

Final

## 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 17 March 2014 at 4.30pm

**Present:**

S Brock  
M Evans (Chair)  
H Jenkins  
J Kevern  
M Lewis  
P Lewis  
M Long  
S Minnette  
K Mordan  
P Prisk

**Apologies:**

D Glynn  
G Walton  
T Wardle

**Absent:**

S Thomas

**In Attendance:**

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

1. **Welcome and apologies:** The meeting started at 4.35pm with a welcome by the Chair to all. Apologies were noted and accepted. Absences were noted. The meeting was confirmed as quorate at commencement as some Governors would not arrive until later.
2. **Declarations of Interest:** There were no declarations of interests for this meeting.
3. **Signed Code of Practice document:** All signed copies of the Code of Practice document were handed to SPG. Governors need to ensure that signed copies are returned to the Company Secretary. **Action: Governors**
4. **Governors' Action Plan to be reviewed and updated:** This was delayed until later in the meeting.
5. **Minutes of the previous meeting held on 9 December 2013:** Minutes were accepted.
6. **Matters arising from the previous minutes not covered on the agenda elsewhere including a review of action points:**
  - i. Item 5iv. MKE passed dates of Parents Evenings to KMO and KMO has arranged Governor attendance.
  - ii. Item 6iv. The creation of a Core Team has been discussed at the Governor training evening and it has agreed that ideally 5 Governors should be involved.
  - iii. Item 6iv. A shared area has been created for Governors to access and will allow Ofsted to access also. The folder can be accessed off-site and the Business Manager will create a training document for Governors to be able to access the folder. **Action SPG**

JKE arrived at 4.45pm

- iv. Item 9iii. HJ confirmed that all staff had been forwarded an email regarding social media and this had been reiterated in bulletins.
- v. Item 9v. It was confirmed that a new Academy website had been written and was planned to be launched in the summer term.
- vi. Item 9vi. MKE confirmed date for Governor Safeguarding Training will be Tuesday 6th May at 5.00pm. Refreshments will be provided.
- vii. Item 11iii. It was agreed that the Headteacher's PA will send out all departmental meeting minutes to the link Governors. **Action HJ.** It was also confirmed that to ensure consistency,

Governors should contact the Headteacher's PA or the Clerk to ensure all enquiries are logged and actioned.

- viii. Item 11iii. The delegation of responsibility to individuals has been updated.
- ix. Item 16. TWA has forwarded the SEN matrix to CDA. A meeting needs to be arranged to work on this. **Action TWA and CDA**
- x. Date of next meeting: the minutes incorrectly show Monday 6th May. This should be a Tuesday and minutes should be updated. **Action LSU**

**Governors Action Plan to be reviewed and updated (agenda item 4):** The Governors discussed the points of the Action Plan and decided where action needed to be taken. It was agreed that the School Development Plan was a good first draft and only needed endorsement and refinement. It was agreed to have a meeting on Monday 28.04.14 at 8.30am to create a long term vision for point 15. **Action: All**

Some link Governors have met with their department. This is an ongoing process. The Headteacher explained that the performance management and quality of teaching monitoring meetings are due to be undertaken within faculties and asked link governors to provide available dates to attend. **Action: Governors.**

Daniella Glynn has been appointed as Governor, thereby enhancing the Governors' skill set with performance management and law knowledge.

One governor questioned whether planning agendas 4 weeks before a meeting was achievable. Planning for meetings needs to start early to give time for ideas to be refined and papers prepared in time for the one week deadline prior to the meeting taking place. Some items for the FGB meetings could have arisen from the committee meetings.

Governors requested attitudinal surveys from parents, pupils and staff and although SLT have undertaken parent reviews, it was agreed to send out the Kirkland-Rowell survey. **Action SPG**

It was agreed that Governors should send all visit reports to the Clerk and these will then be saved in the shared drive. **Action: Governors and LSU**

Governors agreed to review the Governors' Action Plan document in July 2014, in line with the academy review.

