

Minutes of a Meeting of the Local Governing Committee of Looe Community Academy held in the library of the Academy on Monday 24<sup>th</sup> September 2018 at 4.30 pm

**Present:**        **Sheila Brock**  
                       **Amanda Collings**  
                       **Ed Gilbert**  
                       **Sue Gavin**  
                       **Kathy Iles, Chair**  
                       **Penny Prisk, Vice Chair**  
                       **Scott Yalden, Acting Headteacher**

**Absent:**         **Keith Simmons**

**In Attendance:**        **Dan Buckley, CEO SMART**  
                                   **Steve Green, Business Manager**  
                                   **Kate Jackman, Assistant Headteacher**  
                                   **Kate Williams, newly appointed Clerk to Governors**  
                                   **Debbie Stoneman, temporary Clerk to Governors**

It has been agreed that in order to provide evidence of challenge, these questions will be highlighted in the minutes.

1.	<b>Welcome</b> Mrs Iles welcomed governors to the meeting and thanked everyone for attending.
2.	<b>Evacuation Procedure</b> In the event of an emergency, governors were advised to leave the building following the green exit signs and assemble in the car park.
3.	<b>Appointment of Clerk</b> Mrs Iles welcomed Mrs Williams who has recently been appointed as Clerk. She was attending this meeting as an observer. It was agreed that Mrs Stoneman should be appointed as temporary clerk for this meeting only and that Mrs Williams should be appointed as Clerk with effect from the October half term.  Mrs Iles thanked Mr Green for his support since the previous clerk had resigned.
4.	<b>Nominations for Chair and Vice Chair for current academic year</b> The Clerk requested nominations for Chair; Mrs Iles was the only person nominated. She accepted the nomination which was unanimously approved by Local Governors.  The Clerk requested nominations for Vice Chair; Mrs Prisk was the only person nominated. She accepted the nomination which was unanimously approved by Local Governors.  These nominations would be considered by the Trust Board at their next meeting.
5.	<b>Governor Vacancies</b>

	<p>Mr Yalden advised that he has met with a parent who is interested in becoming a Local Governor at Looe Community Academy. He is meeting another parent on Wednesday.</p> <p>It was unanimously agreed to recommend that the constitution of the Local Governing Committee of Looe Community Academy is increased by 1 co-opted governor to 6 co-opted governors. This would be forwarded to the SMART Board for approval. <b>ACTION: D STONEMAN</b></p> <p>It was agreed that governors' photos and pen portraits would be put on the school website. This would be co-ordinated by the Clerk. <b>ACTION: D STONEMAN</b></p>
6.	<p><b>Governors' Code of Conduct</b></p> <p>This had been circulated in advance of the meeting. The Clerk advised that governors should sign a copy confirming that they have read and understood this. Those who had not yet read it were advised that they should do so at the earliest opportunity and confirm by email to the Clerk.</p> <p><b>ACTION: GOVERNORS WHO HAVE NOT SIGNED THE CODE OF CONDUCT</b></p>
7.	<p><b>Declaration of Business and Pecuniary Interest/Academy Related Parties Declaration</b></p> <p>Written forms were completed by those who had not already done so. The Clerk would send a form to Mr Simmons.</p>
8.	<p><b>Apologies</b></p> <p>Apologies were received and accepted from Mr Simmons.</p>
9.	<p><b>Dates of future meetings</b></p> <p>These had been circulated in advance of the meeting and were noted.</p> <p>It was agreed that the date of the July meeting should be changed. The Clerk would co-ordinate this.</p> <p>It was noted that the Headteacher's Report would be considered at the first meeting in the term.</p>
10.	<p><b>Approval of the minutes of the meeting held on 2nd July 2018</b></p> <p>These were agreed and signed by the Chair as an accurate record of that meeting.</p>
11.	<p><b>Matters Arising</b></p> <p><b>M3 Appointment of Clerk</b> – This had been dealt with earlier in the meeting. See item 3.</p> <p><b>M5 Apologies</b> – The appointment of Local Governors is in hand; see item 5.</p> <p><b>M7 Matters Arising:</b></p> <p><b>a) Report by Community Governor</b> - Mrs Brock advised that she was delighted to report that she had been advised that there had been no trouble from under 16s during the Looe weekend. Mrs Iles advised that students' work was on display at the Church Flower Festival. <b>A governor asked who the school contact is for social media.</b> It was suggested that this is sent to Hazel Willars, the Head's PA. Mr Buckley advised that there is an option to fund this service through the MAT.</p> <p><b>b) No further skills audits have been received.</b></p> <p><b>M10 Chair's Report</b> - There had not been any communications to the Chair of proposals for effective governor engagement to provide for the necessary robustness of support and challenge.</p> <p><b>M11 CEO Report</b> - A sub-group to develop the Headteacher recruitment information pack and to shape the recruitment process had been convened but this had been difficult to manage during the summer holiday. It is hoped to be able to appoint an Art Teacher this Thursday which will release additional capacity for the leadership team. Mr Yalden advised that priority is being given to appointing a good teacher.</p>

