

2 July 2018

Minutes of the Looe Community Academy Local Governing Committee Monday 2 July 2018

Present:

Sheila Brock
Ed Gilbert
Sue Gavin
Kathy Iles (Chair of Governors)
Penny Prisk (Vice Chair of Governors)
Scott Yalden (Acting Headteacher)

Apologies:

Heather Jenkins
Amanda Collings

Absent:

Marie Long
Tina Vasey

In attendance:

Dan Buckley (SMART CEO)
Steve Green (Business Manager and acting Clerk)
Keith Simmons (prospective Local Governor)

Governor challenge is shown in bold type

The meeting started at 1635

1. Welcome - the Chair welcomed the local governors and attendees, including Keith Simmons a prospective Local Governor.
2. Evacuation procedure was explained by the Clerk.
3. Appointment of Clerk - Steve Green was appointed temporary Clerk. The role of permanent Clerk was now going to be a SMART-wide appointment. **The Chair asked the CEO for an update on recruitment action.** The CEO advised that the budget review of all 6 schools was nearing completion, which would inform the decision to advertise and recruit.
Action - CEO
4. Declaration of business or pecuniary interests - there were none.
5. Apologies for absence were received from Heather Jenkins and Marie Long and Tina Vasey were absent. Lorna Ingham had resigned but it is understood that she is willing to continue to assist with media coverage. **Governors discussed the construct of the LGC and determined that there should be 2 appointments of parent governors, as Tina Vasey had indicated her intention to resign at the end of this academic year and Lorna Ingham had recently resigned. It was agreed to wait for the new intake in September before advertising.**
Action: Clerk
6. Approval of Minutes of LGC Meetings held on 21 May 18. The minutes were approved and signed by the Chair.
7. Matters arising not on this agenda:
 - a. Email to governors the visit report on Community - outstanding - **Action: Sheila Brock**

- b. Complete and return skills audit to the Clerk by 18 Jun 18 - outstanding - **Action: All remaining local governors to complete by 24 Jul 18**
- c. Forward the Looe area community calendar to SLT - outstanding - **Action: Sheila Brock**
- d. Investigate and report on the range in Progress 8 scores across the more able students - the Acting Headteacher updated governors on Progress 8 and presented an analysis of different group of students showing the whole cohort, disadvantaged/English/maths/boys/girls. This was found to be useful in answering the question. **Additionally, governors asked if the analysis could be applied to the lower year groups to identify earlier any intervention that might be required. To test the reliability of the analysis, governors asked if the could be analysed in September against the actual results. Governors asked whether there was a consistent approach to more able (MABLE). Mable is defined as the top 20% in each school.**

Governors advised that the 4Matrix data was different the SIMS data.

Governors suggested that the SMART Trust Board should analyse English and Maths Key Stage 2 scale score data. It was suggested that across SMART all Y7, Y8, Y9 students should undertake national testing.

8. The latest SEF is maturing - it is broken down in to sections, with evidence for each placed in a folder behind the corresponding SEF section. It will be used for the SMART Peer Review day on 10 Jul 18; this is a supportive process. Both the review outcome and the SEF will be used to inform the Academy Development Plan.

1715 - Sheila Brock left the meeting

The CEO expressed thanks to the SLT for their grasp of these issues.

9. Headteacher's Report incorporating CSA Report and Annual Staffing and HR Report

Student numbers are up slightly.

Attendance is improving slightly. There will be a piece about unauthorised absence in the forthcoming Newsletter.

1730 - Sheila Brock returned to the meeting

Governors questioned their Local Governor role and were advised that amongst other things it involved selling the Academy and SMART in a positive light in the community.

98% of students are off their aspirational target grade in something. Target setting is under a new arrangement.

Staff absence has declined over the past year.

There are 2 staff with support plans.

It was noted that Admin Staff attendance was up during the summer term and this was explained.

10. Chair's Report

NGA website available to all governors - can be used for information, advice, guidance and training.

In reviewing roles and responsibilities it was decided to wait until the new term with the new governors and to make the links with departments and SMART directors.

The most appropriate ways of engaging governors in their roles would also be reviewed in the new term and governors are to email the Chair their proposals for effective engagement that provide for the necessary robustness of support and challenge.

Action: All governors

Penny Prisk has attended a SMART Chair's meeting from which the themes were publicity and training for new governors.

11. CEO Report

A report was published in advance.

The appointment of the Headteacher was discussed; it was agreed that the role would be advertised over the summer holidays for those that had time to consider and complete the forms, then again in September, with interviews taking place in sufficient to for resignation to be tendered by 31 October 2018. The Chair will arrange a sub-group to develop the information pack and to shape the recruitment process.

Action: Chair

The interim position needs to be considered and it was agreed that an internal advert would be issued for a temporary member of the leadership team.

Action: Acting Headteacher

12. Safeguarding

The Student Support Adviser is to undertake Tier 3 training. She will provide direct support to those that self-harm.

2 CEOP referrals and 1 prevent referral.

13. Policy Review

Health, safety and wellbeing policy was reviewed. **Governors asked about the competent person mentioned in the policy statement;** the Business Manager advised that Cornwall Council's HSW team provide that role via a SLA. The Chair has become the HSW governor. The policy was approved.

Exams policy was updated. It was agreed to write to parents to inform them that written consent is required from students to release their results to another person. The policy was approved.

Behaviours policy saw a change in language to consequences and choices rather than sanctions. Homework issues will no longer attract detentions. It was suggested that detention notifications should be sent by email or text message, not by letter. The policy was approved.

Homework policy illustrated that Show My Homework is now central to what we do. The policy was approved.

14. General Data Protection Regulation (GDPR)

Held over to next meeting due to insufficient time.

15. Governor training

There was nothing to report.

16. Finance:

The Business Manager's brief had been previously circulated.

Management Accounts FY17/18 - on track in terms of overall spend and income against budget.

5-year budget plan (FY18/19 to FY22/23) - this identified a growing problem from FY19/20.

Budget FY18/19 - this was reviewed and approved.

Governors thanked the Business Manager for the extensive work to maintain the in-year budget and enable them to set a balanced budget for the forthcoming year.

17. Items for the Trust Board

To consider national testing for all students in Y7, Y8, Y9 across SMART.

To consider analysing English and Maths Key Stage 2 scale score data across SMART.

18. Any other business

Governors asked for information about the exam results to be shared with them as soon as it is available in August.

Action: Acting Headteacher

Prepared by:

**Steve Green CMgr FCMI
Business Manager and acting Clerk to the LCA LGC**

Summary of actions arising:

1. Appointment of SMART Clerk - Action: CEO
2. Advertise for 2 further Local Governor appointments - Action: Clerk
3. Email to governors report on Community - Action: Sheila Brock
4. Complete and return skills audit to the Clerk by 24 Jul 18 - Action: All remaining local governors
5. Forwarded community calendar to SLT - Action: Sheila Brock
6. Email the Chair proposals for effective governor engagement that provide for the necessary robustness of support and challenge - Action: All governors
7. Arrange a sub-group to develop the Headteacher recruitment information pack and to shape the recruitment process - Action: Chair
8. Issue internal advert for temporary member of the leadership team - Action: Acting Headteacher
9. Provide governors with information about exam results as soon as it is available in August - Action: Acting Headteacher