

21 May 2018

**Minutes of the Looe Community Academy Local Governing Committee Monday 21 May 2018**

**Present:**

Sheila Brock  
Ed Gilbert  
Sue Gavin  
Lorna Ingham  
Kathy Iles (Chair of Governors)  
Penny Prisk (Vice Chair of Governors)

**Apologies:**

Heather Jenkins  
Tina Vasey

**Absent:**

Marie Long

**In attendance:**

Dan Buckley (SMART CEO)  
Steve Green (Business Manager and acting Clerk)  
Kate Jackman (acting Deputy Headteacher)  
Peter Robinson (SMART Director and LCA Link)  
Scott Yalden (Deputy Headteacher)

Governor challenge is shown in bold type

*The meeting started at 1635*

1. Welcome - the newly appointed Chair of Governors welcomed the local governors and attendees, including Peter Robinson, the new SMART Trust Board link Director for LCA.
2. Evacuation procedure was explained by the Clerk.
3. Appointment of Clerk - Steve Green was appointed temporary Clerk. The role of permanent Clerk was now going to be a SMART-wide appointment. **The Chair requested prompt action in recruiting a Clerk due to the additional pressure this role was placing on the Business Manager.**  
**Action - CEO**
4. Declaration of business or pecuniary interests - there were none.
5. Apologies for absence were received from Heather Jenkins and Tina Vasey. Marie Long was absent. Marilyn Lewis had resigned. **Governors discussed the construct of the LGC and determined that there should be 2 further appointments**  
**Action: Clerk**
6. Approval of Minutes of LGC Meetings held on 12 Mar 18. The minutes were approved. It was noted that there is now no safeguarding governor due to the recent resignation.
7. Matters arising not on this agenda:

From LGC 29 Jan 18:

Governors asked for the education and employment figures to be published on the school's website - complete

Attendance policy has been updated for approval by LGC at this meeting.

Behaviour Policy will need to come to a future LGC meeting for discussion and agreement by governors.

**Action: Deputy Headteacher**

Mrs Vasey was not able to meet with the Business Manager regarding health and safety.

Mrs Brock will email to governors her report on Community.

**Action: Sheila Brock**

From LGC 26 Feb 18:

The Academy had proactively promoted its success stories in the press and on social media and on the SMART website. An issue arising from GDPR for all publicity that uses student photos is the consent and the subsequent right to withdraw consent. The Business manager was developing SMART GDPR policies and would make recommendations.

From LGC 12 Mar 18:

Forward DfE comparative figures from the Consistent Financial Reporting process - complete

How many of the Pupil Premium students are boys - 61 out of 138 - complete

Local governors to complete and return skills audit to the Clerk by 18 Jun 18 to help assess skills required for the 2 new appointments.

**Action: All remaining local governors**

It was agreed that all other actions that were outstanding would now be removed.

#### 8. SEF and School Development Plan monitoring

The draft SEF had been distributed prior to the meeting and the format was based on the best elements following a trawl of other schools.

Copies of the Academy development Plan were circulated.

Both of these key documents would be reviewed in Jun and Jul 18, to inform the next Development Plan.

The Chair's visit report was discussed.

The outgoing safeguarding governor had made some monitoring visits, but had not forwarded the reports prior to resigning. **The LGC appointed Sheila Brock as the safeguarding governor.**

The management of safeguarding featured in the SEN report provided by Lorna Ingham, which confirmed all was in place.

The SEN report was discussed - from this it was evident that SEN provision was reviewed and embedded. TA training and coaching was excellent. The termly visits of the Educational Psychologist reaffirmed the appropriate provision was in place. Impact was reviewed monthly. There were weekly TA meetings to review prevailing student needs. The Student Support Advocate was appointed and would start 18 Jun 18, bringing with her some excellent strategies that she could deliver to further strengthen the existing provision.

#### 9. Headteacher's Report incorporating CSA Report and Annual Staffing and HR Report

A governor raised the current absence of the Headteacher and the CEO explained that all absence is confidential and that resources have been allocated to ensure that the management of the Academy continues to be strong during the period of absence.

*1725 - Sheila Brock left the meeting*

Governors questioned their Local Governor role and were advised that amongst other things it involved selling the Academy and SMART in a positive light in the community.

Governors thanked those members of SLT that had provided cover during the period of absence.

*1728 - Sheila Brock returned to the meeting*

Dual registered students had been visited in their alternative placement settings to ensure the quality of provision and the safeguarding arrangements and all was in place.

SEND "K" students had been reviewed and reduced from 48 to 30.

