

Minutes of a Meeting of the Local Governing Committee of Looe Community Academy held in the library of the Academy on Monday 28th January 2019 at 4.30 pm

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

Absent: **Ed Gilbert**

In Attendance: **Dan Buckley, CEO SMART**
 Steve Green, Business Manager
 Jordan Goodison-Powell, Prospective Governor
 Kate Williams, Clerk to Governors

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

38. **Welcome**

The Chair welcomed governors to the meeting, especially Mr Goodison-Powell who is a prospective governor. Everyone introduced themselves. Mrs Iles advised that Mrs Collings has resigned as a governor and explained the reasons for this.

Mr Yalden advised that Dr Traverse has applied to be a Local Governor and that he would be a good appointment and given his experience, would link well to the Integrated Health Centre. The application form and skills audit for Dr Traverse has been circulated by the Clerk and is awaiting approval from the Local Governors. Due to Mrs Collings resignation there is not currently a Finance Link Governor and this would be discussed further later in the meeting.

39. **Evacuation procedure**

The route to leave the building in an emergency was explained by Mr Green.

40. **Declaration of Business or Pecuniary Interest and Academy-related parties - update on any changes since completion of written declaration**

Mr Yalden and Mrs Gavin declared an interest as members of staff. Nothing else to declare.

41. **Apologies for Absence**

Mr Gilbert sent his apologies which were received and accepted by the governors. Mrs Prisk advised that she would be late as having issues with her car.

42. **Approval of minutes of meeting held on 03-12-2018**

The minutes of the meeting held on 3rd December 2018 were taken as read, accepted and signed by the chair as a true and accurate record of the proceedings.

43. **Matters Arising**
M25. Matters Arising
M5 Governor Vacancies - Photos and pen portraits would be put on the school website. This would be co-ordinated by the Clerk. A brief pen portrait should be emailed to the Clerk along with a photo. *Update: There had been an informal discussion on this at the start of the meeting and the Clerk is still in the process of obtaining pen portraits from the governors.*
M25. 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. 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 *Update: The Clerk advised that all the governors have now signed the code of conduct.*
M26. Up-Date from the Headteacher
h). A governor asked for the structure of the administration team to be circulated to governors. *Update: Mr Green has circulated the structure to the governors.*
M28 Governor Roles
The governors commented that they had found it useful to work in pairs. Mr Simmons advised that he does have experience of school finance and volunteered to take this role on as a temporary measure. It was agreed that Mr Goodison-Powell would be useful to link to PE and also SEND working with Mrs Hoskin. Mr Goodison-Powell also volunteered to link with Technology.

43. **SMART Update – Dan Buckley**
- a) Mr Buckley advised that the main topic for tonight's meeting is the Headteachers report. Any minor comments and feedback from the governors regarding this report are very useful and following this round of Local Governing Committee (LGC) meetings, the Headteachers report will be reviewed and adjusted.
 - b) Mr Buckley advised that Middle Leaders training continues and teaching staff moderation has been completed. Staff will be set challenges and Star projects will be undertaken. Support staff moderation has also been completed and has been well received.
 - c) Chloe Callard has been appointed to the new HR post which will be based at the CBU in Liskeard School & Community College. This post will be used to support Mr Green and Mr Buckley.
 - d) Ofsted new framework: Mr Buckley advised that the first draft of the new framework caused concern. Following revision, the new framework has been well received and will be used officially from September 2019. Under the new framework, Middle Leaders will need to be clear on their intent and be able to evidence this. Governors will need to show challenge for subjects that they are linked with and will need to ensure that departments are clear on their intent and how is it carried out.
 - e) SMART Day is on Monday 25th February and all staff will come together and share expertise. There will be 120 people presenting. More support staff will be attending this year. 75% of bookings happened almost instantly which was very encouraging. Last year SMART realised that governors were not able to attend due to child care issues and Mr Buckley advised that governors should have received an invitation email should they wish to attend. Staff will be required to view four presentations and will be need to find a Star project to complete afterwards.
 - f) Mr Yalden asked if a Director would be linked to Looe Community Academy (LCA). Mr Buckley advised that this would be discussed and agreed at the next Trust Board meeting.

