

Final

## LOOE COMMUNITY ACADEMY TRUST

Company Number: 07909371

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### Minutes of the Full Governing Body Meeting held on Monday 16 Mar 2015 at 16.30.

**Present:**

S Brock  
D Glynn  
M Evans (Chair)  
H Jenkins  
L Ingham  
P Lewis  
M Lewis  
M Long  
S Minnette  
P Prisk  
T Vasey  
T Wardle

**Apologies:**

J Kevern  
K Mordan

**In Attendance:**

H Casson (Acting Deputy Headteacher)  
C Damerell (Deputy Headteacher)  
S Green (Company Secretary/Business Manager)  
K Jackman (Assistant Headteacher)  
L Sutcliffe (Clerk)

1. **Welcome and apologies:** The meeting started at 16.35 with a welcome by the Chair to all. Apologies were accepted from JKE and KMO who were unable to attend and PLE who would arrive later.

The Chair congratulated HCA on her successful interview resulting in her formal appointment as Deputy Headteacher.

2. **Declarations of Interest:** There were no declarations of interests for this meeting.
3. **Minutes of the previous meeting held on 12 January 2014:** Minutes were accepted as correct and accurate.
4. **Matters arising from the previous minutes not covered on the agenda elsewhere including a review of action points:** Unless stated below, all other actions have been completed or will be followed up in this meeting:
  - The Kirkland Rowell survey was given to parents on 09.03.15, staff on 13.03.15 and students on 16.03.15. Results would be available in approx 6 weeks. All results are anonymous.
  - SPG confirmed that Barratts are due to start construction on the fence w/c 23.03.15 and complete works during the Easter holidays
  - HCA has advised the next Safeguarding date to be on 24.03.15. HCA will check whether TWA requires a refresher. **Action: HCA**
  - CDA spoke to RAISEOnline regarding the English cohort anomaly and advised that the validated report will contain the correct information.
  - KJA will provide the report to the Curriculum committee in April 15. **Action: KJA**

5. **Reports from committees:**

Curriculum committee (02.02.15): minutes to be circulated

Finance, Premises and Audit committee (09.02.15): minutes circulated

Personnel committee (19.01.15): DGL to send updated copies of policies to SPG (pay policy, flexible working policy, whistle-blowing policy, leave of absence policy). [DGL also updated the Governors on the status of the Support Staff Pay Agreement, advising that HJ had met with the Trade Unions and they have agreed to](#)

implementing the agreement. SPG confirmed that the support staff will receive the pay increase in their March 2015 pay.

AGM (02.02.15): minutes circulated. MEV requested that all governors return their updated skills audit to LSU **Action: Governors**

PLE arrived 16.50

Student Health and Wellbeing Committee (09.03.15):

- The suggested ToR was presented by the committee to the FGB. After discussion, it was agreed that the Student Health and Wellbeing committee should be a Board with no responsibilities for policies.
- It was agreed that the board would be student-centric and would check the implementation of policies and report back to the FGB accordingly.
- It was agreed that the Board should commence, even though the arrival of the Health Centre is delayed.
- Governors were keen to encourage a cross-section of students, not just those who would normally attend. It was suggested that a launch day should occur in the summer term, giving students the opportunity to get involved and see what they can do.
- Governors are keen to listen to the Student Voice as it has proved to be a very insightful for the governors.
- HJ also invited governors from the board to accompany her on a visit to other schools involved in the Headstart scheme. **Action: HJ to arrange**

6. **Governors' reports on training attended and monitoring visits made to school: +**

LLC Governors' network meeting and meeting with HCA - SEND

- TWA gave an overview of the LLC network meeting and his meeting with HCA to discuss the changes to SEND. He advised that he has discussed the SEN matrix and academy targets with HCA and confirmed that a good plan has been established.
- TWA confirmed that the SEND report is on the Academy website.
- TWA suggested the following ways for the SEND governor to monitor that SEND practices are being implemented within the academy, namely:
  - meet with HCA termly to be updated on progress
  - review the local offer
  - undertake data analysis
  - SEND governor to meet termly with SLT
  - undertake lesson observations
  - find out views of students/parents/carers (eg. create specific questions for SEND parents/students for governors to ask at parents evenings; SEND governor to meet parents/students when they attend their SEND review)
  - explore links
- It was confirmed that the SEN policy has been removed from the academy website and replaced with the SEND offer. This was accepted by the FGB as policy.
- It was also noted that the Kirkland Rowell survey asks whether the student is SEND and therefore the academy should be able to filter the results to see the feedback from this group.
- TWA has relinquished his role as link Governor for English to concentrate on SEND. TVA agreed to become the link governor for English.