The focus on attendance has been further emphasised and SLT are working with the EWO. Tutors are now doing return to school interviews with all students.

The Academy is working with primary schools to share attendance data and policies to look for trends.

**Governors asked that persistent absence figures be added to the report.**

**Action - Deputy Headteacher**

**Governors asked whether LCA takes in all students from its feeder primary schools** - it was confirmed that in addition to our feeder primaries, LCA takes in students from other schools due to our unique characteristics, such as being one of the smallest schools in Cornwall, as well as our strong reputation for SEN provision.

**Governors asked whether LCA students could engage in further community events** - the community calendar would be forwarded to SLT.

**Action - Sheila Brock**

**Governors asked whether LCA students could engage in "No plastic Looe" project** - it was confirmed that sustainability, including the reduced use of plastics, was already a project through PSHCE.

KS2 data was being used to inform targets - the use of FFT data was being explored.

50% of students are engaged in a more able project.

The timetable for AY18/19 was on track for implementation from 26 Jun 18. **Governors asked whether any subjects would not be running** - still being examined - students being interviewed. We are only offering courses that count for the student and the Academy.

28% of students attend extra-curricular clubs - 129 different students. New focus on pupil premium extra-curricular engagement.

The CEO advised that Cornwall schools remained the lowest funded per pupil in the country.

The Business Manager updated the governors on the challenges of the current year and the outstanding problems to be resolved for AY18/19. The position became much bleaker in Year 3 when 105 students leave and an estimate of 90 join - at an average of about £5K per student, the loss of £75K in a single year presented a real challenge, but there was sufficient time to develop strategies. The Business Manager would prepare the FY18/19 budget for approval by the LGC at

the next meeting, engaging with relevant people to agree where further reductions need to be made.

**Action: Business Manager**

Governors were advised that the Health and Safety audit of the previous week was successful.

The estate presented challenges, given the financial position, including CO2 measures in science labs, a new hot water boiler for the main school block and security fencing. All compliance testing was up to date, with an ongoing schedule in place.

*Teaching and learning:*

Students were developing metacognition skills.

The use of "Need to knows" was being extended to Year 6 students before they join the Academy.

**Governors questioned how the more able were being stretched** - this was through the growth mindset approach.

**Governors asked why there was such a range in Progress 8 across the more able students (from +0.37 to -0.33)** - further work would be undertaken and reported at the next LGC.

**Action - Deputy Headteacher**

**Governors asked whether students knew that they were more able** - it was confirmed that they did via their flightpath and target discussions.

#### 10. Safeguarding

The new safeguarding team had been established and the names and roles reflected in the policy and published around the school.

The Student Support Advocate will complete the team on appointment on 18 Jun 18.

Safeguarding reports from MyConcern were shared (anonymised).

There had been 2 CEOPS referrals and one Prevent Duty referral.

The wearing of staff ID badges had been reinforced.

#### 11. Policies for review

Exams, Homework and ICT had been deferred.

The Attendance policy was reviewed and presented for approval and was adopted.

**Governors expressed their appreciation of the early visibility of policies and all other paperwork.**

*1910 - Kate Jackman left the meeting*

#### 12. General Data Protection Regulation (GDPR)

The Business Manager updated governors on his development of policies and procedures for SMART to comply with the new legislation.

#### 13. Governor feedback and skills audit:

Already covered - see above.

14. Report from the Chair - due to the lack of time remaining, this item was deferred.

15. Confirm dates and times of future meetings:

Monday 2 July 2018 at 1630 in the Library

**Action: All local governors**

16. Items for the Trust Board:

There were none.

**Prepared by:**

**Steve Green CMgr FCMI  
Business Manager and acting Clerk to the LCA LGC**

**Summary of actions arising:**

1. Appointment of SMART Clerk - Action: CEO
2. Advertise for 2 further Local Governor appointments - Action: Clerk
3. Present Behaviour Policy at Jul 18 LGC - Action: Deputy Headteacher
4. Email to governors report on Community - Action: Sheila Brock
5. Complete and return skills audit to the Clerk by 18 Jun 18 - Action: All remaining local governors
6. Include persistent absence figures in Headteacher's report - Action: Deputy Headteacher
7. Forwarded community calendar to SLT - Action: Sheila Brock
8. Prepare the FY18/19 budget for approval by the LGC at the Jul 18 meeting - Action: Business Manager
9. Investigate and report on the range in Progress 8 scores across the more able students - Action: Deputy Headteacher
10. Note date and time of final meeting of AY17/18 - Monday 2 July 2018 at 1630 in the Library - Action: All local governors