

Local Governing Body: Minutes

Local Governing Body Meeting	
Date/Time:	Tuesday 24th November 2015 5.30pm
Present:	James Bowkett, Cluny Broadbent, Tony Burrows, Wendy Ryan, Steve Mutton, Vernon McClure, Paul Clarke
Apologies:	Graham White
Also In Attendance:	Dino Di Salvo, Sue Jones, Luella Manssen, Sean Cowley, Dominic Norrish (UL), Steve Whiffen (UL) Minutes: Wendy Millsop

Summary of Action	
Action	By Who
1. Details of parent survey responses to be circulated to LGB	WM/PH
2. Finance committee to hold an extraordinary meeting in January	WM to arrange
3. LGB action plan date to be amended – completed by WM	WM

Item	Topic and Notes	Action	Deadline
1.	Apologies As above. CB welcomed Rachel Gladstone-Brown – CB proposed Rachel join the LGB – PC seconded this and it was agreed. CB also welcomed back SW from UL.		
2.	Minutes of the last meeting Approved with 2 small amendments from SJ – see attached.		
3.	Matters Arising <ol style="list-style-type: none"> 1. CCF contact made – AB has met with Jon Teare 2nd November. 2. LGB still awaiting Parent survey information. 3. AM attended meeting 4. Completed 5. Link Governor day arranged by SJ – there were difficulties with attendance. CB attended and highly recommended this. LGB to contact SJ to arrange date to complete this programme. 6. Completed 7. Link was sent with minutes, minimal training on offer – CB will talk to SJ in relation to this. PC/WR feel LGB training is better in house. 8. Finance committee have met. No verbal declaration of interest however paper signed copies received from all LGB members.	PH/WM	
4.	Anti-bullying AM presented a summary of the academy's anti-bullying measures.–		

	<p>The academy has refined Sims so that AM can identify bullying issues and patterns. There has been an improvement in the school – partly due to the Anti-Bullying Ambassadors, text to email and dedicated rooms. Students will be running sessions to support other students.</p> <p>Anti-bullying app which will reduce paperwork – due to be presented shortly. LGB asked who would use the app students or staff? AM this will be for students to use. It will only work within the building.</p> <p>LGB asked how does the school compare to schools in the local area? AM will look into this moving forward. AM Global learning has been an excellent platform to educate students. SM all of this does include E-Safety issues.</p> <p>LGB recognised need for caution when comparing schools due to the varying thresholds – the academy has a low tolerance and other schools could be higher.</p> <p>LGB questioned if the data is published for on bullying issues– AM confirmed this is not the case, however she does have all the information and this is shared in safeguarding meetings.</p> <p>JB – AM has put in place many initiatives & the House system is set up to support a safe environment. JB the ethos has stopped bullying almost completely. JB there is publicity in the press that is trying to get data published. JB feels the academy will soon be training other schools in the area on our strategies. AM vertical tutoring creating a family feel which is supportive.</p> <p>LGB came into school and met year 5/6 students who discussed inter-house competition. They said that although they want their house to win, they also want to support the other houses as they feel they are one family.</p>		
4.	<p>Principals Report & Questions</p> <p>SEF and SIP included – no separate LGB report. Also circulated Review & Support notes from 17th November.</p> <p>JB SEF/Action plan updated – Ofsted are due so the focus is on these.</p> <p>JB – DfE visit interesting – it does not matter how much they are told that KBA is a whole through academy they still requested to focus on Primary. All processes within the academy are whole academy.</p> <p>JB – asked LGB to read overall effectiveness paragraph – when Ofsted are questioning the LGB this will be the story. Ofsted will be impressed with what has been done, impressed with the story but then will need to see for themselves. Secondary will appear outstanding – data will say otherwise. Primary data will make them disbelieve teaching data – they will see it is accurate once they have tested this out. Ofsted will believe most of what the academy does is outstanding. They may decide the Secondary is good/outstanding borderline. Primary data is closer to inadequate but data is requires</p>		