Parents' Evening

- Governors have attended year 9 and 10 parents' evenings. Governors were pro-active in speaking to parents and asked them to complete the feedback form in situ. Most parents were found to be positive with some concerns raised, namely staff not responding to queries. It was agreed that a new system should be found to ensure that queries are directed to the correct person and there was a suggestion of having a 'concern' tab on the website for parents to use. **Action: SLT to look into best process**
- Due to increased demand, governors requested more clipboards and pens for the next parents' evening.

- SBR will send her report to the headteacher's PA who will forward this to the Data Manager. **Action: SBR**

#### Governors' Training Event

See attached report from the training evening, including the 'Ofsted quiz'.

#### Other

- MEV attended the 'Raising Achievement in Cornwall' conference in Mar 2015 and the emphasis was on improving the outcomes of vulnerable groups of pupils, including the more able students.
- MLO met with the Leader of Learning for Science and reported that although the department is not yet where he wants to be, it is heading in the right direction.
- SBR and LIN attended the Performing Arts meeting to introduce LIN as the joint link governor.
- SBR is due to meet with the School Council next Tuesday, 24.03.15.

#### 7. **Policies to be noted:**

The following policies have been updated and uploaded onto the school website:

- Curriculum policy
- Examination policy
- RE policy
- Work related learning and CEIGA
- Admissions 2016-17
- Food and nutrition policy

The following policies have been updated but are awaiting upload:

- Pay policy
- Leave of absence policy
- Whistleblowing policy
- Flexible working policy

**Action: DGL to send relevant policies for SPG. SPG to upload all policies.**

Governors requested that all future policies that are updated should include the title and date of approval on the website. **Action: LSU**

PPR left at 17.45

8. **Headteacher's Report:** The Headteacher apologised for the delay in sending the report to Governors. The Governors were pleased that a letter had been received from Jane Black, Head of Service for Cornwall Learning and Achievement congratulating staff and governors on the exam results and improved outcomes for students.

Governors were concerned about the fall in figures for first preference allocations from current year 6 students and asked whether there were any reasons why. The HT explained that there are fewer students in the catchment area but will investigate whether any have been 'lost' from our catchment area and why. Governors were concerned of the implications the falling roll would have on curriculum, staffing and budgets.

Governors were pleased to note that extra CCTV had been fitted in areas that students had highlighted as 'hot spots'.

Governors thanked the Business Manager for undertaking a comprehensive safeguarding review during half term to ensure that LCA was wholly compliant.

Governors queried the behaviour summaries, asking whether there was consistency amongst teachers in applying the behaviour policy and whether more points were given by certain teachers? CDA explained that there hadn't been consistency but the SLT were working on this. They had listened to students who stated that points were 'unfair' and checked whether the policy was followed correctly. This was having a positive impact in that the policy was being followed more correctly.

It was noted that the number of students failing to attend detentions is falling. Staff have been asked to escort students to detention at the end of the day and this is having a positive effect. However, work still needs to be done to ensure all students attend.

Governors asked whether the year 10 behaviour issues were in particular subjects. This data has not yet been analysed. CDA to analyse and report back. **Action: CDA**

Governors queried the increase in S5 Internal Exclusions. CDA explained that SLT were taking a firm stance on all behaviour issues and this has led to an apparent increase but should decline as students realise that bad behaviour will not be tolerated.

Scorecard:

Line 13 & 14 and 18 & 24: Students who have come in with a very low base level from primary school and have therefore been highlighted as an area of concern. Teachers are working with these students to improve their outcomes.

Line 36: it was noted that the % 5ACEM for the current yr11 is only 2% below the FGB target and CDA provided a breakdown by sub-group of these predictions.

Line 37 & 38: Governors asked what is being done to close the gap between PP and non-PP students, which is currently at 29% . Leaders of Learning are aware of this and are intervening quickly.

