

Minutes of a Meeting of the Local Governing Committee of Looe Community Academy held in the library of the Academy on Monday 25<sup>th</sup> September 2017 at 4.30 pm

<b>Present:</b>	<p><b>Kathy Iles</b>  <b>Heather Jenkins</b>  <b>Marie Long</b>  <b>Penny Prisk</b>  <b>Tina Vasey</b></p>	<b>Absent:</b>	<p><b>Sheila Brock</b>  <b>Lorna Ingham</b>  <b>Jerry Kevern</b>  <b>Marilyn Lewis</b></p>
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<b>In Attendance:</b>	<p><b>Dan Buckley, CEO SMART</b>  <b>Helen Casson, Deputy Headteacher</b>  <b>Steve Green, Business Manager</b>  <b>Kate Jackman, Assistant Headteacher</b>  <b>Debbie Stoneman, temporary Clerk to Governors</b></p>
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It has been agreed that in order to provide evidence of challenge, these questions will be highlighted in the minutes.

1.	<p><b>Welcome</b>  Mrs Long welcomed governors to the meeting, especially Kathy Iles, and thanked them for attending.</p>
2.	<p><b>Evacuation Procedure</b>  In the event of an emergency, governors were advised to leave the building following the green exit signs and assemble in the car park.</p>
3.	<p><b>Declaration of Business and Pecuniary Interest</b>  Written forms were completed by those who had not already done so. Mrs Jenkins declared an interest as a member of staff.</p>
4.	<p><b>Apologies</b>  Apologies were received and accepted from Sheila Brock who was running a marathon in Brighton for charity, Marilyn Lewis and Jerry Kevern.</p>
5.	<p><b>Nominations for Chair and Vice Chair for current academic year</b>  The Clerk requested nominations for Chair; Mrs Long was the only person nominated. She advised governors that she would like to have stood down but is prepared to continue for the current academic year with support from an active Vice Chair. It was suggested that governors from one of the other schools in the MAT could be considered.</p> <p>This was discussed and Mrs Prisk offered to accept a nomination as Vice Chair and Mrs Iles offered to shadow. This will be reviewed in April at which time it was noted that Mrs Long's workload increases and Mrs Iles hopes to have more time.</p>
6.	<p><b>Approval of the minutes of the meeting held on 10<sup>th</sup> July 2017</b></p>