SBR arrived at 5.15pm

- 7. Reports from committees:** an overview of each of the committee meetings was given; details can be found in the committee minutes.
- 8. Governors' reports on training attended and monitoring visits made to school:**

Governors attended a training evening on 3 Mar 2014 in preparation for Ofsted and following this, notes on the lines of 'knowing your school' were circulated to all governors. SMI questioned whether Staff Governors could be included in the Core Team to meet with Ofsted. **Action HJ to confirm.**

MLO arrived 5.30pm

The Chair confirmed that she had checked the Single Central Record on 13 Mar 2014 and found it to be satisfactory and up to date.

MEV spent time with the Maths department, observing Wave 3 Intervention with year 11 students receiving 121 tuition and found it to be very good. She talked with the teacher and heard how the tuition was helping individual students.

MLE, LSU and MEV attended the Looe, Liskeard and Callington Governors' Network meeting on the topic of the Pupil Premium on 27 Feb 2014. MLE to report back later in the meeting.

**9. Policies to be noted:**

Policies as follows: target setting, curriculum, examination, sex and relationships, staff disciplinary policy and procedure, guidance on safer recruitment, dignity at work, safeguarding and child protection, public sector equality duty, accessibility, counter theft, fraud and corruption, premises management.

All policies have been noted and recorded by the relevant committees with the exception of the Dignity at Work policy which will be looked at next term. Additional notes from the curriculum/personnel meeting were circulated to all governors prior to this meeting.

**10. Questions arising from the Headteacher's Report and Scorecard:**

- i. There are current staffing challenges in English and Science, with sickness in both subjects. There are also staff leaving in English, Maths and Science.
- ii. Due to issues with recruiting English teachers, Governors supported the Headteacher's request to offer a £3000 recruitment and retention package to a new, exceptional English teacher.
- iii. A Maths NQT has been employed from Sept 2014.
- iv. An advert has been placed for a new Science teacher.
- v. Science is undergoing many changes to improve the department. The new HOD is working with external advisors to support staff and implement improvements.
- vi. The Headteacher explained the Performance Management process and answered questions from the Governors regarding pay structure and process.
- vii. From Sept 2014, MPS levels can increase by 0.5 increments
- viii. Governors requested clarification regarding those teachers who are not meeting the Teaching Standards and what SLT are doing to support those individuals. The Headteacher explained that she creates a Personal Action Plan, in conjunction with the HOD, to improve within 4-6 weeks. If no improvement is made, then Capability Procedures commence. If improvement is made, continual support is given to help reach Teaching Standards. Governors become involved at the Capability Procedure stage of the process.

PPR arrived 6.00pm

- ix. Governors asked what strategies had been implemented concerning the low achievers causing problems in Year 11 Maths. Intervention has been put in place to give this group more 121 tuition.
- x. It was also highlighted that there was an emerging issue with Year 10 English, which needs to be addressed.
- xi. Governors requested clarification on the terminology used in the reports and MKE gave an overview of how the transition matrix worked, how the staff capture the data using context sheets and the three waves of intervention used:  
Wave 1 Intervention - assisting a struggling student by providing an alternative approach  
Wave 2 Intervention - assisting the student with a TA  
Wave 3 Intervention - assisting the student with third party intervention eg 121 tuition
- xii. MKE gave the Governors an overview of the Scorecard data, answering questions about PP students and narrowing the gap.
- xiii. Governors were concerned that due to a Maths teacher leaving at Easter, classes would be covered by SD, the 'third party intervention' who was currently utilised for wave 3 interventions for PP students and this might jeopardise work to close the gap. The headteacher explained that the SLT would provide an additional 3 hours per week Maths intervention for the summer term. However, it was noted that in the previous Ofsted inspection the SLT was criticised for spending too much time teaching. The Governors agreed, however, that the SLT should provide support for this short period of time.
- xiv. It was noted that Year 10 5 A\*-C including English and Maths was currently below target and issues had been identified in English and Wave 1 Interventions are being implemented.

**11. Update on Governors' Strategic Plan:** A 1 hour meeting was scheduled for 28 Apr 2014 at 8.30am to discuss the long term vision of the Strategic Plan. All Governors are invited to attend and should confirm to LSU.

**Action: Governors**

The NHS has confirmed that they will pilot an Integrated Health Centre for students on site. After exploring different options, it was agreed that the NHS would provide 2 mobile offices which would be situated on the site of the old dance studios, which still has all services in place.

LCA would have complete use of the Integrated Health Centre, which would include psychiatrists, nurses, mental health workers, dental and medical students.