16.55 Mrs Prisk arrived

44. **Headteacher's Report**

This had been circulated in advance of the meeting. From this:

- a) The report had been distributed to the governors a week before this meeting to allow enough time to read and prepare challenge.
- b) It was noted that student numbers have increased. Year 8 is full to capacity and a further application form has been received and this was discussed. To receive further pupils into this year group would have resulted in there being 30 students per class which would have been a challenge. PAN is 122 which is the maximum for the year group. **A governor asked about the pressure to take on extra students** and Mr Yalden advised the capacity issues.
- c) HT1.
Attendance is better than last year so heading in the right direction but still needs work. There is an increase of 0.4% from last year for whole school attendance. Mr Yalden advised that there is quite a lot of ill health. **A governor asked how much does the school challenge the reasons given for absence** and Mr Yalden advised that there is more challenge when looking at absence. **A governor asked what strategies are used for tackling absence** and Mr Yalden advised that extra parent meetings have been arranged and a more consistent approach to dealing with attendance. **A governor asked about reduced timetables and bringing students back into full time attendance** and Mr Yalden advised the success stories and the more difficult students. The school has been creative in using the health centre to ease pupils back in to a full timetable. Kelly Wood is now supporting Mr Yalden with attendance. **A governor asked about the level of support given by EWO** and this was explained by Mr Yalden.
- d) Warning letters have been sent to parents for unauthorised absence. **A governor commented that the approach to unauthorised absence should be standardised across the Multi Academy Trust (MAT).** Mr Buckley advised what the policy is but advised that during the transition period, the schools have been allowed to deal with this issue at their discretion. **A governor asked about the fine given to parents** and Mr Yalden advised that the council will issue fines and they will then receive the money rather than the school. **A governor asked about dialogue with parents** and Mr Yalden advised that there is communication with parents from the outset. Mr Yalden will be attending the Looe Learning Forum on Friday 1st February and Mr Yalden advised that this can be discussed further at this forum.
- e) Mr Buckley advised that if there is an issue raised on the report which governors are not happy with; it should be highlighted in the minutes, highlighted in red on the report and this will be sent to the Trust Board for further investigation.
- f) Mr Yalden advised that there are two extra strands added to the development plan. SEND is being worked on and this needed to be captured. Teaching and learning has also been added. A governor asked for clarification on the acronym of RON and was advised that this stands for Record of Need.
- g) HT2
SEND Local Authority (LA) review was complementary about the provision. Well on the way to completing the ASC friendly school accreditation. Further work is needed to achieve the award planned. **A governor asked about if the report can be shared** and Mr Yalden was not sure. Mr Yalden will ask Mrs Jackman about this.

Action: Mr Yalden
- h) L1
This section of the report shows the headline trends data from past three years. Mr Buckley advised that EBACC P8 should have been highlighted in yellow and this was discussed.

- i) L2
 This section of the report details the current predictions for students. Mr Yalden explained that there is an action plan in place for Year 11 based on the latest predictions. Mentoring and Maths and English intervention are being used to address the problem as progress is low. There are two pupils which are not currently attending school. One is attending a local alternative provision and would have been at risk of permanent exclusion if he had returned to school. Those students requiring intervention were selected on need. There are other students which are also receiving intervention. **A governor asked about barriers for some children to learn** and Mr Yalden advised that the teachers have identified some of the key barriers and identified what can be done to intervene. Mr Yalden advised that this could be looked at in depth during the forthcoming governor day. **A governor asked about the current cohort and if they were taught the old levels and a governor asked about base line entry.** Mr Yalden advised that MIDYIS would have been used. It was noted that this cohort is unusual based on the key stage 2 data. This should be investigated further in the next Headteachers report.
- j) L3
 It was noted that the colour coding could be incorrect in this section of the report as there are unexpected areas of red. Mr Yalden advised that target setting at LCA is not the same at the two other secondary schools within the MAT. T+ is above the minimum target. LCA have set aspirational targets for the students and these were set high. The progress 8 score for the academy would be 1 if targets were achieved. As so many students were off target when compared with the aspirational target, it was previously hard to find who needed intervention. This is not now the case. This was explained to the governors in further detail and it was advised that targeting should be consistent across the MAT. Mr Buckley advised that next term, the Headteachers report will show if the students are making progress. A governor noted that 2017 needs to be replaced with 2018.
- k) L4
 These are the areas of concern. Languages is looking better following a staff member returning from maternity leave and the team is now stronger. An action plan is in place for this department. Teachers from Computer Science have met with colleagues from Saltash and Liskeard and they are working together. Predictions were incomplete due to staffing problems. Hospitality has a new teacher in post and is a new course.
- l) EBACC was challenged by Ofsted during the recent visit and Mr Yalden advised that he defended the schools position on this, arguing that it must be correct for the students and this was praised by Ofsted. There is a Language teacher returning in September.
- j) There is an action plan for Year 11 in place. Dr Roy Paget is visiting and governors will be invited to the presentation for students and their parents.
- k) **A governor asked if the Governor Role table would have a named staff member for each department.** Mr Yalden will add this.
- Action: Mr Yalden**
- l) **A governor asked about Pupil Premium and the Ofsted report. Is there any work being undertaken and what is the impact?** Mr Yalden advised that reading age is an important factor. The goal is to separate what is published into historic and current. Mr Yalden explained the situation further.
- m) HR1
A governor asked if the situation in Mathematics has improved and Mr Yalden advised that a teacher is taking a demonstration lesson this week to confirm suitability. Two further teachers are visiting to give an observed lesson to ensure quality of teaching before being employed via

