

Minutes of a Meeting of the Local Governing Board of Looe Community Academy held in the library of the Academy on Monday 10<sup>th</sup> July 2017 at 4.30 pm

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**Present:** Lorna Ingham  
Jerry Kevern  
Marilyn Lewis  
Marie Long  
Stan Minnette  
Penny Prisk  
Tina Vasey  
Tony Wardle

**Absent:** Sheila Brock  
Heather Jenkins

**In Attendance:** Dan Buckley, CEO SMART  
Helen Casson, Deputy Headteacher  
Steve Green, Business Manager  
Kate Jackman, Assistant Headteacher  
Tom Mansell, Director SMART  
Lisa Sutcliffe, Clerk to Governors

Governors attending: 8

Total number of Governors required to be quorate: 4

The meeting started at 4.35pm

1. **Welcome and apologies:** TWA welcomed all to the meeting and it was agreed that he would chair in MLO's absence as MLO would be late. Apologies were accepted from SBR and HJE.

As this was the first LGC meeting as part of SMART and Dan Buckley, CEO and Tom Mansell, Director of SMART were in attendance, TWA asked all attendees to introduce themselves.

2. **Declarations of interest in this meeting:** None.
3. **Minutes of previous meeting held 27 March 2017:** Minutes were accepted as a true and accurate record. It was noted that KJA attended the meeting and minutes needed to be updated to reflect this. **Action LSU**
4. **Matters arising from previous minutes, not covered on the agenda elsewhere, including a review of action points:**

All actions were completed with the exception of the Governor Training Day, which will be arranged by the Chair in the new academic year.

**CEO asked if it was usual practice for committee meeting minutes to be signed off at the full governor meeting.** Governors replied that it was not. CEO requested that in all future meetings this signing off would need to happen. Governors noted that all minutes from committees held since the previous LGC meeting would need to be signed off at the subsequent LGC meeting.

It was agreed to discuss and agree the minutes of the last finance sub committee meeting at the end of this meeting as staff would be required to leave during this discussion.

5. **Headteacher's report:** Due to HJE's absence, HCA provided an update to the local governing body, explaining that the report focusses on the academy's priorities for the year, which are then analysed and RAG (red, amber, green) rated. It was noted that the main focus should be PP boys, PP attendance and boys English as despite interventions, these areas are still a concern and are flagged as red for both the current year 11 and year 10. Although, HCA pointed out that these are small cohorts and therefore small numbers of pupils can change the percentages (for example there are 13 PP boys in year 10).

Governors noted that English is a main priority and that much work is being done here.

Governors were pleased to note that 88% of teachers were rated as good or higher, which is a 10% rise since the Autumn term. All other teachers have a plan and support in place.

**Governors asked whether lower years were being targeted (KS3) in order to prevent fire-fighting when they reach KS4.** KJA advised that all pupils were being taught memory for learning techniques, which establishes good practice both short and long term. Interventions are now being targeted at pupils' specific needs and year 10 pupils with SEN, PP and slow processing skills are being taught how to 'learn' effectively and they are then teaching this to year 7.

**Governors asked whether the reduction in Teaching Assistants has impacted interventions.** KJA advised that the intervention process is now more streamlined, data has been analysed to categorise students into specific interventions, eg Lexia, class interventions, GCSE Pod, classes split in yr11 English. KJA also advised that one yr11 group was doing better in English, reasons for this had been investigated so that impact of changes that were made could be better understood.

DBU noted that interventions need time to develop and pupils should not be pigeon-holed into particular categories.

Governors advised that despite redundancies, pressure and sickness, which has affected the English department, they appreciate the extra work that the department are doing to try and improve.

KJA advised that the English department has been working with Kingsbridge Community College and this in an ongoing journey which is proving very beneficial. KJA provided a report and Governors requested LSU send this to all to read and forward any questions to KJA. **Action: LSU**

**Safeguarding update** – HCA advised that the S157 had been completed and submitted and the academy had been congratulated on providing a 'really strong' report.

Face to face training in the 'Prevent Strategy' has been delayed to September 2017 although it was noted that online training had been completed.

It was noted that the MyConcern tool is extremely valuable and Governors noted the different categories that were reported. HCA noted that 'Home issues' mostly linked with other categories.

HCA advised that a large amount of work had been undertaken on tackling bullying, especially with yr10 boys, with lots of sanctions and external support.

It was noted that the EWO is working with FSM pupils with poor attendance. Governors noted that there are 2 school refusers. HCA advised that the service received from the EWO had been poor and that the academy would need to find a better long term solution.

Governors noted that \*\*\* is focussing on behaviour and expectations. HCA advised that a good system was in place and instances of low level disruption is reducing. **Governors asked why defiance and non-co-operation is high.** HCA advised that educating both students and parents is key. SLT have been very clear about behaviour expectation with the new year 7s. HCA also noted that phones are an issue as currently students can use them at break and lunch. From September, phones will need to be locked away at the start of the day and not brought out again until the end of the day.

