DN	27/5/16
7.	<p><b>Committee reports</b></p> <ul style="list-style-type: none"> <li>a) Curriculum</li> <li>b) Finance</li> <li>c) Safeguarding</li> <li>d) H&amp;S</li> </ul> <p>The Principal and clerk had to leave the meeting to deal with a safeguarding concern with a student.</p> <p>Minutes were circulated for all of the above.</p>		
8.	<p><b>AOB</b></p> <p>Dates for next year.</p> <p>LGB to email WM to agree/disagree dates for next year as proposed.</p> <p>WM to check data drop dates and liaise with AB for curriculum committee.</p>	<p>All</p> <p>WM/AB</p>	<p>6/6/16</p> <p>6/6/16</p>

	<b>Next Meeting.</b> Tuesday 5 <sup>th</sup> July 5.30pm		
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