	<b>M18 Any Other Business</b> - Governors had been provided with information about exam results in August. Further analysis will be provided later in this meeting.
12.	<b>Headteacher's Report</b> This had been circulated in advance of the meeting. From this:
	<p>a) The new format will be officially used from January but there was an option for it to be used at this meeting. A governor commended the revised layout.</p> <p>b) The number of students on role increased at the beginning of term but has since reduced. Mr Yalden advised that he is recording the reasons that students are leaving and where they are relocating to.</p> <p>c) Mr Buckley advised that MATs nationally have found it difficult to identify common issues across all the schools in their MATs. Items which need to be paid particular attention will be in yellow and particularly positive will be in green. Governors were asked to draw attention to any of these items they felt should be highlighted if it haven't already been.</p> <p>d) A School Development summary is included in the report. There are seven items in total which have been determined from discussions with the Senior Leadership Team and taking account of the peer review. The process was summarised. The next peer review will be in May.</p> <p>e) The summary of the KS4 headlines on page 8 was circulated. It was noted that Progress 8 scores are continuing to rise. Student attendance has been identified as a reason for the reduction in the Progress 8 score for Pupil Premium students. It was noted that some students had remained on role but became home educated and had alternative provision. If these are removed, the score is almost zero which means students are making progress in line with the national average. Taking out those students with attendance below 90% the progress 8 score becomes +0.21, highlighting that attendance is an issue to be tackled. Governors were advised that the current Y11 have attendance below 90% and this will receive attention. There was a discussion about the performance of the alternative provision which is a cause for concern. The SMART Board would be made aware of this. <b>A governor asked if private tuition is an option.</b> This was discussed at length and it was agreed this should be raised with the Trust Board. A governor queried whether the adjacent health centre could be used. This was discussed; it was noted that behaviour and mental health issues need to be taken into account when considering alternative provision. It was noted that this is an issue across Cornwall.</p> <p>f) English and Science successes this year were noted, and also the significant successes in some Pupil Premium areas. These will be researched and shared. Positives from the peer review will be fed back to the Trust Board. It was noted that if the school was larger, these proportions would put it in the top 25% in the country.</p> <p>g) <b>A governor queried that there is no green in the More Able section and suggested that the form should also include 7+ results.</b> Mr Buckley agreed that this would be a positive addition which would be included. <b>A governor asked if SEN resources are targeted to gifted and talented students.</b> Ms Jackman advised that the allocation of resources to these students is considered on an individual basis. Mr Yalden felt that it may be beneficial to have a dedicated person with this responsibility and this would be considered. Mr Buckley highlighted that there is concern that 'More Able' is another 'label' which could be divisive. Priority needs to be that in all subjects, students are given stimulating education. It was</p>