Governors thanked HCA and KJA for the update, noting the report was clear and concise. DBU noted that due to the information within the report, it should be marked as confidential.

**Business Manager update** – SPG went through the BM report, updating staff changes and finances, which will be covered later in the meeting.

As TWA will be stepping down as Governor, a new Health and Safety Governor is required. SPG asked Governors to advise whether they would wish to take on this role.

MLO took over as chair of the meeting at this point.

6. **Budget 2017/18:** SPG took the Governors through the current budget and advised that difficult decisions would need to be made. SPG and DBU advised the LGC that 5% of GAG funding is the cost of being part of the MAT. This had already been included as a commitment in the budget. DBU explained that one of the principles of the MAT is to make every effort to direct funding back into schools. For example, DBU advised that maternity costs expected next year in secondary schools will be covered by the MAT until some form of shared insurance could be set up for future years. There will be no attempt to track every pound of this 5% back to each school because the central business unit needs to have the flexibility to respond to the needs of each school as they arise. This approach was accepted by governors.

**Governors noted that increase in income from the bungalow and sports facility and asked whether further increases could be investigated.** SPG to see what other schools within the MAT do. **Action: SPG**

DBU took this opportunity to explain to Governors what the MAT requires of them going forward. SMART requires governors to have specialities, eg finance, health and safety etc. There would be one main governor, a deputy and also the Chair that would be responsible for this area. It would be this Governors' responsibility to ask challenging questions relating to the KPIs for that area. They would be in contact with the Director who would be responsible for all governors within their remit, across the MAT. If governors are unsure of the questions to ask, they will have support of other governors and the Director in charge of their remit. Specific training will also be given for each area. DBU explained that it is important to ask challenging questions on the KPIs, which is then fed back to the Trust Board.

Governors asked whether solar panels worked in other schools. After some initial problems, the solar panels at Liskeard and Saltash are working and there is potential to save money. However, these were installed using grants that are no longer available.

SPG noted that expenditure is eating into the reserves. He highlighted potential areas for savings to be made. DBU advised that the role of the LGC is to agree or challenge decisions made by the SLT, not make operational decisions. He explained that SLT are better placed to make the decisions but it is the remit of the LGC to set the challenge and then accept/challenge the decisions made.

**Governors asked whether there was potential for the new fences to be sponsored in order to save money?** SPG that the land is Cornwall Council owned and was unsure whether we would be allowed. SPG to ask whether this would be possible. **Action: SPG**

**Governors asked whether licences could be combined across the MAT, thereby saving money?** SPG advised that this had already begun with eteach but he needed to await renewals.

Governors were asked to vote on the budget. **It was noted that the budget would be accepted with £6k carried forward under the proviso that some of the potential money saving opportunities would be taken into account by SLT. Governors also felt uncomfortable with the level of the reserve and would like it increased.**

**Governors all voted to accept the budget. Decision was unanimous.**

7. **Governor Training and Development:** No governors have attended training since the previous FGB meeting. The Governor Training Day will be booked in September, both LCA and SMART. **Action: Carried forward to Chair in Sept 17.**
8. **Safeguarding Update:** Already discussed as part of Headteacher's Report.
9. **Health and Safety Policy:** SPG advised governors of the updated policy, noting that the names of related parties were now held in the appendix, which would make updates easier. MLE noted that it was very clear and comprehensive.

SPG noted that a Health and Safety Governor would need to be named on the policy. MLO will speak to SBR, who is absent, and advise. **Action: MLO**

All governors approved the policy from Sept 17, subject to the Health and Safety Governor being named.

10. **Any other business:** PPR attended Sports, Health and Wellbeing Day and noted the great atmosphere of both staff and students.

Governors were asked to send an email advising which areas that they would be interested in specialising in. TMA advised that it would be useful if the Governor had background knowledge of the area. DBU verified that all governors had a copy of the scheme of delegation so were aware of the roles they could specialise in and what those roles involved. **Action: All**

DBU verified if all governors were happy to have their contact details shared with the Trust Board and other governors in the MAT through a confidential document. Governors present agreed. The document would be circulated for governors to check contact details when they had chosen their governor role. **Action MLO**

TWA advised that it had been a great privilege to serve with the GB and he would now be stepping down as Governor. Governors and staff thanked TWA for his contribution and wished him well for the future.

All staff were asked to leave at 6.45pm as the remaining meeting would be confidential (please see confidential appendix a)

**Meeting closed at 7pm**

<b>Agenda Item</b>	<b>Action Point</b>	<b>Responsibility</b>
3.	Ensure minutes reflect that KJA attended previous FGB meeting	LSU
5.	Forward English Report to all Governors	LSU
6.	See whether advertising can be used on fencing	SPG
6.	SLT to investigate money saving opportunities and report to LGC	SLT
7.	Arrange Governor Training Day	New Chair – Sept 17
9.	Speak to SBR re: H&S Governor role	MLO
10.	Advise on preferred Governor roles within the LGC	Governors
10.	Circulate the list for governors to verify contact details	MLO