

LOOE COMMUNITY ACADEMY TRUST

Company Number: 07909371

A company limited by guarantee, registered in England and Wales, an exempt charity.

Minutes of the Full Governing Body Meeting held on Monday 23 September 2013 at 6.00pm

Present:

S Brock
M Evans (Chair)
J Hearnden
H Jenkins
J Kevern
P Lewis
S Minnette
K Mordan
T Wardle

Apologies:

M Lewis
M Long
P Prisk
G Walton
S Thomas

In attendance:

H Casson (Assistant Headteacher)
C Damerell (Deputy Headteacher)
S Green (Company Secretary/Business Manager/Clerk)
M Keveth (Deputy Headteacher)

1. **Welcome and apologies.** The meeting started at 6.10pm. Apologies were noted and accepted.
2. **Appointment of Chair and Vice Chair of Governors.** M Evans was nominated, seconded and accepted unanimously as the Chair for AY13/14. K Mordan was nominated, seconded and accepted unanimously as the Vice Chair for AY13/14.
3. **Declarations of interests.** There were no declarations for the agenda for this meeting. Governors and SLT attendees were reminded to review and continuously update the details in the company register held by the Company Secretary. **Action: Governors**
4. **Minutes of the previous meeting held on 8 July 2013 (copy attached).** Accepted.
5. **Matters arising from the previous minutes not covered on the agenda elsewhere including a review of action points.**
 - a. Item 4 - Governors were reminded to review their training needs, apply for training courses via KMO and pass to KMO details of all courses attended. **Action: Governors**
 - b. Item 7.a - Pupil Premium strategies are under review by the Assistant Head and will be reported on later in the term. **Action: HCA**
 - c. Item 7.c - The Headteacher would arrange for Governors to be involved in their link department's analysis and review and will notify governors of the dates. **Action: HJ**
 - d. Item 7.d - The Read Write Inc. programme continues.
 - e. Item 7.g - KMO to discuss absence issues with HJ prior to seeking the views of the Health Centre. **Action: KMO**

- f. Item 9 - Safeguarding audit completed and submitted to Cornwall Council.
 - g. Item 13.g - SPG to circulate Marking Policy. **Action: SPG**
 - h. Item 14 - JHE had responded to the staff TU representative. HJ updated Governors on how the regional TU representatives had not fed back the outcomes of their meeting to their staff members or the staff TU representatives. LCA teaching staff had now been apprised of the agreed outcomes at a subsequent staff meeting.
6. **Review of Governing Body Committees and Terms of Reference 2013-14.** Chairs of Committees were asked to review their Terms of Reference. Clerk to present the final versions at the next FGB. **Action: Chairs of Committees and Clerk**
 7. **Proposed dates for meetings.** The Company Secretary showed governors the draft dates, which replicated the rhythm of AY12/13, other than the final PSHCE meeting, which had been brought forward. The meeting schedule will now incorporate an outline of standing business requirements and policies for review in order to improve business planning. SPG to circulate. **Action: SPG**
 8. **Governor vacancies and update of personal details.** Governors remain keen to bring in legal and health expertise, as identified in their skills audit in June 2013.
 9. **Exam results analysis and student performance.** MKE presented a comprehensive but confidential booklet of provisional exam results analysis and led Governors through each section, allowing time for questions and discussion, particularly around closing the gap and the factors influencing subject outcomes. Governors' attention was drawn to the continuing upward trajectory of our Academy GCSE trends compared with the National data. Governors also discussed the variances between predicted and actual grades in Additional Science, Drama and Music. Governors expressed their thanks for the quality of the comprehensive provisional exam data, congratulated students on their achievements and congratulated Academy staff on securing the fourth successive year on year improvement in exam results. Further analysis of exam results would follow later in the term at the Curriculum/Personnel committee meeting.
 10. **Update from Headteacher.** HJ updated Governors on the staffing changes in RE, PE, Science and finance. Governors agreed to the internal temporary appointment of Leader of Learning for PE on the basis that SLT support would be in place; the permanent post would be advertised in January 2014 to start in September 2014. HJ informed Governors of curriculum changes to Science and the introduction of the English IGCSE for 53 students, with the exam to be taken in November 2013.
 11.
 - a. **Academy Strategic Plan.** PLE presented an outline for business planning at various management levels, namely Governors, SLT, and Leaders of Learning. The Governors' Strategic Plan would show key objectives to achieve over the next three/five years and would include the one year Academy Improvement Plan drawn up by the SLT after consultation with staff and governors. Governors discussed what the strategic aims should be as they reviewed and debated the draft outline plan presented by PLE. It was agreed that PLE would now discuss the Academy Strategic Plan with SLT. **Action: PLE**
 - b. **Academy Improvement Plan.** HJ updated Governors on the draft Improvement Plan, which has been presented to staff at the September 2013 INSET. Homework, marking and feedback were key areas for focus in this AY, along with year 2 of the Literacy programme, personalising CPD and improving the management and deployment of TAs. SPG would e-mail the 6 areas of development to Governors. **Action: SPG**
 12. **Governors' action plan for review.** MEV presented the plan, which was discussed and agreed by Governors. To assist Governors in their monitoring role HJ agreed to advise link Governors of

departmental meeting dates and would arrange for them to be provided with copies of department meeting minutes. **Action: HJ**

13. a. **Policies for review in Autumn Term.** The list circulated prior to the meeting was agreed.
b. **Policies for approval.** It was resolved that the whole school pay policy, capability policy and performance management policy were adopted as presented and that the health, safety and wellbeing policy was adopted and would be further reviewed by the H&S Governor and Business Manager at their next H&S meeting with any proposed changes being brought to the next FGB.
Action: TWA/SPG
14. **Dates of Parents' Evenings.** Parents' Evenings will be better publicised, including on the website. Governors were requested to advise KMO when they would be available to attend Parents' Evenings to meet parent/carers and collect their views. **Action: Governors**
15. **Governors' training courses.** See Item 5.a above. **Action: Governors**
16. **LLC Network meeting Thursday 14 November 2013.** There will be a presentation by an Ofsted inspector on how Governors might best use the new performance management system to improve outcomes; Governors are encouraged to attend.
17. **Any other business.** Governors thanked Academy staff for the highly successful Summer School, the provision of the popular GCSE Psychology via after school classes, completion of the Science Lab refurbishment project to time and cost and for the smooth arrangements for the visiting performances that took place over the summer holiday. Governors were reminded of the Academy's Open Evening on Thursday 3 October 2013 starting at 6pm.
18. **Dates of next meetings:**
 - ** Oct 13 (tbc) - Working Group - Strategic Financial Review
 - Mon 14 Oct 13 - Finance/Premises Committee
 - Mon 21 Oct 13 - Curriculum/Personnel Committee
 - Thu 14 Nov 13 - Looe, Liskeard and Callington Governor Network Meeting at St Neot
 - Mon 18 Nov 13 - Salary Review Committee
 - Mon 18 Nov 13 - PSHCE Committee
 - ** Nov 13 (tbc) - Working Group - Strategic Financial Review
 - Mon 2 Dec 13 - Finance/Premises Committee
 - Mon 9 Dec 13 - Full Governing Body
 - Mon 20 Jan 14 - Members - Annual General Meeting