	<p>noted that there is an error in the number of Pupil Premium students in one section which should be 19.</p> <p>h) Mr Yalden advised that a detailed investigation has been undertaken to determine what strategies have worked this year and highlighted that predictions in French and Computer Science were not accurate. All Heads of Department have prepared development plans following the examination results and taking account of student voice.</p>
<p>Mr Buckley left the meeting at 1812.</p>	
i)	<p><b>A governor asked if the options in Y9 could be reviewed, particularly with regard to languages.</b> Mr Yalden advised that he will be reviewing this prior to the options evening. <b>A governor felt that students' suitability for the subjects, taking account of their engagement, needs to be considered when these are agreed.</b></p>
j)	<p>Absence – the reduction in long term staff absences was noted.</p>
k)	<p>Governors noted that the support plans are no longer in place. Mr Yalden advised that the results for some of these had improved significantly.</p>
l)	<p>Strands receiving attention are detailed on page 15. The background was outlined.</p>
m)	<p>Attendance last week had been 96% which is most encouraging. There is now a new EWO (Educational Welfare Officer) who is also working with the feeder primary schools. Parents have been advised of the repercussions of poor attendance; two warning letters have already been sent. The EWO is also contacting parents who request holidays in term time; these are not being authorised. <b>A governor asked about a comparison with last year.</b> This is available but not to hand at this meeting. This will be shared once updated.</p>
n)	<p>There was a discussion about young carers. <b>A governor asked how they are identified.</b> They were advised that there is not is formal way of doing this and it is down to the students and families themselves advising the school.</p>
o)	<p>Safeguarding, page 18 – the S157 audit has been returned; there were no actions for the school to take apart from those already identified regarding staff training.</p>
p)	<p>Anna Clark was appointed last term and has completed level 3 training and is now Deputy Designated Safeguarding Lead. Posters in the school have been updated. Training updates are being arranged for staff covering different areas to ensure that there is a breadth of knowledge about this subject.</p>
q)	<p>Keeping Children Safe in Education – it was noted that revised guidance has been issued. The Clerk would circulate this and ask for confirmation that governors have read and understood it. <b>ACTION: D STONEMAN</b></p>
r)	<p>Behaviour – governors were advised that there have been two exclusions so far this term. The Clerk requested that a copy of these letters is be sent to the Clerk in future. <b>A governor asked if there are any students currently on a managed move.</b> The process was explained; there are not any students currently in this. It was noted that the number of behaviour detentions has fallen when compared to last year.</p>

	<p>s) <b>A governor suggested that a thank you letter is sent to those staff members who had worked exceptionally hard and achieved improved results.</b> It was felt that this could be done when the results are published and would be done during performance appraisals.</p> <p>t) <b>A governor asked about parents' evenings which they used to attend.</b> It was agreed that this is a useful way of increasing governors' profile. They will be advised of the dates. <b>ACTION: S YALDEN</b></p> <p>u) It was noted that there is a proposal to start a Parent Forum/PTA and this could be useful to identify volunteers for this. A governor asked about the purpose of a parent forum. Ms Jackman advised that this would be for fund raising primarily and to give parents a voice to express their views. This was discussed; it was noted that bids can be made by a PTA which cannot be submitted by a school.</p>
13.	<p><b>Governors Visits</b></p> <p>It was suggested that there are governor visit days and that dates and themes are proposed for the New Year. Governors were advised that ideally there should be two visit forms from governors each term. It was noted that visits need to be structured; Mrs Iles and Mr Yaldon will prepare a schedule for these.</p> <p>The Clerk was asked to recirculate the SMART Governor Visits Form and include the Head's PA. <b>ACTION: D STONEMAN</b></p> <p>It was noted that the next Health &amp; Safety check would include a fire drill.</p>
Mrs Prisk left the meeting at 1850.	
14.	<p><b>Chair's Report</b></p> <p>Governor training information had been circulated. If anyone wanted to attend any of the courses shown, they were asked to contact the Chair and Clerk.</p>
15.	<p><b>CEO Report</b></p> <p>Mr Buckley's report had been circulated in advance of the meeting together with the last approved minutes of the SMART Board meeting. There were no further questions or comments.</p>
16.	<p><b>Finance Report</b></p> <p>Mr Green apologised for the short timescale that his report had been circulated. This was due to pressure of work since the beginning of the term. From this:</p>
	<p>a) A process is needed for capital bids from the SMART Board and also for the allocation of the Health &amp; Wellbeing allocation from the DfE.</p> <p>b) The site team were thanked for the significant amount of work they have done over the summer. Mrs Iles will communicate this when she does the Health &amp; Safety visit.</p> <p>c) <b>A governor asked if there is a system for recognising individual or team effort.</b> This was discussed; it was felt that the most beneficial way to recognise this was by personal thanks. How to recognise individual achievement would be raised with the SMART Board.</p> <p>d) <b>A governor asked where the SMART financial commitment is shown in the accounts.</b> This is under professional fees and was shown to governors. <b>A governor asked if there is a breakdown of what is included in each cost centre.</b> Mr Green advised that he has this analysis in a different format. <b>A governor requested a copy of the budget.</b> It was suggested that the Finance Governor looks at this in detail and reports back to governors at the next meeting. <b>ACTION: A COLLINGS</b></p>