	<p>improvement. T&L will show clear difference. JB and SLT will push for Leadership & management to be a 1 and T&L overall a 2. Student behaviour is good – engagement for learning will be a discussion – JB feels this will be a borderline 1 or 2. Outcomes – Primary a 4/3 – secondary will be 2 with elements of 1. JB the academy will push for good and try for outstanding as all process are in place.</p> <p>Same systems and process are now in place with Primary along with a new SLT.</p> <p>JB feels if the Ofsted inspector is David Rzenik (previous inspector) the academy will push for outstanding.</p> <p>If Ofsted inspect the school as is now they will deduce Primary is a 2 or 3 and Secondary is a 2 or 1. Speed of improvement will show as a 1.</p> <p>LGB asked should school be cautious about rating itself Outstanding in case it leads Ofsted to conclude that SLT are not making a realistic judgement as the data for last 3 years is not strong enough to support this judgement.– JB they look at data since the last inspection. JB feels this is not the case – the academy is making rapid improvement and it can be proven.</p> <p>DD – HMI inspector at monitoring visit last week felt he would make a judgement on what is happening in the classroom.</p> <p>LGB requested up to date SEF as soon as it is prepared for Ofsted.</p> <p>UL - the judgement will depend on the team that Ofsted send in to the academy. Making a high judgement is a pattern that has been seen in schools however UL felt the academy could prove any judgement they offer to Ofsted & needs to emphasise to Ofsted just how much rapid improvement is being made.</p> <p>JB – there are 6 Key stages within the academy – the SEF does show the grades JB feels will be given.</p> <p>LGB Ofsted look at a 3 year performance – is sustainability possible ? – JB feels we can show this can be sustained. SJ it is obvious that behaviour and behaviour for learning had rapidly improved.</p> <p>LGB – exponential is used twice in the report – is this the correct terminology? JB to look at this.</p> <p>DfE on site last week. On their first visit it was a difficult experience for staff. The second visit last March was different – the DfE saw much improvement and it was a far more positive meeting. This last meeting showed Secondary data backs up what the academy does – Primary data is not there yet. The DfE were quite oppressive during meetings but they were positive on the learning walks. JB/LM had a very tough meeting with the DfE. The meeting did take a turn for the better and both DfE inspectors were being very supportive and giving advice on how to be with Ofsted.</p>		
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<p>Summary of feedback – the Dfe are really impressed with what is being done across the academy however if data does not improve this will be looked at very seriously.</p> <p>LGB was present at the feedback and agreed with JB comments. DfE had very positive comments for Primary – they liked the learning environment.</p> <p>The DfE issued UL a pre-warning notice a year ago.</p> <p>LM felt BO (DfE) was very positive with her throughout the visit and has been in contact since to offer support.</p> <p>JB – secondary monitoring visit last week from UL – Principal from another academy, HMI inspector and a UL representative. This was a good meeting and what the academy are doing is being recognised. Nothing was found by the review team that was a surprise to JB and the SLT.</p> <p>Monitoring report was shared with the LGB prior to the meeting.</p> <p>LGB – the action plan still quotes there is a SIB – JB this is a post Ofsted action plan. Most of what the academy is doing is not on the plan. The plan will be submitted to Ofsted to show that the areas have been completed.</p> <p>JB expecting the call from Ofsted prior to Christmas.</p> <p>LGB is it usual to get the same Lead Inspector twice ?– JB in discussion with DR last visit he stated he likes to visit schools twice to see the improvement.</p> <p>LGB commented that the data circulated was much easier to understand.</p> <p>DD – in house training – would be beneficial for LGB to join the academy for training days to see the CPD that is given.</p> <p>LGB asked for the dates of training days to be circulated for the year as soon as possible to better enable LGB attendance. WM to attach dates to minutes.</p> <p>JB – student numbers at least 300 more than when JB arrived. Now from 1300 bracket to 1500 bracket (1530 approx.). The academy had to submit projected numbers and UL have questioned these. JB feels agreement has now been reached which in turn secures the funding.</p> <p>JB Primary school full with waiting lists and Secondary filling up weekly – students arriving daily. This week a Brooke Weston Grade A* student transferred to the academy. Some families are sending older students to assist when applying for places for younger siblings. JB 1748 students were estimated for next September. Projected increase also expected in years 8, 9 and 10. UL feel an increase of 200 for in-year admissions is too high – JB feels they are realistic projections.</p> <p>JB – Admissions criteria – a discussion was had in the Finance subcommittee meeting – agreement in principal was made to amend the admissions criteria. The academy has had over 1500 visitors wanting a place in year 7 – JB feels it is likely we will be oversubscribed with first choices. JB the academy has lost good staff and potential good staff (a year ½ outstanding leader) due to not being able to accept</p>		
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	<p>their children into the academy. JB aware that Brooke Weston &KSA conduct stratified entry tests to ensure equal distribution. The academy has 3 entrances– the criteria stated distance was measured only from front gate. The updated version went to Jon Coles he was happy with this. The consultation document for change has now been submitted to County. The main changes are a clause has been added in to allow selection to support staff recruitment, a test in December to ensure a fully comprehensive intake & distance criteria based on the geographical centre of the academy not the front gate.</p> <p>LGB at the finance committee expressed a concern about community perception of the testing, how it would be introduced and be publicised to parents – LGB asked that JB discuss early plans for this with LGB.</p> <p>PC had an indication from students at Mawsley – out of 7 students 4 of them told him they had selected KBA as first choice.</p>		
6.	<p>Budget Update</p> <p>Year to date figures slightly better than budget – additional funding of pupils will put the academy in a good position. This is not yet in the budget until 100% certain it will be received. Deficit still appears very high but understanding that the pupil numbers funding will remedy this.</p> <p>Capital expenditure concerns – items have been purchased prior to being signed off by the Finance LGB – the school challenged the agreed terms for referring expenditure to LGB. It was agreed the committee will hold an extraordinary meeting to reconsider terms of reference. UL will advise on expectations for LGB financial monitoring. Original terms were agreed in March 2014 – these will be continued with until reassessed.</p> <p>1 item was a cherry picker. LGB were not given any figures or analysis to demonstrate the need for this item so capital expenditure was not agreed, pending production of costings.</p> <p>DD is line manager for site manager–there has been a light bulb that is not working it will cost £622 to have a contractor in to rectify this. DD it can cost £1000 to clean the windows. In the sports hall out of 80 lights 30 do not work. JB would like the LGB to agree this can be purchased. Currently the academy has to wait for more than 1 item to be broken to make hiring someone in cost effective. 25% of the lighting is currently not working. SM agreed with DD/JB it does not make sense to wait for this. LGB finance committee wished to see financial case for this. LGB identified that the figures DD was quoting were the sort of financial costings they had asked for at the meeting. JB felt this was not the issue – it is clear the academy need this item. LGB accept this, however it is the role of the finance Governors to consider the financial implications of expenditure before decisions are made. LGB also stated the committee asked for a capital expenditure plan going forward to facilitate these decisions. LGB identified a problem that they were not made aware of planned in advance. JB - in the finance meeting Hayley McDonald from UL felt there was no clear definition on what is purchased from capital.</p>	GW/JB/SW	

