

Minutes of a Meeting of the Local Governing Committee of Looe Community Academy held in the Library of the Academy on Monday 29th January 2018 at 4.30pm

Present: Kathy Iles
Heather Jenkins (Headteacher)
Penny Prisk (Vice Chair)
Sheila Brock
Lorna Ingham
Tina Vasey

Apologies: Marie Long (Chair of Governors)
Marilyn Lewis

In Attendance: Dan Buckley (CEO, SMART)
Kate Jackman (Acting Deputy Headteacher)
Wendy Birkbeck (Assistant Headteacher (on secondment from Liskeard School))
Steve Green (Business Manager)
Sue Gavin (Observer)
Ed Gilbert (Observer)
Sue Garton (Clerk to Governors)

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| 1. | <p>Welcome</p> <p>In the absence of the Chair, who had sent her apologies, the Vice Chair welcomed governors to the meeting, and thanked them for attending.</p> <p>The Headteacher reported that following the ballot to fill the two Staff Governor vacancies, Sue Gavin and Ed Gilbert had been elected by staff to join the Local Governing Committee of Looe Community Academy.</p> |
| 2. | <p>Evacuation Procedure</p> <p>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>Declaration of Business and Pecuniary Interest</p> <p>Written forms had been previously completed. There were no verbal updates.</p> |
| 4. | <p>Apologies for Absence</p> <p>Apologies for absence were received and accepted from Mrs Long and Mrs Lewis.</p> |
| 5. | <p>Update from Dan Buckley</p> <p>Mr Buckley covered the following points:</p> <ul style="list-style-type: none"> The new Chair of the SMART Board was Richard Newton-Chance and he will be attending the next meeting of Looe LGC. Mr Buckley had attended a number of meetings of the RSC office, including one that day which had focused on school improvement criteria. <p>A question was asked about the Trust Board minutes dated 7th December 2017 (Para 34.f) which stated "A Director referred to the percentage of Pupil Premium funding used for staffing and asked if there is a recommendation for this. Mrs Lumbard advised that the benchmark has been set at</p> |

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| | <p>78% by the MAT. Looe is beyond this and are aware of this; it will be addressed next year". The figure of 78% was questioned as to where it came from. Mr Buckley confirmed it is the national benchmark. This was discussed. Governors were referred to the ESFA guidelines. This was discussed further with particular regard to spend on staffing resource that it supports more than just Pupil Premium children. It was agreed that these were guidelines and not regulations.</p> <p>It was reported that the school is expecting a visit from the RSC at any time to focus on capacity and how the school is performing. This was discussed by governors. In response to a question the Headteacher confirmed that the RSC may ask governors about the priorities and it was important for them to be fully aware.</p> <p>Mr Buckley reported that two educational advisor visits had been undertaken within the MAT and the agenda had changed between each of them.</p> <p>The importance of demonstrating value and effectiveness of MATs in Cornwall was discussed, including the importance of collaboration. Mr Buckley emphasised the need for SMART to give a good account of itself and for governors to demonstrate that SMART is already benefiting its pupils. In answer to a question Mr Buckley confirmed that even though SMART is newly established this is not taken into account by the inspectorates. Mrs Prisk told governors that the LGC cannot drop its guard and needs to promote all the good things that the school and SMART does.</p> <p><i>Mr Buckley left the meeting at 5.10pm.</i></p> |
| 6. | <p>Approval of the minutes of the meeting held on 20th November 2017 These were agreed and signed by the Chair accordingly as an accurate record of the meeting.</p> |
| 7. | <p>Matters Arising not covered by the Meeting Agenda The Vice Chair and Headteacher ran through the minutes page by page. The following points were made:</p> <ul style="list-style-type: none"> • Item 8 (Page 3) – Another Safeguarding training session is to be run. In answer to a question it was confirmed that Safeguarding training needs to be completed every two years and the training log is maintained by Hazel Willars. Operation Encompass and Child Sexual Exploitation training is to be run by Kate Jackman. • Item 9 (Page 3) – Mrs Brock updated governors and confirmed that the floodlight situation had been resolved as the lighting is now in place (funded via external funding) and the school has reduced its letting fee. • Item 16 (Page 5) - The Headteacher will prepare a key facts sheet to email to governors. <p style="text-align: right;">ACTION: Headteacher</p> <p><i>Mrs Brock left the meeting at 5.15pm.</i></p> |
| 8. | <p>Pupil Progress (Extract CSA KPIs for 2017 Report) The report had been circulated in advance of the meeting. Mrs Jenkins explained the format and the results. As part of this presentation a number of points were discussed:</p> <ul style="list-style-type: none"> • The Progress 8, Maths and English 2017 data was presented by Mrs Jenkins and the predictions discussed with governors. • Combined score EM5+ was discussed with governors. • Moderation processes were discussed with governors. • Closing the gap was discussed with governors. • It was confirmed that the next data drop in is February. <p>There were no questions.</p> |