	These were agreed and signed as an accurate record of that meeting.
7.	<p><b>Matters Arising</b></p> <p><b>M3 Minutes of the previous meeting held on 27<sup>th</sup> March</b> - the minutes of the previous meeting have been amended to record that KJA attended that meeting.</p> <p><b>M5 Headteacher's Report</b> - the English report has not been circulated; the Clerk would check this. <b>ACTION: D STONEMAN</b></p> <p><b>M5 Headteacher's Report: Safeguarding update</b> - PREVENT training will be rescheduled due to the unavailability of the trainer.</p> <p><b>M6 Budget 2017-18</b> - Steve Green has researched whether it is possible to put advertising on the fence. He read out the relevant extracts from the finance policy and lease. It was noted that the specified conditions would need to be checked and any advertisements would need to comply with the SMART ethos. He felt that the whole exercise would be time-consuming. There is still one further opportunity to bid for capital funding which will be submitted. Governors expressed concern about the appearance of the fence and felt that ensuring that the ethos of advertisements is correct could be problematic. It was agreed not to pursue this at the current time and review it again when the outcome of the bid is known.</p> <p><b>M6 Budget 2017-18</b> - Steve Green had prepared a report on money-saving opportunities and this had been presented at a Senior Leadership Team meeting.</p> <p><b>M7 Governor Training Day</b> – Mrs Long would liaise with the Head's PA regarding this. Mr Buckley advised that there will be governor training sessions arranged during the year. The CSA group are meeting tomorrow at Liskeard and a meeting for the Safeguarding group will be arranged later this term.</p>
8.	<p><b>Committee Minutes</b></p> <p>A governor queried the finance minutes which had been approved in the confidential section of the previous meeting and not been circulated. The Clerk advised that the appendix to those minutes had been password-protected and she had not been able to access it. She was asked to obtain a copy and circulate the minutes of the Finance meeting held on 19<sup>th</sup> June and the Curriculum &amp; Standards meeting held on 15<sup>th</sup> May. <b>ACTION: D STONEMAN</b></p>
9.	<p><b>CSA Report and KPI Data Sheet</b></p> <p>The spreadsheet had been circulated in advance of the meeting; the narrative will follow. Mrs Jenkins summarised this.</p>
	<p>a) Progress 8 score of 0.08 is based on unvalidated data and is in line with the national average. Disadvantaged groups were highlighted; it was noted that the students with SEND is a very small group. Based on a group of schools which have shared their data, it is thought that the Progress 8 score will increase when the validated data is released.</p> <p>b) The combined level 5 score for English and Maths is 37% with the Cornwall average at 38% based on the revised GCSE results. This put this school at mid-table of 31 schools in Cornwall despite being at 30<sup>th</sup> out of 31. There are only 13 more able students in this cohort contributing to these results. To come mid-table in terms of national averages is very pleasing.</p> <p>c) The combined score for level 4+ in English and Maths is quite good and puts the school at a rank of 22 /31 when compared with other schools in Cornwall.</p> <p>d) Absence is 4.68% for Year 11 and 5.2% for the whole school which is the same as last year. There have been improvements in some sub-groups but overall the position is the same. Persistent absence is slightly better than national. Broken weeks is a new measure; the level for this school is not a cause for concern. This data will be RAG (red/amber/green) rated in</p>

		<p>future. <b>A governor asked what the measure was for arriving late;</b> this is after registration closes.</p> <p>e) The Attainment 8 at 41.32 may change. The Year 11 point score on entry helps to contextualise data.</p>
Mrs Vasey left the meeting.		
	f)	<p>Mrs Jenkins advised that the school-is pleased with the English results this year; there has been a good improvement. The national picture is different; this is outlined in the report. This group has done well following interventions, Maths remains strong. Science was lower – there had been a problem in Y10. There were good results in languages, not as good in French as previous years but still good results. Humanities – were strong in geography but not history. There were some concerns in the arts; the issues in drama and music were connected with the right courses for the right students. It was noted that courses were changed from BTEC to GCSE. Art continues to be very strong, there were superb results. Technology - results for engineering were disappointing; there is an improvement plan in place. Amazing results in computing. It is proposed to re-advertise the temporary appointment. The result for English Literature was 60% but still subject to changes</p>
Helen Casson arrived.		
	g)	<p>It was acknowledged that students at this school have done quite well but it will be interesting to see the national picture. It was thought that there is an error in the BTEC column which will be checked.</p>
	h)	<p>Questions were invited. There were none.</p>
	i)	<p>Mrs Jenkins advised that the current data system does not provide projected data for three years' time as staff report current performance, so predications have been projected using estimates. She is expecting that the data provided will improve over time and address the variation. The current system has been devised by the Head of Maths and Head of Science so is felt to be reliable.</p>
Mrs Long left the meeting for a short time to take a 'phone call.		
	j)	<p>Governors were shown the progress tracker spreadsheet on the projector. Mrs Jenkins explained this in detail. Mr Buckley asked why the blue band for 2-4 is so large. This was discussed but the precise reason not known and would be checked. It was noted that the MAT are investigating using standardised tracking for the three secondary schools.</p>
10.	<p><b>Agree Local Governor links with Directors</b></p> <p>Mr Buckley advised that one of the structures in place for the Local Governing Committee (LGC) is that one governor from each LGC has a role. The following links were agreed -</p> <p>CSA – P Prisk; Finance – M Long; HR – K Iles; Community – S Brock, Premises H&amp;S – T Vasey, Safeguarding – L Ingham or M Long.</p> <p>Mr Buckley outlined the requirements for the CSA report which needs to be provided for the CSA Director this term.</p> <p style="text-align: right;"><b>ACTION: P PRISK</b></p>	