an agency. The outstanding vacancy has been advertised three times with no success in appointing a permanent member of staff. The result of this is having an impact on Year 11 which may result in Mr Yalden being released to teach this cohort.

- n) **A governor asked about the catering staff and how they are employed and paid.** Mr Green explained that they are employed by Chartwells. **A governor asked if the Local Governors could be included in the forthcoming meetings regarding the catering contract bid** and Mr Green advised that this is likely to be held in LCA and governors will be advised of the details of this. The governors discussed the cost of the school catering for themselves and it was noted that is not viable and the complexities were discussed.
- o) Mr Yalden asked about the total of teacher's figure of 39 and if that includes the long term absence and Mr Green advised that it does. A governor commented that absence is difficult to interpret you are unable to tell if it is one incident or several and it was noted by Mr Green that this would be an operational matter. It was noted that in future it will be in percentage figure.
- p) HR4
This section of the report relates to the appraisal system. **A governor asked if there are 3 UPS Middle Leaders which are not in the right place and asked what is being done to deal with this.** Mr Yalden advised that they are all completing a piece of work to demonstrate that they are at the correct level. Mr Buckley advised that Middle Leaders need the most help in all schools.
- q) HR5
Following lesson observations, this section has identified where there are strengths and where staff have an area to develop. A governor noted that these grids are useful and do correlate to Ofsted's findings. It was noted that in the HR Link meeting, it was discussed that there could be a larger number of strengths and weaknesses than given on this table. This was discussed further with Mr Buckley. Mr Buckley advised what type of questions could be asked by governors. **A governor asked about the strengths listed on the table** and Mr Yalden advised the type of work that Mrs Jackman is completing with staff. The feedback policy has been reviewed and staff are trying to ensure that it is being used consistently. The Teaching and Learning policy is out of date and due for review. Expectations of staff will be made clear to them.
- r) Section 5 Safeguarding
Mr Yalden advised that the attendance figures have increased by 0.4% from last year. Persistent absence has reduced by 6% from last year. **A governor asked about cohort size and will that effect the figures if the cohort is low.** Mr Yalden agreed that cohort size does effect the figures. It was noted that SEND attendance is higher this year.
A governor asked about the young carers and if this group are still being supported. Mr Yalden advised as much as possible is being done to support this small number of students. **A governor asked if particular groups are really small** and was advised that the number of Young Carers is 6 and Looked After Children is 3. It was noted that would help in the interpretation of data and there should be a box to highlight this. It was also noted that the grey column could have been populated.
- s) Safe 2
Level 2 training needs to be completed. Prevent training is on the 7th February and governors have been invited. The E-Safety policy needs to be reviewed. The new S175 document has been issued and needs to be completed for April. Ofsted checked the Single Central Record and it was noted that governors can view this if they wish to do so.