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| <p>9.</p> | <p>Headteacher's Update:</p> <p>Pupil Premium Plan 2016/17 and 2017/18</p> <p>The 'Closing the Gap through the Pupil Premium and Year 7 Catch-up Funding at Looe Community Academy - Outcomes for 2016/17 and Plans for 2017/18' report had been previously circulated to governors. It was for governors to approve prior to publishing on the school website. The Headteacher presented the document to governors on screen at the meeting. As part of this, the graph at the bottom of page 1 was explained to and discussed by governors. It was agreed that progress is getting better. Comparison between 'Other students' and 'Disadvantaged students' was discussed. Progress 8 figures were also discussed in detail with governors with reference to an updated table shown to governors on screen. It was agreed that the figures in the table required re-working and the Headteacher confirmed that she will do this along with the two staff governors.</p> <p style="text-align: right;">ACTION: Headteacher</p> <p>The Headteacher also discussed 'Action planning for Pupil Premium and Year 7 Catch-up Premium 2017/18' within the report, including the additional premiums that will be used this academic year to continue the successful initiatives which were presented within the report.</p> <p>Interventions</p> <p>Governors discussed the issue of attendance and asked the Headteacher more about the problems and steps being taken. The Headteacher and Kate Jackman explained more about the process and use of strategies and various actions and interventions.</p> <p>Other interventions and support to pupils was discussed, including the fact that older successful learners are helping other students. In answer to a question the Headteacher explained that some Year 11 students want extra interventions to support them whilst others are grateful for extra breathing space. Personalised timetables were discussed as well as the use of 'carrots' for dis-engaged boys. In response to a question the Headteacher confirmed that revision guides are provided for pupils and parents.</p> <p><i>Mrs Brock re-joined the meeting at 5.35pm.</i></p> <p>The Headteacher was asked whether parents take the guidance on board and it was confirmed that there would be a parents' evening the following day and this would be discussed. The Headteacher was asked when homework for Year 11 would stop and it was confirmed that this depends but for most subjects it will be finished by Easter. Sue Gavin made a point that parents need to be made very aware that pupils need to achieve at least Level 4 for English and Maths else their child will need to re-take the exam. This was discussed by governors.</p> <p>Staffing</p> <p>The Headteacher confirmed that the Head of Modern Languages was still ■■■ and cover remains in place. It was also confirmed that ■■■ will be leaving at half term as she has a new job and replacement staffing has been arranged.</p> |
| <p>10.</p> | <p>Policies Update -</p> <p>Education, Information, Advice & Guidance Policy (previously emailed to governors) – This was presented to governors at the meeting by Wendy Birkbeck who explained that the document brings everything together in one place and is compliant with strategic requirements. It was agreed that the policy would be published on the website. The policy was agreed by governors who thanked Wendy for her hard work.</p> |

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| | <p>In answer to a question the Headteacher confirmed that the school does follow up to see that students who leave in the summer are engaged in education and employment. It was reported that 107 out of 111 students were engaged in education and employment last year. This is 96% compared to 94% nationally. For disadvantaged students this was 23 out of 24 students. Governors agreed this was very good news and asked for it to be published on the school's website.</p> <p style="text-align: right;">ACTION: Headteacher</p> <p>Attendance – It was reported that the school is looking to adapt the policy used by Liskeard School and Community College. In answer to a question the Headteacher reported that SIMS information does not detail the type of sickness e.g. flu. Kate Jackman explained the actions being taken to improve attendance and the aim to reduce persistent absence from 18% to a single figure. This matter will be discussed at the next LGC meeting and needs to be added to the agenda.</p> <p style="text-align: right;">ACTION: Headteacher</p> <p>Behaviour – This has been strict and the policy will be reviewed to ensure positive behaviour and a less punitive approach. The policy will need to come to a future LGC meeting for discussion and agreement by governors.</p> <p style="text-align: right;">ACTION: Headteacher</p> <p>SMART policies – The SMART website was checked at the meeting. Governors referred to Point 45 of the Trust Board Minutes dated 7th December. Mrs Iles will find out the stage the HR policies are at and who has been consulted, and the Headteacher will speak to Mr Buckley regarding the other policies and report back.</p> <p style="text-align: right;">ACTION: Mrs Iles/Headteacher</p> |
| 11. | <p>Health and Safety and Site Update</p> <p>Mrs Vasey is the governor with the specific responsibility for Health and Safety. The Business Manager had been revising the Health & Safety Policy and he presented Section 7 of his report (which had been previously circulated) entitled 'Health, Safety, Wellbeing and Safeguarding'. The 'SMART HSW KPIs' had been reviewed and the 'SMART Scheme of Delegation - H&S and Premises Director' table was presented. It was agreed that Mrs Vasey would meet with the Business Manager regarding health and safety.</p> <p style="text-align: right;">ACTION: Mrs Vasey</p> <p>Governors discussed manual handling and work-related stress.</p> |
| 12. | <p>Link Governors Verbal Update (Finance, Community, CSA, Safeguarding, HR, Premises/H&S)</p> <p>Some of this had already been covered in earlier discussions above.</p> <ul style="list-style-type: none"> • Community – Already covered above. Mrs Brock had prepared a report and will email it to governors. <p style="text-align: right;">ACTION: Mrs Brock</p> <ul style="list-style-type: none"> • CSA – Already covered above. • Finance - It was confirmed that Mrs Long had undertaken a finance monitoring visit. It was also confirmed that a meeting had been proposed to discuss Finance with governors on Monday 26th February, 4.30pm and this date was agreed. The Business Manager provided a budget update (the report had been previously circulated) at the meeting. The 2017/18 carry forward position was discussed (minus £29k) and the fact that this was the first time the school had not shown a surplus. The last October pupils census was discussed (467 students) and the fact that this number has already reduced to 462 students. Each student attracts around £5k in funding so that already mean £25k less funding going into 2019. Governors discussed the issue and difficulties in losing students and attracting |

