

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 7 July 2014 at 4.30pm

Present:

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

Apologies:

P Lewis

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 16.30 with a welcome by the Chair to all. Apologies were noted from PLE who was unable to attend and KMO who would arrive later.
2. **Declarations of Interest:** There were no declarations of interests for this meeting.
3. **Update on Governors due to reach the end of their term:** Governors were advised that Greg Walton had decided not to renew his term in office. The Governing Body wished to thank Greg for his hard work and the clerk will write to express their thanks and appreciation. **Action: LSU**

Marie Long's term as Parent Governor is also due to expire on 31 Aug 14. Marie is happy to remain on the GB but will not have a child in school next year. The members have agreed that Marie will continue as a Community Governor, which Marie has accepted.

Two Parent Governor positions will therefore be vacant and to remain quorate there must be 2 Parent Governors on the GB. An invitation to parents will be included in the Headteacher's annual letter to parents to apply and an election will take place in the new term. **Action: LSU**

4. **Minutes of the previous meeting held on 17 March 2013:** Minutes were accepted.
5. **Matters arising from the previous minutes not covered on the agenda elsewhere including a review of action points:**
 - i. It was agreed to send out the Kirkland-Rowell survey to all parents, staff and students in the next academic term. The report was last undertaken in 2010 and is very useful and sets a benchmark against other schools. Although the survey costs c.£2.5k, Governors agreed that this would be a useful exercise to undertake. **Action: SPG**
 - ii. It was confirmed that current documents are being saved in the shared area but historical documents have not yet been added. Historical documents will be added to the Governors' shared area. **Action: LSU**
 - iii. The clerk has received some visit reports but all Governors need to ensure that all visit reports are forwarded to LSU. **Action: Governors**
 - iv. HJ will confirm whether Staff Governors can attend meetings with Ofsted. **Action: HJ**

- v. The Chair asked whether all signed Code of Practice documents had been handed to the Company Secretary. SPG advised that this will need to be handed in again for the first meeting in the new academic year. **Action: LSU and All Governors**

- 6. **Reports from committees:** an overview of each of the committee meetings was given; details can be found in the committee minutes. LSU to forward accompanying papers from HCA (SMSC) for the PSHCE meeting to all Governors. **Action: LSU**

DGL arrived 17.00

- 7. **Governors' reports on training attended:** Governors were asked to advise LSU of any training attended.

Since March Governors have attended various courses, including:- outstanding governance, raising aspiration and achievement, raising the attainment and aspirations of boys, making the most of performance data, safeguarding children tier two, leadership development programme and the clerks forum. MLE was unable to attend the recent Safeguarding training and will attend in Sept with the new staff. **Action: MLE**

The Chair was pleased that so much training had been undertaken as this helped governors to be knowledgeable and effective.

- 8. **Governors' monitoring visits to the Academy:** Governors were asked to advise LSU of any visits attended.

The Chair confirmed that she had checked the Single Central Record on 6 May 2014 and found it to be up to date, but that there should be two references for each member of staff and in some cases this has yet to be completed.

Governors advised that meetings with faculties have been useful and insightful into the quality of teaching within the departments.

SBR advised that meeting with Performing Arts had been difficult due to maternity leave and would meet with the department again in the new academic year. It was also expressed that the acting Leader of Performing Arts had done very well in overseeing the department.

TWA has spent time with CDA to understand the SEN needs of the Academy and has compiled an SEN matrix. This will be taken to SLT next week for review, with a view to feed into the SDP. Meeting arranged for Tues 15 July at 1pm. All Governors are invited to attend.

- 9. **Policies to be noted:**

Policies as follows: Computer and Internet Use - Student Agreement; Code of Conduct; Grievance Policy; Dogs on Academy Site; Annex C on the Public Sector Equality Duty; Student Attendance. A paper was circulated to governors, entitled 'Summary of Policies discussed' as an aide memoire and all policies have been noted and recorded in the relevant committee minutes.

Safeguarding Policy: DGL, SPG and MKE have reviewed and amended the Safeguarding Policy and this was approved by the FGB.