	<p>JB a further question – books are disappearing from the Library as there is no security system in place – quotes have been gained for this and there is a plan in place. JB would like this installed over Christmas. LGB DM needs to email this to GW for authorisation.</p> <p>LGB asked if an agreed contractor maintenance system would be more efficient than buying items such as a cherry picker? DD the costs are very high – the academy needs to be able to do jobs as and when they are required. JB the site team have all the skills to resolve any issues they just require the equipment. LGB enquired about the safety concerns for this piece of equipment – JB confirmed the training was included in the purchase.</p> <p>DN felt the £5000 limit for JB was low this can be discussed – it is right for LGB to challenge – if there a termly meetings there should not be emergencies.</p> <p>JB routinely spends £48k on staff and LGB members do not monitor this through interviews. (This was discussed at Finance Cttee meeting – LGB do attend SLT & middle leader interviews where possible & see other interviews as an operational rather than strategic matter)</p>		
7.	<p>Committee reports Finance – see above.</p> <p>H&S – PC attended the meeting he is confident in John Chillingworth who chaired the meeting. No serious incidents to report. JC and the Site supervisor are very capable staff. LGB noted EYFS not able to reach whiteboards and cannot self-register – previous Head of facilities would not allow a platform as it caused an issue. LGB saw a small student standing on a chair to reach the board – this needs looking at. WM to speak to TB to arrange this.</p> <p>Curriculum – LGB had an interesting presentation from 2 Literacy leaders followed by an excellent meeting. Minutes attached.</p> <p>Safeguarding – LGB noted that SCR was incomplete when checked on 12.11.15 – LGB has re-checked this and it is now fully complete, except for 1 NQT entry which is usual. All staff and 4 LGB have now undertaken Prevent training in house. PH to provide Prevent training for LGB when they are available. Prevent policy has been agreed by SG cttee – now ratified by full LGB.</p> <p>There is a year plan on Trello which WM will circulate with minutes. SM thanked PH for his quick response with this.</p> <p>CPOMBS information was also shared with the LGB – this is discussed during most safeguarding meetings.</p> <p>SM has completed a self-harm awareness training session online.</p>		

