

LOOE COMMUNITY ACADEMY TRUST

COMPANY NUMBER: 07909371

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Minutes of the Governing Body Committee Meeting held on Monday 6 July 2015 at 4.30pm

Present:			
S Brock	L Ingham	M Lewis	K Mordan
M Evans	H Jenkins	M Long	T Vasey
D Glynn	J Kevern	S Minnette	Mr T Wardle
In attendance:			
H Casson (Deputy Headteacher)	S Green (Company Secretary, Clerk, Business Manager)		
C Damerell (Deputy Headteacher)			
Apologies (Governors):		Apologies (Attendees):	
P Lewis		K Jackman (Assistant Headteacher)	
P Prisk		L Sutcliffe (Clerk)	

The meeting started at 1635

- Welcome and apologies** - the Chair welcomed everyone to the meeting. Apologies were received from and accepted for P Lewis and P Prisk. The meeting was quorate.
- Declarations of interest** - there were none.
- Minutes of previous meeting held on 16 March 2015** - the minutes were agreed and signed.

HJ arrived at 1640

- Matters arising from the minutes not covered in the agenda elsewhere, including a review of action points:**

Brief description of the action	Who has the action	Status (actions in bold text)
4). Check whether TWA requires refresher safeguarding training	HCA	Complete
4). Provide report to Curriculum Committee	KJA	Complete
5). Return skills audit to LSU	All Governors	Partially complete. Seek outstanding forms (Clerk)
5). Arrange visit for Governors to other schools in the Headstart scheme	HJ	To Student Health and Wellbeing Committee for action (Clerk - add to agenda)
6). investigate system for parent concerns	SLT	Complete. New "Concerns" e-mail address created. Process to be managed by ASP
7). Send relevant updated policies to SPG to upload onto website	DGL/SPG	Complete
7). Ensure all future policies are uploaded with date approved	LSU/SPG	Complete
8). Analyse yr10 behaviour data by subject	CDA	Complete. CDA reported on the analysis, which showed Period 3 on

		a Monday was the most challenging and this was probably due to interactions taking place a breaktime regarding issues that occurred over the weekend, particularly social media
8). Report to Curriculum committee on new predictions from scorecard (lines 124+)	CDA	Complete
10). Arrange meeting for next steps of Strategic Plan	SPG/PLE	Complete
10). Arrange speaker on MATs	DGL	Complete
11). Study the new safeguarding policy and decide on additional ways to challenge.	ALL	Governors need to develop systematic monitoring (MEV). The Student Health and Wellbeing Committee was creating a range student groups to provide a more representative voice. Governors were encouraged to come in and talk to students (all)
11). Set agreed date for Safer Recruitment training	DGL/HJ	To be arranged (DGL/HJ)

TVA arrived at 1645

5. Policies:

- a. Approved:
 - (1) Curriculum Committee: Collective Worship, Safeguarding, SEN, Student Attendance
 - (2) Personnel Committee: Flexible Working, Whistleblowing
- b. Outstanding:
 - (1) Annex C of the Public Sector Equality Duty - in draft - data awaited (**Action: SPG**)
 - (2) Achievement for All - in draft - [governors asked for it to be refined to address Pupil Premium, more able and other sub-groups](#) (**Action: KJA**)
 - (3) Health, Safety and Wellbeing, incorporating students' medical needs - in draft - [comments and proposed amendments received from governors](#) (**Action: SPG/HCA**)
 - (4) Homework - requires minor rework, as the version presented at the Committee meeting was lost in the data failure event (**Action: CDA**)

Governors were updated on the catastrophic loss of 3 weeks of Academy data due to the Network Manager maintaining inadequate backup processes. This had impacted on teaching staff, support staff and on students, including those that had worked hard to prepare examination submissions. Members of the SLT were under significant pressure to recover from such a major setback and this was acknowledged by the governors.