Student Awards for Good Attendance: The Headteacher sought to clarify the policy discussed in the PSHCE meeting and advised that money towards the Prom was given based on the Academies points system, which includes other areas such as behaviour and is not just attendance based. The attendance policy is included in the Student Planner and includes a £20 draw each term for 100% attendance and Bronze, Silver and Gold targets. HJ also advised that the Bronze target had been increased to 95% but the website needs to be updated to reflect this. **Action: SPG**

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SBR left at 17.10

10. Review of Governors' Strategic Development Plan (SDP):

Governors met on 28 April 2014 and agreed that Point 15 would be:

Looe Community Academy's strategic aim, in order that we can enhance every student's educational experience, is to be the best that we can be for our community by ensuring that the Academy:

- has academic and reputational success
- offers a diverse educational experience
- is inclusive and willing to embrace innovative partnerships
- has high values, offering outstanding pastoral care that is embedded within our community
- is sustainable

MEV amended the sentence structure slightly since the meeting. The Governors agreed to the new structure.

Since the meeting on April 28, SLT has worked on the SDP and there are now 17 Critical Activities noted. Governors asked questions about these and it was agreed that, in order for them to have more time to consider them, the documents would be available in the Governors' shared area and SPG will also email a copy to all Governors. **Action: SPG.** Governors were asked to study the SDP and email SPG with any comments and questions (using 'reply to all' to prompt further discussion). **Action: Governors**

11. Governors' questions relating to the Headteacher's Report: The Headteacher apologised to the Governors for not sending the report out sooner and went through the main points of the attached Headteacher's Report, with the Governors in the meeting.

KMO arrived at 17.30

SBR returned at 17.30

It was noted the MKE would be leaving at the end of term and he will be greatly missed by both SLT and Governors. Thanks and appreciation of all his hard work was expressed by Governors and the HT in the meeting. The SLT structure going forward will be discussed later in the meeting.

It was noted that both new Teachers of Science have started on temporary contracts for the Summer term, which offers continuity within the science department.

It was also noted that the new Leader of New Technologies is an ex-Assistant Headteacher and therefore strengthens the middle leaders within the Academy.

It was also noted that age-related expectations will replace current NC levels. There will be no national framework and schools will create their own framework.

The achievement headlines for 2014 show that the academy is above the FGB targets for achievement in Year 11. However, issues have been identified in the gap between boys and girls (boys under-achieving in year 11 5ACEM predicted at 50%, and girls predicted at 76%, giving a gap of 26%) and non pupil premium compared to pupil premium students (here the gap is predicted at 29% despite interventions having been put into place) Governors expressed disappointment at this but were pleased that the predicted 5ACEM was 63% - above the governors' target – and that the predicted 4 levels of progress in maths was well above the FGB target in every case except (unfortunately) pupil premium.

MLE was pleased to note that work is also being done to help more able students achieve their potential and not just less able students.

It was noted that leadership and management across middle leaders is strong. Governors were advised that Maths was outstanding, and that French, Spanish, Geography and Art were strengths of the Academy.

HCA is currently drafting a report on the Pupil Premium students to fully understand their needs. **Action: HCA**

The Governors thanked the Headteacher for the time spent preparing this very informative report and recognised that the thoroughness of the report makes it harder for Governors to question the details. The Chair asked the headteacher if she felt that the Governors challenge her enough. The HT replied that the Governors do question both her and the SLT as can be seen in the minutes of meetings. Additionally, one example of Governor challenge is the SEN matrix compiled by TWA which will raise many questions for SLT to answer in the meeting on July 15th.

MLE left at 18.20

12. **Summer Term update on School Improvement Plan:** This was covered within the attached Headteacher's Report. Governors will analyse the scorecard and email SLT with any questions. **Action: ALL**
13. **Approve Budget for 2014-15:** The proposed 2014-15 budget, factors, risk and the journey to the current position had been discussed in depth by the finance committee and approved for adoption by the FGB. The three year budget forecast was presented in the HT's report and it was adopted by the FGB.
14. **Governors' One Year Action Plan update and self evaluation:** Governors advised that they are happy with the completed Action Plan for 2013-14.

It was noted that the Governors attend training, both internally and externally; are linked with departments within the academy; create working parties that utilise the Governors' skills sets; and provide a wealth of experience from business and education.