17.	<b>Items for the Trust Board</b> M12e) There was a discussion about the performance of the alternative provision which is a cause for concern. M12f) Positives from the peer review will be fed back to the Trust Board. M16a) A process is needed for capital bids from the SMART Board and also for the allocation of the Health & Wellbeing allocation from the DfE. M16c) How to recognise individual achievement.	
18.	<b>Any Other Business</b>	
	a)	A governor advised that they had attended a career workshop which they summarised. The governor was asked to write a report.
	b)	A governor highlighted that destination data will be considered by Ofsted. The anonymous data would be circulated.  Governors advised that they are finding it difficult to access their school based email addresses. Mr Green outlined the reasons for the revised requirements.
19.	<b>Date of future meetings</b> Monday 3 <sup>rd</sup> December Monday 28 <sup>th</sup> January Thursday 28 <sup>th</sup> March Tuesday 14 <sup>th</sup> May Monday 8 <sup>th</sup> July – NB this date needs to be changed  All commencing at 4.30pm in the Library at Looe Community Academy	
The meeting finished at 1930.		

<b>M5 Governor Vacancies</b> It was unanimously agreed to recommend the constitution of the Local Governing Committee of Looe Community Academy by 1 co-opted governor to 6 co-opted governors. This would be forwarded to the SMART Board for approval.  It was agreed that governors' photos and pen portraits would be put on the school website. This would be co-ordinated by the Clerk.	<b>D STONEMAN</b>  <b>D STONEMAN</b>
<b>M6 Governors' Code of Conduct</b> This had been circulated in advance of the meeting. The Clerk advised that governors should sign a copy confirming that they have read and understood this. Those who had not yet read it were advised that they should do so at the earliest opportunity and confirm by email to the Clerk.	<b>GOVERNORS WHO HAVE NOT SIGNED THE CODE OF CONDUCT</b>
<b>M12 Headteacher's Report</b> q) Keeping Children Safe in Education – it was noted that revised guidance has been issued. The Clerk would circulate this and ask for confirmation that governors have read and understood it. t) <b>A governor asked about parents' evenings which they used to attend.</b> It was agreed that this is a useful way of increasing governors' profile. They will be advised of the dates.	<b>D STONEMAN</b>  <b>S YALDEN</b>

<b>M13 Governors' Visits</b> - The Clerk was asked to recirculate the SMART Governor Visits Form and include the Head's PA	<b>D STONEMAN</b>
<b>M16 Finance report</b> d) It was suggested that the Finance Governor looks at this in detail and reports back to governors at the next meeting.	<b>A COLLINGS</b>