

Minutes of a Meeting of the Local Governing Committee of Looe Community Academy held in the library of the Academy on Monday 3rd December 2018 at 4.30 pm

Present: **Barney Barron**
 Sheila Brock
 Amanda Collings
 Ed Gilbert
 Sue Gavin
 Heidi Hoskin
 Kathy Iles, Chair
 Penny Prisk, Vice Chair
 Keith Simmons
 Scott Yalden, Headteacher

Absent: Sheila Brock

In Attendance: **Steve Green, Business Manager**
 Kate Williams, Clerk to Governors

To provide evidence of challenge, these questions are highlighted in the minutes.

20. **Welcome**
The Chair welcomed governors to the meeting, especially new governors Barney Barron and Heidi Hoskin who were appointed today following Trust Board approval. The Chair congratulated Mr Yalden on the Headteacher appointment. Everyone introduced themselves.
21. **Evacuation procedure**
The route to leave the building in an emergency was explained; Mr Green advised that everyone should exit the building using the main entrance. There are also exits at either end of corridor.
22. **Declaration of Business or Pecuniary Interest and Academy-related parties - update on any changes since completion of written declaration**
The revised Related Parties Declaration forms were distributed. The Clerk asked that all governors should complete and return at the end of the meeting.
23. **Apologies for Absence**
Mr Simmons advised that Mrs Brock would not be attending and sends her apologies. She is extremely busy at work. The apologies were received and accepted.
24. **Approval of minutes of meeting held on 24th September 2018**
The minutes of the meeting held on 24th September 2018 were taken as read, accepted and signed by the Chair as a true and accurate record of the proceedings.
25. **Matters Arising**
M5 Governor Vacancies - Change of constitution of the Local Governing Committee to be forwarded to the SMART Board for approval - *Completed*

M5 Governor Vacancies - Photos and pen portraits would be put on the school website. This would be co-ordinated by the Clerk. *Update: A brief pen portrait should be emailed to the Clerk along with a photo. Jordan Goodison-Powell, a prospective governor is meeting with the Chair and Headteacher next week. A further prospective governor is also scheduled to meet with them both.*

Action: All

M6 Governors' Code of Conduct - 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. *Update: The Clerk will check with Debbie Stoneman if there are any outstanding code of conducts. Mrs Hoskin, Rev Barron and Mr Simmons to complete and send through to the Clerk.*

Action: Clerk

M12 Headteacher's Report

q) Keeping Children Safe in Education – The Clerk would circulate the changes and ask for confirmation that governors have read and understood it. *Update: Mr Green advised that this document is required reading for governors. It has 5 parts and governors need to read part 1 and then the management sections which are parts 2 (the management of safeguarding) and 3 (safer recruitment). Mr Green will require governors to sign to confirm that they have read and understood. It is essential that the Safeguarding governor reads this document.*

t) It was agreed that a governor should attend parents' evening. Governors will be advised of the dates - *Complete*

M13 Governors' Visits - The Clerk was asked to recirculate the SMART Governor Visits Form and include the Head's PA. *Update: This form has been circulated to governors but it was noted that copies can be obtained from the school secretary.*

M16 Finance report - It was suggested that the Finance Governor looks at this in detail and reports back to governors at the next meeting. *Item covered on the agenda*

26. **Up-Date from the Headteacher**

The Interim Report was circulated in advance of the meeting and also hard copies were distributed to governors. The Mr Yalden advised that on the 28th January the completed Headteacher's report will be circulated. The contents of the reports were summarised. From this:

- a) Mr Yalden advised that there are currently 478 students on roll. In January the intake figures will be known. **A governor asked for clarification on the following acronyms;** APA is alternative provision academy and CHES is the Children's Hospital Education Service.
- b) Mr Yalden discussed alternative provisions for pupils and transferable skills training based at Merryhue Farm near Callington, providing alternative provision for a particular student. The Year 11 Student is on a reduced timetable due to behaviour and this has been successful intervention.
- c) The second data drop is due shortly. Predictions have been made from the last data round and it shows some successes. The Progress 8 looks positive. The Gender gap and Pupil Premium are a concern.
- d) The data from leavers following exam results in the summer show a figure of - 0.51. Mr Yalden advises that this data will be reviewed and once updated should be - 0.4 which is an improvement. My Yalden commented that the current concerns are upper and high attainers in English. There are two higher students which are impacting data due to not attending.