- t) Safe 3
Mr Yalden cannot confidently make comparisons due to a problem with record keeping. Mr Buckley advised that benchmarking is useful for governors and a MAT average could be used. Exclusions are often one offs as support is in place to tackle problems and expectations of staff have been addressed and support is in place for teachers. **A governor commented about the boys to girl's ratio** and Mr Buckley discussed the amount of reinforcement of gender types in the public domain and the problems this can cause. A governor asked if SMART and Cornwall wide figures would be useful for comparison and Mr Buckley advised that this could be added.
- u) Mr Yalden advised that LCA have a firm stance on dealing with issues. A session from Breathers has resulted in no further internal exclusions due to smoking. **A governor asked about prevention of persistent offenders** and Mr Yalden advised what the strategies are in each situation. **A governor asked for clarification on how to interpret the data given** and Mr Yalden and Mr Buckley advised how to do this. **A governor asked about house points and the difference in the year groups.** Mr Yalden advised that students need to be encouraged further.
- v) Mr Yalden advised that the police have attended the school where the situation has merited it and they have offered support.
- w) Section 6 Premises and Health & Safety
A new Committee is up and running with the first meeting being held today. The minutes will be circulated shortly. **A governor asked about the boiler** and Mr Green advised the situation. Mr Buckley advised that anything that needs to be shared with governors should be highlighted in yellow or green. Mr Green advises that the weekly bulletin is circulated by email and governors should receive this. **A governor asked about SEND EHCP numbers** and Mr Yalden advised that there were less students than used in the model. **A governor asked about the legality of the barriers to funding and could this be the case for LCA.** Mr Yalden and Mr Green explained the situation.
- x) The perimeter fence was discussed and the costs involved in installing one. This issue was not picked up by Ofsted. The current culture is strong and visitors to the site are challenged.
- y) Section 8 Community
The school has saved money on the prospectus as it was produced in house. It is now a live document. **A governor asked about updating photos** and was advised that these will need to be updated using photos from the latest play and the current artwork from the GCSE cohort. **A governor noted that only a small number of parents attended the Year 7 settling session.** It was advised that this was because there were few issues with the Year 7's and this was thought to cause of the low attendance.
- z) Mr Buckley commented that any feedback on the report is useful.

Mr Buckley left the meeting.

45. Policies

Feedback required by 14th February 2019

SMART Disciplinary and Grievance – No comments at this time.

SMART Staff Capability – Mr Green had some suggestions for changes which he discussed with the governors. Mr Green will email comments to the Clerk.

Action: Mr Green

Feedback and Marking Policy – **A governor asked about being consistent and how the school will ensure this is done.** Mr Yalden advised that the concerns raised by Ofsted will be covered and

advised the strategies that will be used. Mr Yalden will review and ensure that language used is consistent. A re-draft will be circulated.

Action: Mr Yalden

46. **Website Compliance**

A document was distributed in advance of the meeting. From this:

- a) A governor commented that LCA looked more complaint than the other schools.
- b) A governor asked about colour coding and Mr Green clarified.
- c) Governor attendance records were not on the website and Mr Green advised that due to a lack of permanent Clerk this had not been recorded. The Clerk advised that she was recording information for 2018-2019. A historical record for LCA is needed and the Clerk will complete. Minutes agreed true and accurate will be sent through to Dave Lees for inclusion on the governors' page of the website.

Action: Clerk

- d) Mr Green advised that the blue writing was a change in wording from last year.

47. **Finance Update – Steve Green**

Documents were distributed in advance of the meeting. From this:

- a) Mr Green circulated a further document which he had been working on recently. The governors had formally approved the budget for 2018-19. There is a growing deficit problem each year.