	Mrs Jenkins referred governors to her verbal report which she would circulate. In summary, the strongest subjects this year were PE, Geography, Computer Science and Art; the weakest were Engineering, History, BTEC Creative and Media. Plans are in place to support these.
	Mrs Vasey returned to the meeting.
11.	<b>Headteacher's Verbal Update: H Jenkins</b>
	<p>a) New language of pedagogy and metacognition are being used across the Academy in line with some of the MAT objectives. One of these is improving self-management by pupils. Mrs Jenkins summarised the initiatives being introduced to this which is linked to the 'Need to Know' booklets which are a priority this year. Mrs Jenkins outlined the items being done to support pupils' political and ethical understanding.</p> <p>b) The opportunities to enhance high level thinking and creativity were summarised.</p> <p>c) The school were congratulated for being awarded the Diana award for e-safety work. The Day publication is used for resourcing the news which is debated and used as a non-fiction reading source.</p> <p>d) There has been a massive change of direction for student leadership; there are now leaders in many subjects and areas. A governor commented that this would give significant life skills to students. Mr Buckley advised that a student had presented extremely well to an international audience.</p> <p>e) A governor commented that they had visited and thought that some of the student leaders were staff that they didn't know. A visit is planned to Penryn who have a zero gap between boys and girls.</p> <p>f) It was requested that publicity about these events is put on the website. <b>ACTION: H JENKINS</b></p> <p>g) The results commentary had been circulated and was summarised by Mrs Jenkins. The key issue is disadvantaged students. The track record overall is good; they are doing well with more able students. A comparison with the predictions by subject was summarised.</p> <p>h) <b>A governor asked if feedback has been received from staff who have been alerted to this.</b> Mrs Casson advised that these conversations have been held; the way forward is being discussed.</p> <p>i) There has been a good start to the year. There is a new staff member in Science and Computer Science and a new technician. In the Languages department there is one member of staff on *** and another on **. 2 staff have been appointed to cover these positions. Staff are working well together.</p> <p>j) The INSET day focussed on the 'Need to Know' booklets, metacognition and the new SMART appraisal system with detailed whole school objectives which includes targets about Pupil Premium.</p> <p>k) Data analysis was shown to governors and highlights that boys are not achieving as well as girls and that Pupil Premium students are not achieving as they should. A graph showing achievement by entry level was shown to governors. Mrs Jenkins showed governors the data, previous Ofsted comments and highlighted the challenges to governors.</p>