- e) The Gender and Pupil Premium gap need be reviewed by Mr Yalden. The teaching staff have identified ways to support these pupils. **A governor asked if pupil attendance was still an issue and impacting on results** and Mr Yalden advised that this was the case. **A governor queried if the data would be different and still a concern**, if the Pupil Premium boys were removed from the boys' data. Mr Yalden advised that there is an equal split in numbers and it therefore does impact on the data.
- f) Kate Jackman has taken on the SENDCO role. SEND support for students has improved but there is still work to be done. Will Pritchard will be visiting the school to provide external advice.
- g) Appraisals have been scheduled for the academic year and all staff will have been observed by the end of term. The appraisals for support staff will be reviewed. **A governor asked about the format for the appraisals for staff as no objectives were set last year.** Mr Yalden explained the format and Mr Green commented that there will be opportunities to celebrate the previous year's achievements.
- h) **A governor asked about the administration structure** and if all the administration team can identify who are the Line Managers. Mr Yalden advised that there is now a clear structure and all the staff know who is their Line Manager. **A governor asked if there had been any discussions about streamlining and re-structuring.** Mr Green and Mr Yalden advised that there had been a review of job descriptions and discussions to establish what tasks have been given to staff. There is an Administration Manager. **A governor asked for the structure of the administration team to be circulated to governors.**

Action: S Green

- i) A part time temporary Art Teacher has been appointed. A full time Engineering Teacher starts at the school next week. There will be a period of hand over with the supply teacher. **A governor asked who will be the art teacher's Line Manager.** Mr Yalden advised the Art Teacher has relocated to Looe and is very experienced teacher. She has settled in well. The appointment will last until Christmas but can continue longer to bridge the gap. Mr Yalden is confident that this teacher will continue for as long as required.
- j) Safeguarding Update: Mr Yalden advised that there have been 6 reports from the police which have involved pupils in the local community. Mr Yalden has also attended three briefings. Safer Recruitment training has been completed by selected members of staff. WRAP (Prevent) training is being undertaken across the MAT and is free. There is still work to do around attendance and two new students have already become concerns. There is also one pupil who is waiting to be removed from roll as has moved to another school.
- k) Premises update: Last week there was a problem with a leaking roof following heavy rainfall. Quotes are being sought for possible repairs. Mr Yalden advised that this is a known issue but it is not a safety concern. Mr Yalden and Mr Green advised that funds would be sought from SMART for the repairs. Mr Green advised two different ways of funding repairs; SMART will receive a guaranteed amount to fund repairs each year and LCA is able to bid for funds. The second option to obtain funds is the windfall grant which averages at £50k. It was discussed that carpets also need to be replaced but it would be unwise to complete this until the roof is repaired. **A governor asked about the SMART funds and queried if governors should have access to the funds.** Mr Green advised the difference between strategic and operational responsibilities and then summarised the process for bidding for funds; a condition survey will need to be completed in the first instance. **A governor asked about health and safety issues relating to leaking roofs.** Mr Green advised that reasonable steps need to be made in the first instance. **A governor asked if the leaking roof would impact the ventilation Mr Green confirmed that there was no impact on ventilation.**

- l) Year 7 settling in evening: Mr Yalden advised that 33% of Year 7 parents attended. It was noted that the majority of Year 7 pupils have settled in very well. It was felt that this was the reason for the low attendance of parents as the evening was an opportunity to raise any concerns that they might have. It was discussed that the structure of this settling in evening would be reviewed for the next academic year to ensure that attendance is high and parents are engaged. This settling in evening was not held in 2017.
- m) Mr Yalden advised that the prom evening was a success and raised £610 in total. It was a good event with high attendance.
- n) There was a successful bid of £280 for funds towards the garden project. The grant money will enable them to expand by purchasing more raised beds and tools.
- o) Mr Yalden advised that the Student Council Chairs have attended two Town Council meetings. Students have been representing the school within the local community. There have been three recent articles in the local newspapers.
- p) **A governor asked if there should be a concern regarding the low number parents attending the Year 7 evening** but the Mr Yalden thought it was not a concern as there had been few problems with the Year 7 pupils settling in. A governor advised that parents had received a letter of invitation to discuss any issues they had; so parents did not attend unless there was a need. As previously discussed, there will be a review of the content of the meeting for 2019. It was noted that parent engagement is important.