- (5) Computer and internet use: student agreement - requires minor rework, as the version presented at the Committee meeting was lost in the data failure event (**Action: CDA**)
- (6) Leave of Absence - [comments and proposed amendments received from governors](#) (**Action: SPG**)
- (7) Pay Policy 2014: Teachers - unamended version as agreed by Cornwall Council HR and TUs had been circulated to all teachers without any comment - can now be adopted (**Action: SPG**)
- (8) Pay Policy 2014: Support Staff - draft by Cornwall Council HR had been agreed with TUs but did not reflect the Academy's pay settlement - amended and passed to Chair of Personnel Committee for validation (**Action: DGL/SPG**)

(9) Pay Policy 2015: Teachers - under negotiation and consultation at national level via STPCD process, which is concluding - [governors asked for early visibility of the resultant draft pay policy from Cornwall Council HR](#) (**Action: SPG**)

KMO arrived at 1650

6. **Governors' training attended:**

- a. Preparation for Ofsted - TWA, PPR and MEV - [a report was provided to inform all governors \(see minute book\) - governors discussed the focus of Ofsted and Ofsted's perceived priorities:](#)
 - (1) Aspirations - higher education - Cornwall v national - 6th form choices - careers independent advice and guidance. [DGL advised that there was a list of companies that had declared an interest in presenting to students and that this could be shared with the Academy](#) (**Action: DGL**)
 - (2) Governance - what governors know about their school
 - (3) Safeguarding - demonstrating a culture of safety - [governors must monitor, review and act upon findings](#)
- b. MLO science governor course
- c. LIN induction for new governors
- d. SEN governor training

7. **Governors' Academy monitoring visits**

- a. Chair's visit 15 May 2015 and 1 July 2015 to talk with students - [a report was provided for each visit to inform all governors \(see minute book\) - areas for review and consideration include careers advice and financial capability. DGL identified schemes run by Santander and others to engage school children to raise their financial awareness. HCA advised that the PSHCE programmed covered this and that PSHCE delivery had been revised into one hour blocks instead of tutor time.](#)
- b. Chair's visit to monitor Single Central Record (SCR) - [a report was provided to inform all governors \(see minute book\) - action has already been taken by the Academy](#)
- c. Other visits - [LIN visited for an assembly announcing a song writing competition for the Looe Music Festival and was subsequently involved in an unannounced routine fire drill - a report was provided to inform all governors in which the Academy was complimented on the way the fire drill was conducted \(see minute book\)](#)

SMI arrived at 1705

8. **FFT and Ofsted data dashboards**

- a. FFT Aspire governor dashboard - the key feature is that data is based on *best entry* - [governors discussed the document that had been circulated:](#)
 - (1) English Baccalaureate (EBacc) - [governors had previously decided to not impose the EBacc suite on students and continued to support that decision as it put the needs of the learners first.](#)
 - (2) Progress 8 - would impact on the Class of 2016 (newly promoted Year 11). The new measure will be based on students' progress measured across 8 subjects: English; mathematics; three other EBacc subjects (sciences, computer science, geography, history and languages); and three further subjects, which can be from the range of EBacc subjects, or can be any other approved, high-value arts, academic, or vocational qualification. [The associated options choices were discussed.](#)
- b. Ofsted school data dashboard - the key feature is that data is based on *first entry* - [governors discussed the document that had been circulated:](#)
 - (1) Attendance - widely publicised fines imposed on parents/carers across the country may have produced a resultant impact on improving the national average, but had not improved our attendance. [It was advised that Cornwall Council has the authority to fine](#)

and needs the Academy to inform its revised process and is producing a flow chart to assist schools.

SBR left at 1715

9. **Governors' one year action plan update and self-evaluation**

a. Governors reviewed the action plan that had been circulated and examined how well they contribute to the Academy's self-evaluation and the extent to which they collectively understand its strengths and weaknesses. Much progress had been made. The Clerk will now publish all governor profiles (**Action: Clerk**). Governors were pleased that their knowledge of the Academy enabled them to guide decision making, such as the EBacc/Options outcome described earlier.

b. Governors reviewed the impact of their own work:

(1) AY13/14:

Secured the sixth consecutive year of improved results for all students (5A*-C EM best entry), high value added for all students, high outcomes for more able, closed gap for Pupil Premium students for third consecutive year by raising 5A*-C EM best entry outcomes from 9% to 50%.