Line 45 & 46: [Governors noted the gender gap for 3 levels of progress in English, with girls predicted 78% and boys 60%](#). SLT are working with the Leader of Learning for English and extensive daily interventions are taking place. [Governors also noted the same for 4 levels of progress with girls predicted 53% compared to boys at 27%](#)

Line 47, 90 & 97: [Governors questioned why the SEN figure was low at 50% and 33% but the HT](#) explained that there are few students in this category and due to changes in SEND categories, this is likely to change further.

Line 81 & 83: The PP and gender gaps are also evident for the yr10 cohort. Interventions are taking place but it was noted that there is a small cohort of yr10 boys that are causing low level disruption which is affecting the outcomes.

Line 113, 114 & 117: The HT was confident that the figures for the yr9 would continue to improve and would quickly move from red to yellow/green.

Line 118-123: The yr8 progress is re-assuring and [Governors were pleased to note the increase](#).

Line 124 onwards: The HT explained that these lines are based on new data and the predictions on the new GCSE scores and staff were asked to put in their predictions based on experience, which was difficult especially with the new curriculum. [Governors requested that CDA asked staff to justify what they were measuring and to flag any concerns](#). [Governors need to be confident in the data](#). **Action: CDA to report to Curriculum Committee**

[Governors thanked CDA for compiling the report and noted that the extra commentary provided in the report is valuable for understanding the data more fully.](#)

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SBR and CDA left at 19.10

KJA explained to Governors how she is aiming to improve the Teaching and Learning within LCA. She has concentrated on getting to know the staff and breaking down barriers. She is holding a bi-weekly 'Teach Meet' for teachers to share ideas and practices, giving short presentations on good practice. She is working closely with staff who require improvement, creating action plans and supporting them in their teaching.

KJA explained how T&L is the focus and CPD needs to be at the centre of development. Middle leaders are being empowered, enabling them to step up and coach others. The use of IRIS will help with self and peer review.

Governors thanked KJA for the overview and noted the impact already made.

9. **Report from the Academy's External Advisor, Alan Armstrong (Dec 14):** Governors noted the report which had been previously circulated.

SMI left at 19.30

10. **Governors' Strategic Plan Review:** PLE gave the Governors an overview of the updated Strategic Plan, which has provided a good framework in which to start adding details.

PLE advised the FGB that he would be resigning as Governor at the end of the academic year and that another Governor would need to take ownership of the plan.

Governors were advised to monitor their critical points of the plan and to ensure that these are put onto the agenda for the relevant committee meetings.

It is also very important to ensure that this is communicated to staff as their buy-in is key to its success.

PLE and SPG agreed to meet to go through the next steps of the Strategic Plan and hope to have a good draft of a full matrix by May 2015. **Action: SPG and PLE**

The possibilities of Multi Academy Trusts (MATs) were discussed as part of the plan and DGL will aim to get a speaker to talk to the FGB about the role of MATs and the implications for LCA. **Action: DGL**

PLE and LIN left at 20.00

11. **Safeguarding Update:** The SLT and staff have undergone a big safeguarding review, including a thorough review of the Single Central Record (SCR) and ensuring paper records and computer records align. MEV and HJ both investigated the SCR.

SPG has ensured that the safeguarding policy is compliant with the latest requirements. **Governors therefore approved the new Safeguarding policy.**

Governors will review how they test that the safeguarding policy is working in practice.. **Action: Governors to study the new policy and decide on additional ways to challenge.**

HJ and DGL agreed to set a suitable date for Safer Recruitment training. **Action: DGL and HJ**

12. **AOB:** None

Meeting closed at 20.10

Brief description of the action	Who has the action
4). Check whether TWA requires refresher safeguarding training	HCA

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4). Provide report to Curriculum Committee	KJA
5). Return skills audit to LSU	All Governors
5). Arrange visit for Governors to other schools in the Headstart scheme	HJ
6). investigate system for parent concerns	SLT
7). Send relevant updated policies to SPG to upload onto website	DGL/SPG
7). Ensure all future policies are uploaded with date approved	LSU/SPG
8). Analyse yr10 behaviour data by subject	CDA
8). Report to Curriculum committee on new predictions from scorecard (lines 124+)	CDA
10). Arrange meeting for next steps of Strategic Plan	SPG/PLE
10). Arrange speaker on MATs	DGL
11). Study the new safeguarding policy and decide on additional ways to challenge.	ALL
11). Set agreed date for Safer Recruitment training	DGL/HJ