SBR noted that Governors are not as well-known amongst the staff and pupils as in previous years. Also, Governors do not know who all the staff are within the academy. It was agreed that the Governors' profile should be raised within the academy and the following suggestions were made:

- Governor 'drop in' sessions for pupils and parents
- The Cream Tea and Art exhibition should be separated from the meetings with link departments to give Governors more time to interact with staff
- Increase integration with staff
- Create a 'Governor newsletter'
- Add pictures of Governors to the website, along with a short note about themselves. **Action: Governors to provide LSU with these**
- Governors to be invited to INSET days. The next INSET day is Friday, 5 Sept at 08.30 and Governors are welcome to attend.
- Governors are already present at Parents' Evenings and are able to get parents' views
- Governors speak to students during their monitoring visits
- SBR liaises with the Student Council as part of her role in the PSHCE committee
- Governors could have a drop-in session for students at lunchtime as this would be the best time to get an honest view of the school
- Include the role of GB in PSHCE lessons with the possibility of Governors attending these lessons. **Action: HCA**
- Governors to attend assembly to raise profile

MEV will draw up the action plan for next year, incorporating some of these ideas. **Action: MEV**

15. **Academy Leadership Structure:** Deferred until later in the meeting.
16. **Continuing Professional Development Report 2013-14:** Deferred to the next FGB meeting in Sep 2014.

17. Safeguarding Audit: Report created annually to show that the academy is compliant in relation to safeguarding and an action plan is generated from this.

The main three areas of development in the action plan are:

- Need new Child Protection Officer from Sep 2014 as MKE is leaving
- Develop the Integrated Health Centre
- e-safety. There have been 4 self-referrals since Dec 2013. HCA has done a lot of work in PSHCE and assemblies to promote awareness of internet safety but we still need to push harder to ensure pupils understand the dangers.

The Chair signed the audit on behalf of the Governors in the meeting.

18. Pension auto-enrolment and the Living Wage: The Business Manager explained the changes to pensions and auto-enrolment and confirmed he has contacted all affected staff.

Cornwall Council have implemented the Living Wage for all staff currently below £7.65ph. Although the Academy is not obligated to follow suit there are many arguments for and against. It was agreed to create a working group with Governors from both the Curriculum and Personnel committee and Finance and Premises committee as it affects both, to meet in Sep 2014. It was agreed that DGL, KMO, TWA, MEV and HJ would form the working group to report back to the FGB. **Action: DGL, KMO, TWA, MEV, HJ**

19. Review of timings of meetings: Governors agreed to maintain the current timings of meetings but to review again in the next academic year, ensuring that membership of the GB is not restricted by start times of meetings..

Review of Committees: the discussion of timings led to a discussion on the viability of three separate committees, as there is some over-lap between committees and the new academic year is a good time to evaluate and reconstitute the committees if necessary. Governors were requested to research the best way forward before the next FGB meeting in Sep 2014, when a decision will be made.

All staff were then asked to leave as the new SLT structure was going to be discussed. After discussion, it was agreed that the Staff Governors could remain but all SLT members left the meeting at 19.40

MKE thanked the Governors for their help and support in his time at the Academy.

Agenda item 15. Academy Leadership Structure was discussed and this is minuted separately as is confidential.

Brief description of the action	Who has the action
Write to GWA to thank him for his time as Governor	LSU
Undertake Parent Governor election process	LSU
Send out Kirkland-Rowell survey to staff, students and parents in new academic year	SPG
Add historical documents to Governor shared drive	LSU
Forward all visit reports to the clerk	All Governors
Confirm whether Staff Governors can attend meetings with Ofsted	HJ
Sign and return Code of Practice documents to Company Secretary in new academic term	All Governors
Forward papers from HCA (SMSC) for PSHCE committee to all Governors	LSU
Attend Safeguarding training in new academic term	MLE
Update website with new Bronze attendance target	SPG
Email SDP to all Governors	SPG
Study and email comments/questions to SPG (using 'reply to all')	All Governors
Governors to analyse scorecard and email SLT with questions. SLT to	SLT

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respond to questions.	
Provide clerk with picture and short statement about yourself to be added to website	All Governors
Include role of GB in PSHCE lessons	HCA
Create Governing Body Action Plan for 2014-15	MEV
Create cross-committee working group to discuss Living Wage	DGL, KMO, TWA, MEV, HJ