(2) AY14/15:

- Set strategic direction through ambition and challenging targets
- Have undertaken the NGA skills audit and filled the gaps through appointing governors with HR, Primary English and Performance skills and experience, thereby strengthening governance
- Monitor progress and provide challenge through agenda setting, questioning of SLT in meetings, scorecard review and visits to the Academy
- Secure views and feedback from students to challenge SLT and drive improvement, e.g. careers guidance and information
- Monitor Single Central Record, recording actions to be undertaken and checking that they are done
- Actively seek views and feedback from parents and carers at Parents' Evenings and through Kirkland Rowell survey to challenge SLT and drive improvement
- Guide curriculum decision making, e.g. decision not to direct students into EBAC option choices, but to offer subjects that are best suited for them, whilst also offering academic options to the most able
- Departmental link governors provide challenge and add an edge to departmental monitoring at review meetings with leaders of faculty
- Establish working groups to focus on strategic issues, e.g. financial review, strategic plan

SBR returned at 1730

MLO arrived at 1730

10. **Report from the Kirkland Rowell survey of March 2015** - Governors discussed the circulated executive report from the survey and were invited to submit questions out of Committee after further review. The survey's key features were explained and there were some conflicts and contradictions from the results across parent, students and staff feedback. Student use of mobile phones was discussed, and the Academy was considering a blanket ban on phones in school time due to the significant impact on the learning of certain users; further consultation was needed before a decision could be made (**Action: HJ**). Homework was explored further and the self-evaluation summary was reviewed.

11. **Headteacher's report:**

a. Governors' were provided with the report at the meeting (confidential to governors - see minute book). The Headteacher led the meeting through the report and provided the opportunity for questions and clarification, having assessed areas for improvement in the evaluation process. The key points were:

- (1) Governors agreed to make the acting leader of Sport and PE into a permanent appointment.
 - (2) Governors agreed to make the acting Network Manager into a permanent appointment.
 - (3) The Academy scorecard was introduced under self-evaluation at Section 3; a copy was provided to governors at the meeting:
 - (i) Lines 4 and 5 (5A*C EM) showed a PP v non PP gap of 32% first result v national of 26%
 - (ii) Line 41 (SEN) was close to target at 40% v FFT 43%
 - (iii) Line 45 (3+ levels of progress, English, boys) showed a gap between girls line 46 and boys of 15%
 - (iv) Line 71 (4+ levels of progress, Maths) showed progress 39 % exceeding national and the FB target (35%)
 - (4) There was now a higher proportion of teachers performing at an outstanding level or showing outstanding in some aspects. The role of the Assistant Headteacher for Teaching and Learning had made real impact on raising the engagement in teaching and learning and had enthused and motivated many teachers.
 - (5) It was suggested that English was still not yet good enough and would be subject to further review.
 - (6) There should be further challenge to ensure positive Pupil Premium outcomes.
 - (7) Middle leaders must become more accountable.
 - (8) CDA's report on behaviour was discussed, together with the proposed strategies for improving attitudes to learning, including formal lunchtime detentions and a restructure of PSHCE to provide tutors with more time to deal with issues more effectively.
- Of note:
- (i) Pupil Premium students are no more likely to receive behaviour warnings, but are more likely to receive a homework detention.
 - (ii) There had been two bullying instances last year and this year relating to protected characteristics.
- (9) The budget for FY15/16 as presented following revision by the Finance, Premises and Audit Committee was recommended by the Chair of that Committee and subsequently approved by the FGB. Governors thanked the Business Manager for all the work in this area given the significant challenges and constraints of the current financial climate.

b. Summer Term update on School Improvement Plan

12. **Safeguarding Audit – Declaration of Compliance** - The safeguarding review (S157) was approved by the FGB and signed off by the Chair. Governors thanked HCA for all of the hard work in evidencing the numerous aspects of the Academy's safeguarding remit and for developing and sustaining the culture of safeguarding through the proactive work across the Academy.

13. **Progress on multi academy trust (MAT) status** - It is becoming less likely that the primary schools will join us under a MAT. They still appear to be not fully engaged, but are more likely to eventually form a MAT with each other. The Business Manager advised that the £100K primary school grant for new MATs had now been withdrawn, providing an even greater challenge for the primary schools. The Academy would now be exploring secondary MAT options with Liskeard and Torpoint, which are thought to be interested in building more formal relationships. Governors were reminded that we are still designated a sponsoring academy and could be invited to support a failing school. **Governors would further explore all options and opportunities (Action: MEV/HJ)**

14. **AOB:**
- a. KMO announced resignation from the end of the summer term. Governors thanked KMO for the excellent support to the school and Academy in the many roles, including Vice Chair, Chair of the Finance, Premises and Audit Committee, member of the Strategic Financial Review working group and as link governor.
 - b. The Chair announced the resignation from the end of the summer term of PLE. Governors thanked PLE for his contribution to the school and Academy.
 - c. Governors were very pleased to note that a student had been selected for a Maths summer school at Oxford University, one of only 40 students in the country following their performance in the national Maths Challenge.

The meeting finished at 2010