27. Finance Update – Budget

The LCA Management Accounts for the period ending 30th September had been circulated in advance of the meeting. Mr Green summarised the report and from this:

- a) In period 2 adjustments have been made and the budget revised. Funds have been granted for the teachers' pay award. The surplus is a concern but it was advised that this is due to the change in staffing structure. The financial award is based on teacher numbers. **A governor asked when the teachers would receive the pay increase**, Mr Green advised that the teachers have already received the pay increase. **A governor queried how £25K has been saved from the staffing budget as this was not clear from the report.** Mr Green advised that there has been an under allocation in some cases.
- b) **A governor asked about the deficit in period 2.** Mr Green discussed the period 2 figures and noted that it has reduced slightly. Mr Green advised that provisions have been made. **A governor asked about the agency staff spend of £7K** which Mr Green clarified. Mr Yalden advised that £190 per day is the current rate for a supply teacher. **A governor asked why this had not been budgeted for.** Mr Green advised that the budget was set in by Governors in July and that the prevailing staffing needs were such that an agency staffing solution was the best way forward.
- c) **A governor asked if there should be an in-year budget review date.** Mr Green advised that the school has an original budget and an in-year revised budget. Mr Green advised that the budget was set in July 2018. **A governor commented that the original budget had not been circulated and wanted some further clarification.** Mr Green advised that the original budget had been circulated to all governors and indeed was contained within the management accounts that had been circulated in advance of this meeting. **A governor asked about the Financial Scheme of Delegation for Local Governing Committees.** It was discussed that there may be particular review points within the year. The Scheme of Delegation was discussed and the role of the governors. Mr Green clarified some points relating to the Financial SoD with

- d) the governors. It was advised that governors should read both SoD's which are available on the SMART website.
- e) **A governor asked for clarification on private sector funding** and Mr Green advised that this figure is income from parents paying for trips. **A governor queried why these funds are classed as income and there was a concern that the data was false if the funds were not paid in and out within the same period. A governor queried why accruals are not used** and it was advised that this is due to staffing capacity. The heading for school trips outgoing payments is titled "Education Suppliers and Surpluses".

28. **Governing Committee Roles**

It was discussed that governors working in pairs would be beneficial. The SMART links and Academy Links were agreed. It was discussed that Academy Link Governors would have the opportunity to visit the school and attend meetings in their allocated subjects.

Name	SMART Link	Academy Link
KI	H&S and Premises	Humanities
AC	Finance, HR	Technology
SB	Safeguarding and Community	The Arts
BB	Safeguarding and Community	MFL
HH	SEND and Disadvantaged	SEND/Disadvantaged/Science
PP	Learning (CSA)	English
KS	HR and Learning	Maths
JG-P		PE

29. **Reports from Governors' Visits**

Pupil premium – Governors visit report

The Chair thanked the teaching staff for their hard work and commented that it was a great day. **A governor asked about Ofsted and the requirement to show impact.** It was queried if the report should have an impact column for Ofsted's use. It was discussed that the report needs to be reviewed next term and this should be included. It is important to capture the impact of the Pupil Premium spending. The governors found the experience insightful. It was discussed if a further day should be scheduled in the New Year but with a different theme.

The work of Kate Jackman was discussed and this was felt it was important to both observe and discuss with the pupils their perceptions as they are important and useful. The 14th March 2019 has been suggested as a possible date for this.

Mr Yalden advised that an extra column will be added to the governor roles table to share which academy staff each link would liaise with about their briefs. There was a discussion on how data from the day is collected and how it is then used. **A governor asked if there should be some tracking of this and its effectiveness documented.** Mr Yalden advised that he would look into this.

Action: Headteacher

30. **Governor Training -**

Feedback – NGA learning link – A governor has completed a few of the courses and advised that these are useful. A governor advised that she had had an unsolicited email about a conference and it was advised that it was likely to be junk email.

Skills audit forms – Clerk to check with Debbie Stoneman if there are any outstanding forms

Action: Clerk

31. **Feedback from Link Meetings**

Finance – The Finance Link Governor advised that she had attended the first meeting and outlined its structure. It was felt that it was a good meeting and would be useful.

Safeguarding – The Safeguarding Link Governor had attended this meeting and felt it was useful.

Chair’s Forum – It was commented that this was useful and gave an opportunity for all the Chairs to meet and share issues. Recruitment of governors had been discussed in this meeting.

32. **Policies -**

SMART Safeguarding Policy (please note this policy was ratified by the SMART Board Oct 2018).