	<p>SM is now also link LGB for SEN and has met with the SENCo from Primary and secondary. Some students on the register have been identified who may not need to be there as they have behavioural issues.</p> <p>Primary/EYFS - SM has met with LM twice since September and feels LM has a fantastic team below her on a steep learning curve. During learning walks there was only 1 classroom who was working slightly differently to the rest & this was dealt with immediately which impressed SM. Corridors look amazing – very engaging.</p> <p>EYFS equipment has arrived from Early Excellence – this highlights the way the students learn.</p> <p>Students enthused about what they are doing and how they are learning & able to explain to LGB what they are learning & relate this to their KPI's – this is a huge transformation over the last year.</p> <p>SJ SEN list recently updated. There is parent who is qualified teacher who has volunteered to support EAL 3 days a week.</p> <p>JB a school in the North was closed for a bomb alert this week. JC is applying strategies to ensure we have a plan in place. DD members of staff have been trained in looking for suspicious packages on vehicles.</p> <p>LGB suggest main front gate have a locking system. JB this is something the academy are looking at.</p> <p>PC has just Chaired a permanent exclusion meeting – this was a straightforward meeting – the student had threatened a member of staff with a knife – this was a culmination of 71 incidents. No parents were present at this meeting. PC and the committee have discussed paperwork and SM will email in relation to this.</p>		
8.	<p>Policies</p> <p>Homework – Ratified by full LGB</p> <p>Attendance – Ratified by full LGB</p> <p>Prevent – Ratified by LGB</p> <p>E-Safety – Ratified by full LGB</p> <p>Sen(D) – Ratified by full LGB.</p>		
9.	<p>LGB Action Plan</p> <p>This has been updated as many of the actions that had been listed have been completed. The plan shared starts from March and takes forward for a year. SJ queried training programme – is there one in place? CB is working on this following the skills audit.</p> <p>SM has completed E-learning and this produces a certificate – this is a perfect paper trail.</p> <p>CB asked for the LGB to email her with any comments in relation to this as it is a working document.</p>	CB/SJ	

10.	<p>AOB</p> <p>CB introduced Dominic Norrish – CB will step down at the end of the year. DN will be the interim chair whilst a new substantive chair is found. LGB were concerned that with a UL colleague as Chair this could reduce their effectiveness as an independent body. DN this is about a smooth transition – UL and the academies are one organisation wanting the same outcome. DN is a trained teacher – he began in year 5 then became a Deputy Head. DN is now a Director of IT at UL. DN is excited to be involved in a school improving so rapidly. DN hopes to be involved with all subcommittee meetings as well as the full LGB.</p> <p>DN – Steve Whiffen is company secretary for UL who oversees Governance within the group. SW will work with DN on recruiting new LGB members. CB to pass on details of her contacts to SW.</p> <p>CB – VM has decided to step down after almost 2 years. VM has made a great contribution to the LGB & provided valuable help & advice to 6th Form students & staff. Unfortunately his distance means it is proving difficult to be in the academy as much as he would like to. VM felt it has been a joy to work with Kettering students.</p> <p>WR – had an impressive meeting with AM as Behaviour Link Governor – AM is doing a very detailed analysis on behaviours, number of LRTs, when and in which subjects – this gives a good, improving picture. AM has now taken over the role in Primary and is working on this. AM also has detailed support on any students who may be at risk of permanent exclusion. LM the series of appeals following past exclusions has assisted in reviewing the tightening of procedures.</p> <p>RGB thanked the LGB their welcome. She is looking forward to getting involved with the LGB & the academy.</p> <p>PC – Bishop Stopford has had Citizens Advice Bureau in to discuss practical finance with students. Would KBA be interested as PC can facilitate? SJ – Head of Business (Andy Major) is looking at an accreditation in personal finance and what the academy can do to achieve this – this will support. There is also a career fair tomorrow evening with over 50 companies including Russell Group universities and Cambridge – the event has been opened up to the whole of Kettering. Andy Major will be more involved with this next year.</p> <p>DD moving the next LGB to the 19th January – DN will look at this.</p> <p>PC thanked CB for all her hard work and dedication that she has given to the LGB.</p>		
	<p>Next Meeting.</p> <p>12th January 2016 5.30pm – to be agreed</p>		