	l)	The presentation would be circulated.	<b>ACTION: D STONEMAN</b>
12.	<b>SEF and School Development Plan</b> Mrs Jenkins summarised the Looe Community Academy Development Plan which had been circulated in advance of the meeting. From this:		
	a)	The SEF had been circulated in July. Mrs Jenkins advised that she still considers the school to be 'good' in all areas. However, if the data does not support this, this could slip. Governors' attention was drawn to the pocket guide.	
	b)	The Clerk agreed to prepare a monitoring timetable.	<b>ACTION: D STONEMAN</b>
13.	<b>LGC Constitution, Governor Appointment Process and Governor Vacancies</b> The constitution had been discussed earlier in the meeting and was agreed as 2 parent, 3 staff and 5 co-opted.  It was noted that Mr Kevern is a Staff Governor until November.  It was agreed that all applicants should complete an application form and skills audit which is considered by the Headteacher and Chair of governors with their recommendation being circulated to all governors for their agreement that the nomination is forward to the Trust Board for appointment. Nominations for staff governors will be requested from all staff. In the event of more nominations than vacancies, the result will be decided by secret ballot. If there are more nominations than vacancies for Parent Governors, the final decision will be made by governors taking account of the skills of the applicants. Governors asked for clarification about the role of staff governors.		
	<b>ACTION: D STONEMAN</b>		
14.	<b>How well do we know our school? – 10 questions to answer in preparation for an Ofsted Inspection</b> A list of 10 questions that every governor needs to know the answer to in preparation for an OFSTED Inspection had been circulated in advance of the meeting.  <b>1. Give one action point from your school's last inspection.</b> <ul style="list-style-type: none"> <li>● Closing the attainment gap more rapidly between disadvantaged students supported by additional funding and other students by the time that they leave in Year 11</li> <li>● Teachers making more effective use of questioning to deepen students' understanding and to gauge when adjustments to planned learning are necessary</li> <li>● Enabling all middle leaders to promote and sustain consistently high levels of student attainment and rapid rates of progress in all areas of the academy work</li> </ul> <b>2. Give one priority from your current School Development Plan.</b> <ul style="list-style-type: none"> <li>● Prioritise all activities on improving outcomes of disadvantaged students</li> <li>● Develop assessment capable, confident, resilient and independent learners through: <ul style="list-style-type: none"> <li>○ Learning to learn and metacognition</li> <li>○ Responding to feedback</li> <li>○ 'Need to Know' and approaches to Homework</li> </ul> </li> <li>● Develop leaders at all levels through: <ul style="list-style-type: none"> <li>○ Progress (data) conversations</li> <li>○ Sharing new practice and STAR project (action research)</li> </ul> </li> <li>● Improve GCSE English outcomes</li> <li>● Every teacher a teacher of English</li> <li>● Ensure Sustainability – maximising opportunities for cost efficiency</li> </ul>		

	<p><b>3. Give one strength of the school as shown in performance data and recorded in your school self-evaluation.</b> Art, geography, maths</p> <p><b>4. Are teachers' performance objectives linked to school priorities? How do you know?</b> Yes, all teachers have a Pupil Premium related target. It was noted that governors will need to see an anonymous report.</p> <p><b>5. Name one group of pupils causing concern.</b> Boys and Pupil Premium</p> <p><b>6. What is being done to promote 'Parent View'?</b> Parent View was explained. <b>A governor asked if satisfaction questionnaires are done.</b> Mrs Jenkins advised that these are completed at parents' evenings. Periodically Parent View is publicised but it only runs for an academic year. There is an expectation that this is pushed. Governors felt that evidence of regular consultation is more useful.</p> <p><b>7. How is Pupil Premium money being spent?</b> This information is on the website. A governor asked if the Penryn trip would be funded from this. Mrs Jenkins advised that that is not the proposal at the moment. A significant amount is spent on additional staffing. Ofsted are keen to see the impact of this funding. The Clerk would circulate the related questions to all governors. Governors were shown where to access the information. <b>ACTION: D STONEMAN</b></p> <p><b>8. When did you last make a visit to the school with an agreed focus and talk to staff and/or pupils?</b> Governors had visited within the last year.</p> <p><b>9. Have you engaged in governor training?</b> Most governors had attended training recently. They were reminded about the SMART Day on 19<sup>th</sup> February when there would be governor training.</p> <p><b>10. Can your governing body prove that you provide challenge to the Headteacher and how do you assess your impact?</b> Questions of challenge are minuted, highlighted and action points noted. It was noted that questions can be submitted in advance of the meeting.</p>
15.	<p><b>Safeguarding</b> Helen Casson advised that the S157 action plan had highlighted training as an area for review. The proposal is for DSLs (Designated Safeguarding Leads) and deputies to get Tier 3 training up to date. Jan Woodman is now head of pastoral care. Face to face PREVENT training will be arranged when the trainer is available. It was noted that a governor needs to monitor the action plan focussing on policy and practice. This would be brought to the attention of the governor who takes on responsibility for safeguarding. <b>ACTION: M LONG</b></p> <p>There will be a meeting with school safeguarding personnel in SMART next week; they will consider their S157 audit at that meeting. This will be followed by a Safeguarding Local Governors meeting.</p>
16.	<p><b>Appointment of Clerk</b> Sue Garton who currently clerks for Dobwalls has offered to clerk for Looe Community Academy. It was noted that she has previously met with Steve Green who wholeheartedly supported her appointment. Her appointment was agreed by governors.</p> <p>As Mrs Garton has another meeting already booked for 27<sup>th</sup> November, it was agreed that the date of the next meeting would change to 20<sup>th</sup> November, subject to governor availability.</p>
17.	<p><b>SEND Information Report</b> It was noted that a governor with responsibility for SEND is needed. Mrs Long would contact Mrs Ingham. <b>ACTION: M LONG</b></p>