A copy of this policy had been circulated in advance of the meeting.

Mr Green advised that the details have been updated recently. It was noted that Rev Barron’s details need to be added. This document is on the SMART website.

Action: S Green

33. **Safeguarding**

Visits from past pupils; Following a recent panel hearing at the school, **the governors wanted clarity over the agreed procedures regarding ex-student visiting the school.** It was advised that ex-students are regarded as an external visitor, given a visitor pass and need to be accompanied whilst on school premises.

For work experience; it was advised that the school denies requests for work experience. There are legal complications relating to work experience students and there is little for the school to gain. Student teachers do provide a financial incentive. **A governor asked about students returning to school to update teachers on their progress since leaving** and it was advised that this practice is discouraged and is not a regular occurrence. Staff are aware that visitors without a badge must be challenged. **A governor asked if all staff are aware of this of this policy** and it was advised that weekly bulletins are circulated and have a section on safeguarding. A governor commented that it is normal practice following a hearing, for a recommendation to be given to the school and then guidance is supplied and circulated by the school to all staff.

34. **GDPR update**

The Remote Access document was circulated in advance of the meeting.

- a) Mr Green advised that the key principles of GDPR are; policy by design and data protection by default. If the school systems are used for data and emails, it is protected and backed up. If governors are using a personal device, then the information is backed up on a different server and could be accessed by a family member.
- b) The Governor Shared Area was introduced to prevent these issues. Governors will be able to view previous LGC documents. This system will give the user the opportunity to use the office tools which are available in the school.
- c) Each governor will have their own private storage area. IT and administrators could view the contents of the folders if given permission by the Headteacher. Governors have the option to set up shared folders with permissions for certain people to access. Mr Green summarised the information on the document and how to access the remote desktop.
- d) **A governor asked about storage capacity** and Mr Green advised that there should be adequate capacity for teacher’s needs. **A governor asked about access on personal devices** and Mr Yalden and Mr Green discussed this further. Some governors have a short cut on their devices but this was not the case for all governors.

- e) **A governor queried if ex-students details should be kept or deleted.** This was discussed at length and it was advised that these details should be removed but this is currently unable to be completed due to a fault in the system. Mr Green advised that the legal position regarding personal data, changes when the pupil turns 18 and there is a possibility a claim could be made, therefore details have to be kept for 6 years following the pupil's 18th birthday.

35. **Summary of Matters for Trust Board**

Condition Improvement Fund – how to access the funds
Leaking Roof
How matters dealt with by the Trust Board are fed back to LGC's

36. **AOB**

Nothing else was discussed.

37. **Confirm Date and Time of Future Meetings**

Monday 28th January 2019, Thursday 28th March 2019, Tuesday 14th May 2019 and Monday 8th July 2019. All commencing at 4.30 pm at Looe Community Academy

The Chair thanked the governors for attending.

The meeting closed at 7.06 pm.

ACTIONS SUMMARY

ACTION	ACTION BY
25. Matters Arising M5 Governor Vacancies - Photos and pen portraits would be put on the school website. This would be co-ordinated by the Clerk. <i>Update: A brief pen portrait should be emailed to the Clerk along with a photo.</i>	ALL
25. Matters Arising M6 Governors' Code of Conduct - 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. <i>Update: The Clerk will check with Debbie Stoneman if there are any outstanding code of conducts. Mrs Hoskin, Rev Barron and Mr Simmons to complete and send through to the Clerk.</i>	Clerk
26. Up-Date from the Headteacher h) A governor asked about the administration structure and if all the administration team can identify who are the Line Managers. Mr Yalden advised that there is now a clear structure and all the staff know who is their Line Manager. A governor asked for the structure of the administration team to be circulated to governors.	S. Green
29. Reports from Governors' Visits Mr Yalden advised that an extra column will be added to the governor roles table to share which academy staff each link would liaise with about their briefs. There was a discussion on how data from the day is collected and how it is then used. A governor asked if there should be some tracking of this and its effectiveness documented. Mr Yalden advised that he would look into this.	S. Yalden
30. Governor Training - Skills audit forms – Clerk to check with Debbie Stoneman if there are any outstanding forms	Clerk
32. Policies - SMART Safeguarding Policy (please note this policy was ratified by the SMART Board Oct 2018). A copy of this policy had been circulated in advance of the meeting. Mr Green advised that the details have been updated recently. It was noted that Rev Barron's details need to be added. This document is on the SMART website.	S. Green