18.41 Mrs Prisk left the meeting.

- b) There has been little clarification on pay awards so an assumption of 2% has been made. DfE have decided to give a 1% pay grant and this is promised for next year. Staff costs have been reviewed. There is 24% on-costs for support staff and 29% for teaching staff on-costs. Capital expenditure has not been included. There is no provision for long term sick or maternity leave. Renewal of external supplier contracts is more favourable due to the buying power of the MAT.
- c) Mr Green advised that the Student numbers were predicted at 484 for 19-20 and the actual number was 480 at census date. There will be 102 students in year 11 leaving and only approximately 90 will start in September. Mr Green advised how he has anticipated this figure and the figures will possibly change.
There is a shortfall of £34K and this needs to be balanced. Work needs to be completed to balance the books and expenditure will need to be reduced. The deficit is growing because funding is flat and student numbers are reducing. The immediate problem is manageable but long term funding needs clarifying. Mr Green explained the funding sources and the favourable and unfavourable expenditure.
- d) Mr Green advised that a subcommittee may be needed to find the correct strategic direction to deal with this. A governor asked if it was prudent to at look at the figures from January last year as the figures are not as bad as predicted. Mr Green advised that last year's figures were at the top of the brief, and that the deficit for each year was broadly consistent with last year's predictions.
- e) A governor asked what support Mr Yalden needs. Mr Yalden advised that pupil numbers being confirmed is an important starting point and this will be confirmed within the next week by letter which will also advise the amount of funding the school will receive. **A governor asked about the Pupil Premium and SEND funding and receiving data on this.** Mr Green advised that

currently the school does not have access to this and explained in more detail. Once figures have been received, Mr Yalden can then look at some models to see how timetables will run.

48. **Reports from Governor Visits**

Sheila Brock – 17-12-2018

Kathy Iles - Health and Safety

Heidi Hoskin – Science – This will be circulated and will be on the next agenda.

Action: Clerk

Safeguarding meeting today – Most of the items from today’s meeting at the school have been covered in this LGC meeting. Mrs Brock has been very happy following meetings with Mr Yalden and found the school walk useful. The school site is very open and there have been incidents in the school car park. This is a long term issue.

Mrs Brock advised that the Safeguarding Link meeting was cancelled at short notice.

49. **Report from Chair**

Governor induction and training

a) Ofsted – It was discussed that this should be added to the next meeting agenda and fully covered at the next meeting. **A governor asked if a Senior Leader could be invited.** Mr Yalden advised that this might be possible and will check scheduling.

Action: Clerk and Mr Yalden

b) Deputy Headteacher appointment – Mrs Kate Jackman has been appointed.

c) Governor Conference – The details of this has been circulated to governors by the Clerk.

d) Assistant Headteacher appointment – **A governor asked about the advertising of this post.** Mr Yalden advised that there are different models for structuring the Senior Leadership team and this needs to be reviewed with Mrs Jackman. There is not currently a timescale for this. A governor commented that vacancies will need to be reviewed and not automatically filled in light of the current financial position. Governor input is felt important in this matter.

50. **Summary of Matters for Trust Board;** People, Learning and Resource Committees

Nothing to add.

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

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 governors for attending.

The meeting closed at 19.10 pm.

ACTIONS SUMMARY

ACTION	ACTION BY
<p>44. Headteacher’s Report g) <u>HT2</u> SEND Local Authority (LA) review was complementary about the provision. Well on the way to completing the ASC friendly school accreditation. Further work is needed to achieve the award planned. A governor asked about if the report can be shared and Mr Yalden was not sure. Mr Yalden will ask Mrs Jackman about this.</p>	<p>Mr Yalden</p>

<p>44. Headteacher's Report k) A governor asked if the Governor Role table would have a named staff member for each department. Mr Yalden will add this.</p>	<p>Mr Yalden</p>
<p>45. Policies SMART Staff Capability – Mr Green had some suggestions for changes which he discussed with the governors. Mr Green will email comments to the Clerk.</p>	<p>Mr Green</p>
<p>46. Website Compliance c) Governor attendance records were not on the website and Mr Green advised that due to a lack of permanent Clerk this had not been recorded. The Clerk advised that she was recording information for 2018-2019. A historical record for LCA is needed and the Clerk will complete. Minutes agreed true and accurate will be sent through to Dave Lees for inclusion on the governors' page of the website.</p>	<p>Clerk</p>
<p>48. Governor's Visits Heidi Hoskin – Science – This will be circulated and will be on the next agenda.</p>	<p>Clerk</p>
<p>49. Report from Chair Ofsted – It was discussed that this should be added to the next meeting agenda and fully covered at the next meeting. A governor asked if a Senior Leader could be invited. Mr Yalden advised that this might be possible and will check scheduling.</p>	<p>Clerk/Mr Yalden</p>