	<p>The Report was shown to governors on the projector. <b>A governor asked if the SENDCo had the required accreditation.</b> It was confirmed that she has. <b>A governor asked how often the Education Psychologist visits.</b> There is one day per term and the record of need is moderated. <b>A governor asked the support for SEN pupils who had not made good progress.</b> It was noted that one had joined the school late but had made phenomenal progress. This was a complex case as the student had been out of school. Another student had had extreme anxiety coming into the building. Both are now in post 16 placements and have retained their EHCP (Education and Health Care Plan) beyond 16 which is unusual. It was noted that in order to give others opportunities they would not otherwise have had, the school have gone to great lengths to provide detailed risk assessments to enable them to take part.</p>	
18.	<b>Report from the Chair</b>	
	a)	Mrs Long advised that there is a Trustees meeting with the auditors tomorrow to sign off the LCA accounts. She thanked everyone for attending and taking on additional responsibilities.
	b)	<b>A governor suggested that the Invictus games are referred to in school assemblies as this endorses the school ethos.</b>
	c)	The error on the combined score EM4+ - will be corrected.
19.	<p><b>Date of future meetings</b>  Monday 20<sup>th</sup> November not 27<sup>th</sup> subject to governor availability  Monday 29<sup>th</sup> January  Monday 12<sup>th</sup> March  Monday 21<sup>st</sup> May  Monday 2<sup>nd</sup> July</p> <p>All commencing at 4.30pm in the Library at Looe Community Academy</p>	
The meeting finished at 1845.		

<b>M7 Matters Arising:</b> M5 Headteacher's Report - the English report has not been circulated; the Clerk would check this.	<b>D STONEMAN</b>
<b>M8 Committee Minutes:</b> A governor queried the finance minutes which had been approved in the confidential section of the previous meeting and not been circulated. The Clerk advised that the appendix to those minutes had been password-protected and she had not been able to access it. She was asked to obtain a copy and circulate the minutes of the Finance meeting held on 19 <sup>th</sup> June and the Curriculum & Standards meeting held on 15 <sup>th</sup> May.	<b>D STONEMAN</b>
<b>M10 Agree Local Governor links with Directors:</b> Mr Buckley outlined the requirements for the CSA report which needs to be provided for the CSA Director this term.	<b>P PRISK</b>
<b>M11 Headteacher's Verbal Update</b> f) It was requested that publicity about these events is put on the website. l) The presentation would be circulated.	<b>H JENKINS D STONEMAN</b>

<b>M12 SEF and School Development Plan:</b> The Clerk agreed to prepare a monitoring timetable.	<b>D STONEMAN</b>
<b>M13 LGC Constitution, Governor Appointment Process and Governor Vacancies:</b> Governors asked for clarification about the role of staff governors.	<b>D STONEMAN</b>
<b>M14 How well do we know our school? :</b> The Clerk would circulate the (Pupil Premium) related questions to all governors.	<b>D STONEMAN</b>
<b>M15 Safeguarding:</b> It was noted that a governor needs to monitor the action plan focussing on policy and practice. This would be brought to the attention of the governor who takes on responsibility for safeguarding.	<b>M LONG</b>
<b>M17 SEND Information Report:</b> It was noted that a governor with responsibility for SEND is needed. Mrs Long would contact Mrs Ingham.	<b>M LONG</b>