Students have been involved in the process and it would be both integrated and on-site with confidential spaces. It would then be used as a model for other schools.

KMO proposed that the Academy goes ahead with this scheme and all Governors voted in favour (10 votes). This has been approved.

**12. Pupil Premium (PP):**

- i. MLE gave an overview of the Looe, Liskeard and Callington Governors' Network Meeting which addressed the Pupil Premium and the role of the Governor. Especially important was the role of the Governor in questioning the SLT in regards to the PP budget, how it is being spent, and what the impact is.
- ii. Governors asked the SLT to confirm that the Academy website includes a breakdown of PP money and where it is being spent and what difference it is making. Although it is available online, it was deemed not to be parent/user-friendly and Governors requested a 'button' that would link directly to the information. The headteacher confirmed that this would be added to the new website, to be launched in the summer term. **Action: SPG**
- iii. Governors asked whether parents were aware that their children are designated Pupil Premium and that extra funding was available. HCA explained that although the Academy does not routinely tell all parents, they do gauge students and have a good understanding of what is needed. HCA also explained that they hold a 'shadow list' of those pupils who are not on FSMs but may require financial assistance. Governors agreed that this approach was more compassionate/ethical and the right approach to take.
- iv. The Chair asked for a cost breakdown of interventions and the resultant impact for PP students to be included.
- v. The 'closing the gap' document contains an appendix outlining the lower level expenditure grouping which is very detailed and the Governors agreed that this was a fair representation and should be included, along with a narrative by HCA. **Action HCA**
- vi. The Governors thanked HCA for the hard work and detail provided in the report.
- vii. The Governors requested information regarding the Catch Up money and it was explained that this is recorded separately from PP. HCA will provide a report on how this money has been spent for the next Curriculum and Personnel committee. **Action HCA and LSU to include on committee agenda**

**13. AOB:** SBR asked whether more Governors were needed as it was noticeable in the PSHCE committee meeting that there were more staff than Governors. The Chair advised that the trend is for smaller Governing Bodies and currently LCA has 14. However, it was agreed that Governors should always try to attend meetings.

It was agreed that the Chair would contact Simon Thomas to ask if he wishes to relinquish his governor role when his term ends on 23 Mar 2014 as he does not attend meetings. **Action: MEV**

It was confirmed that the Governors' Cream Tea with departments would take place on Tuesday 6 May commencing with time spent in the department at 3.30pm. This would be followed by Safeguarding training at 5pm.

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It was noted that an external visitor had said that of all the schools in the area, the warmest and most welcoming approach was from Looe Academy, inclusive of staff and students.

Governors praised the fantastic Oliver production; well done to both staff and students for an excellent production.

There will be a low key musical soiree on Friday 21 Mar at 7pm.

The Fashionista and LAFTAs will take place on Friday 28 Mar. It is a black tie event. There is also a matinee production for local primary schools, which Governors can attend if they wish. Date to be confirmed.

**Action: HJ**

#### 14. Dates of Next Meetings:

Tuesday 6 May 2014, Department Meetings and Cream Tea with Governors, 3.30pm

Tuesday 6 May 2014, Safeguarding Training, 5pm

Monday 7 July 2014, FGB 4.30pm

Meeting closed at 7.30pm

<b>Brief description of the action</b>	<b>Who has the action</b>
Create and distribute training document for shared access folder	SPG
Distribute departmental meeting minutes to link Governors	HJ
Arrange meeting to work on SEN matrix	TWA and CDA
Update 9 Dec 13 minutes with correct date of Cream Teas	LSU
Confirm attendance at vision meeting for Strategic Development Plan to LSU	All Governors
Link Governors to provide HJ with dates able to attend department meetings	Link Governors
Send out Kirkland-Rowell survey to parents	SPG
Send all visit reports to LSU and LSU to save in shared area	Governors and LSU
Confirm whether Staff Governors can attend meetings with Ofsted	HJ
Incorporate 'button' onto new website for easier access to PP information	SPG
Include a narrative alongside the appendix 'lower level expenditure grouping'	HCA
Provide details on Catch Up money for Curriculum and Personnel committee (to be included on agenda)	HCA (LSU)
Write to Governor Simon Thomas	MEV
Confirm date of matinee performance of Fashionista	HJ