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| | <p>others. It was agreed that the budget position would be discussed at the meeting on 26th February, including various scenarios. Governors discussed the advantage of being within a MAT, but it was agreed that having a deficit budget was not acceptable.</p> <ul style="list-style-type: none"> • Safeguarding – Mrs Lewis will be visiting the school to undertake a check on the SCR. • HR – Mrs Iles had undertaken a tour of the school and met with school staff focusing on HR matters. • Premises/H&S – Already covered above. |
| 13. | <p>Governor Monitoring Visits Already covered above.</p> |
| 14. | <p>Constitutional Matters</p> <ul style="list-style-type: none"> • Resignation of Clerk – This was noted. The Headteacher reported that a replacement is being sought as a joint appointment with Dobwalls School. • Recommend staff governor nomination to Trust Board - The Headteacher reiterated that following the ballot for staff governors, Sue Gavin and Ed Gilbert have been elected by staff to join the Local Governing Committee of Looe Community Academy as Staff Governors. Their nominations are forwarded to the Trust Board for appointment. <p style="text-align: right;">ACTION: Headteacher</p> |
| 15. | <p>Safeguarding Matters to Report</p> <ul style="list-style-type: none"> • Kate Jackman is now the Designated Safeguarding Lead (DSL) and Judy is Assistant DSL. • As mentioned, there will be a check on the SCR as well as a safeguarding visit. <p style="text-align: right;">ACTION: Mrs Lewis</p> <ul style="list-style-type: none"> • Prevent training had been undertaken. One referral had been completed. • There had been 2 referrals to the MARU. • Kate explained that on a typical day there are around 60 concerns. The school is proactive and this leads to an efficient chronology. Kate is extremely busy dealing with the concerns made on 'My Concern'. In response to a question the Headteacher confirmed that all staff can use 'My Concern'. |
| 16. | <p>SEND Update</p> <p>There were no particular issues to be brought to governors' attention. Kate Jackman and Mrs Ingham will be meeting on 2nd March. Kate confirmed there had been a good handover of this function. There have been 4 SEN reviews so far. Kate explained the processes in place, including monthly catch up and observations. The 'Learning to Learn' programme was discussed. There are access arrangements to allow extra time for SEN pupils in exams. Attendance is an issue so plans are in place to deal with this. It was agreed that much has been done since Kate took over in January and thanks were given to her for her hard work and dedication.</p> |
| 17. | <p>Report from the Chair</p> <p>There was no report for this meeting.</p> |
| 18. | <p>Note Dates of Future Meetings (To be in the Library at Looe Community Academy): Monday 26th February, 4.30pm (<u>NB NEW</u> date agreed for Finance) Monday 12th March, 4.30pm Monday 21st May, 4.30pm Monday 2nd July, 4.30pm</p> <p style="text-align: right;">ACTION: All governors</p> |
| <p><i>The meeting finished at 7.25pm.</i></p> | |

ACTIONS SCHEDULE

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| The Headteacher will prepare a key facts sheet to email to governors. | Headteacher |
| It was agreed that the figures in the table required re-working and the Headteacher confirmed that she will do this alongside the two staff governors. | Headteacher |
| Governors asked for the education and employment figures to be published on the school's website. | Headteacher |
| Attendance will be discussed at the next LGC meeting and this needs to be added to the agenda. | Headteacher |
| The Behaviour Policy will need to come to a future LGC meeting for discussion and agreement by governors. | Headteacher |
| Mrs Iles will find out the stage the SMART HR policies are at, and who has been consulted, and the Headteacher will speak to Mr Buckley regarding the other SMART policies and report back. | Mrs Iles/ Headteacher |
| Mrs Vasey would meet with the Business Manager regarding health and safety. | Mrs Vasey |
| Mrs Brock had prepared a report on Community and will email it to governors. | Mrs Brock |
| The two Staff Governor nominations of Sue Gavin and Ed Gilbert are forwarded to the Trust Board for appointment. | Headteacher |
| There will be a check on the SCR as well as a safeguarding visit. | Mrs Lewis |
| Dates of future governor meetings are to be noted. | All governors |