

LOOE COMMUNITY ACADEMY TRUST

COMPANY NUMBER: 07909371

A company limited by guarantee, registered in England and Wales, an exempt charity

Minutes of the Governing Body Committee Meeting held on Monday 27 March 2017 at 4.30pm

Present:	Apologies:	Attendees:
H Jenkins	S Brock	
J Kevern	M Long	S Green (Business Manager and Company Secretary)
L Ingham	T Vasey	L Sutcliffe (Clerk)
M Lewis		H Casson (Deputy Headteacher)
S Minnette		
P Prisk		
T Wardle		

Governors attending: 7

Total number of Governors required to be quorate: 4

The meeting started at 4.35pm

- Welcome and apologies:** TWA welcomed all to the meeting and it was agreed that he would chair in MLO's absence. Apologies were accepted.
- Declarations of interest in this meeting:** None.
- Minutes of previous meeting held 7 December 2016 and Friday 10 February 2017:** Minutes were accepted as a true and accurate record.
- Matters arising from previous minutes, not covered on the agenda elsewhere, including a review of action points:**

Agenda item	Action Required	Responsibility
3	Provide completed accounts to HJ and MLO to sign	Complete
5.	Add local group discussions to FPAP agenda	Complete
5.	Forward meeting notes to LSU	Complete
6.	Forward RAISEOnline to all Governors	Complete
7.	Provide details of training day	Postponed until transition to SMART
10.	Confirm renewal of governor term	SBR Complete. SMI's term was extended to support with transition to the MAT. This will be rolled out to all staff once transition has been completed.
10.	Post PP report online	Complete

- Headteacher's report including update of visit from external advisor:** HJ went through the HT report, answering queries as they arose. She advised that the Head of Science would be leaving at the end of April but would return to offer supply teaching in the summer term. An advert has been placed for a new science teacher but not starting until Sept 17.

English remains a concern with two members of staff ■■■. The English department have adapted in house as no additional supply is available.

The redundancy process has gone out to consultation with 1.2 members of the English department being required to be made redundant.

The revised TLR structure has been put out to consultation with staff.

HJ confirmed that the Integrated Health Centre is complete and will be officially opened in the next term. Governors were very pleased that this facility is ready to use and assist students.

It was confirmed that SPG had placed bids with the DfE for window walling and fencing around the site perimeter.

Governors discussed the possibility of leasing the school bungalow to two current staff members. Governors requested that SPG ensure that all legal aspects are covered and where LCA stands if things go wrong or if both staff members leave the academy and that references are received from their current landlord. Governors also noted that it would provide extra security and potential for lettings as one of the members of staff has offered to be a keyholder. Governors agreed that the bungalow should be let on a short term let providing the points above had been met satisfactorily.

Governors reviewed and agreed to adopt the Child Protection and Safeguarding policy. **Action: LSU to upload to website.**

HJ advised that the DfE had confirmed today that all the paperwork regarding joining SMART was complete.

KJA gave an update on the Alumni Project and Governors were pleased with how it raised aspirations with students.

HJ gave an update on the English department as outlined in the Headteacher's Report. Governors were pleased to note that KJA had developed links with Kingsbridge School, which has an outstanding English department and would be sharing best practice. Governors thanked KJA for her hard work.

HCA updated Governors on SEN, safeguarding and pastoral as per the Headteacher's Report. HCA also explained how MyConcern was working and enabling her to be proactive in dealing with concerns with all concerns raised online rather than on emails/notes/quick chat in the corridor etc. It also enables her to gain a fuller picture as all staff are able to update myConcern with all incidents/concerns, however small. Governors requested that HCA provide a report on PP and FSM students at future FGB meetings. **Action: HCA**

Governors noted that generally attendance had improved, although year 11 had not. It was noted that Persistent Absence had improved and that the EWO is working with the Attendance Officer to target FSM students with poor absence.

HCA also updated the Governors on behaviour, explaining the behaviour flowcharts shown in the HT report. Governors thanked HCA for her detailed update.

Governors went through the report from Alan Armstrong and were pleased. Governors did questions whether the relationship was becoming close and were pleased to note that this process will change once the academy joins SMART.

Governors were keen to improve the community feel of the academy and it was felt that the Integrated Health Centre would help. Governors felt that public perception should be improved with positive PR. HCA advised that 4 articles were due to be published shortly in the Cornish Times, which should reflect favourably on the school.

6. **Governor Training and Development:** The Governor training day has been postponed due to the transition to SMART. MLO will advise. **Action: MLO**

TWA met with HCA on 13 Mar to discuss Safeguarding, including the S157 audit, MyConcern. TWA reiterated that MyConcern is an extremely useful and beneficial tool.

TWA met with HWI and SPG on 16 March to check the Single Central Record, which he found to be in order and noted that improvements were being made.

7. **Safeguarding Update:** This has already been covered in the HT Report.

8. **Update on the Multi Academy Trust:** SPG confirmed that on 1 April 2017, only 3 trustees of LCA Trust would remain. Governors asked whether they would need to formally resign on 31 March 2017 but SPG that this wasn't necessary as it was shown in the minutes.

On 1 April 2017, the Governing Body would become the Local Governing Committee. Dates of future meetings would need to be aligned with SMART Trust Board meetings.

HJ advised governors to look at the Scheme of Delegation on the SMART website. **Action: LSU to circulate to all governors.**

Student Councils from across the MAT would be meeting at Trewidland Primary this week.

9. **Any other business:** None

Meeting Closed at 6.30pm