

Minutes of a Meeting of the Local Governing Committee of Looe Community Academy held in the Library of the Academy on Monday 20th November 2017 at 4.30pm

Present: Kathy Iles
Heather Jenkins (Headteacher)
Marie Long (Chair of Governors)
Sheila Brock
Lorna Ingham
Marilyn Lewis
Tina Vasey

Absent: Penny Prisk

In Attendance: Helen Casson (Deputy Headteacher)
Sue Garton (Clerk to Governors)

NB It has been agreed that in order to provide evidence of challenge, Governor questions will be highlighted in bold in the minutes.

1.	<p>Welcome</p> <p>Mrs Long welcomed governors to the meeting, and thanked them for attending.</p> <p>The Headteacher reported that the appointments had now been made to the teaching vacancies for Computer Science and Dance/PE.</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 completed. Mrs Jenkins declared an interest as a member of staff.</p>
4.	<p>Apologies</p> <p>There were no apologies for absence. Mrs Prisk was absent.</p>
5.	<p>Approval of the minutes of the meeting held on 25th September 2017</p> <p>These were agreed and signed by the Chair accordingly as an accurate record of that meeting.</p>
6.	<p>Matters Arising not covered by the Meeting Agenda</p> <p>There were none.</p>
7.	<p>CSA KPIs Report</p> <p>The Excel spreadsheet for 2017 and 2018 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 also discussed by governors.</p> <ul style="list-style-type: none"> • The data for each subject was presented by Mrs Jenkins and discussed with governors.

	<ul style="list-style-type: none"> • In answer to a question Mrs Jenkins confirmed that comparisons between years can be made to some extent, although all data is based on the formula for last year and mapped to the current students. • The 2018 data is the best we can do and based on what the school might expect the students to achieve. • Where the difference is large and raises suspicion, this is investigated e.g. Progress 8 for current Year 11 is 0.55 meaning on average 0.55 of a grade higher than expected. 0 is expected progress compared to 0.23 for the previous year. 0.55 is therefore considered rather high and the accuracy of prediction is in question. Governors discussed this potential over-estimation with Mrs Jenkins along with other examples in some of the subjects. It was confirmed that Science has a new department head. In answer to a question Mrs Jenkins confirmed that the Science teacher talks to other heads in his network and receives support. The Head of Modern Languages is currently on long term sick and therefore the estimated progress may also not be entirely accurate. • Data for More Able, SEN and Disadvantaged was discussed. It was confirmed that the numbers are small and not statistically significant. • Mrs Jenkins reported that she had asked all the subject heads to provide comments on their data and the corresponding degree of confidence. • Pupils are taking mocks at the moment and the results will be entered on the database. This may revise some of the figures downwards. • In answer to a question Mrs Jenkins confirmed that there will be sharing of data between schools. • Going forward predictions will become more accurate. The difficulty is that the whole process is still new and forecasting therefore difficult. In answer to a question Mrs Jenkins confirmed that some of these are ‘guesstimates’, as at this stage it’s difficult to be precise due to so many subjects being on a new exam system without grade boundary information. • Mrs Jenkins explained the target setting ‘flight-path’ process and how pupils are made aware of what is expected. The ‘flight-paths’ have been recently introduced with staff now predicting GCSE outcomes for every student in every year, and this is transferred to a database for analysis. • Mrs Jenkins explained that the school is working with Kingsbridge School for English and has undertaken external moderation with them. • In answer to a question Mrs Jenkins confirmed that the school is strong against others within SMART (5th in county in DFE published list for progress).
8.	Headteacher’s Report: H Jenkins
	<p>Mrs Jenkins confirmed that Heads/Chairs across SMART had met and discussed ways to streamline and move towards a new Headteacher report model over time. This report from the Headteacher contained both formats. Mrs Jenkins explained that where data is comparative the CEO would like to see this added. Mrs Jenkins explained how she wished to see the narrative changed each time going forward rather than just adding to it.</p>

Mrs Jenkins confirmed that under the pre-SMART model the school would have had four governor (including committee) meetings during the Autumn Term whereas now it is just two. This situation will be reviewed (See also Items 15 and 17 below).

Mrs Jenkins presented the Headteacher's Report which had been previously circulated to all governors. As part of this the following matters were discussed:

- Page 1 of the report contains general information. Mrs Casson was asked to report on some of the Safeguarding information including the Child in Need Plan, the Team Around the Child (TAC) process and her Deputy Safeguarding Lead (DSL) role. This was discussed by governors. **In answer to a question from a governor it was confirmed that the school works closely with primary schools, especially in transition Year 6. In answer to a further question from a governor it was confirmed that this is making a difference.**
- Mrs Jenkins discussed the formal feedback emanating from the Safeguarding return (S157) with governors and confirmed it had been positive. There had been some actions emanating from the return and these were detailed in the report. Mrs Jenkins confirmed they will be completed by January. Prevent training will be run in January and Safeguarding training for staff on 7 December from 3.30pm to 5.30pm. Governors were invited to attend on 7 December if they require training. Another session will be run next year.

ACTION: All governors

- Mrs Jenkins confirmed that Mrs Casson was leaving the school in order to take up a headship post and she was congratulated on her appointment. **In answer to a question from a governor it was confirmed Judy and Kate are receiving training to ensure that the DSL role will be covered going forward.**
- Mrs Jenkins explained the role of 'Operation Encompass' and that the school was now signed up.
- Mrs Jenkins drew governors' attention to the paragraph relating to Students on Alternative Provision and the process that operates between the school and Acorn Academy.
- Mrs Jenkins drew governors' attention to the school's evaluation against the Ofsted outstanding criteria and the two bullet points currently rated as Amber. As part of this attendance was discussed (a complete set of Attendance data was also detailed in the report). Mrs Jenkins reported on how the school works closely with the EWO and the processes in place. It was confirmed that holiday requests remain an issue and Mrs Jenkins explained the school's approach and the use of standard letters to parents, including the circumstances in which she tailors them. **In answer to a question from a governor it was confirmed that the school takes into account the pupils' attendance over the year when considering holiday requests but the school maintains a policy that holidays cannot be authorised absence.**
- Mrs Jenkins drew governors' attention to Behaviour and the positive effects being felt as a result of changing the system last year. Mrs Jenkins explained the process for dealing with behaviour issues and the system of escalation. Consistency of approach is fundamental and each member of staff receives a detailed report. Governors discussed the Introduction of KS4 homework club (in addition to KS3) and Need to Know homework booklets in Years 7 and 8. The parents' evening for Years 7 and 8 parents was discussed with Mrs Jenkins.

	<ul style="list-style-type: none"> • Governors asked about any issues or concerns and Mrs Jenkins confirmed that Pupil Premium still shows a gap. Every Pupil Premium child and relevant member of staff are very focused on the actions and Mrs Vasey confirmed she had seen evidence of this at her recent governor visit on English and she provided governors with feedback. Photos of the child were considered very helpful to identify in the seating plan. Mrs Jenkins further explained the approach to improvement to governors and the processes being introduced and targets being set, which were working well. As part of this the appraisal process was discussed and the new approach being taken. Governors discussed this with Mrs Jenkins. It was confirmed that every UPS teacher has a task to undertake beyond the classroom and has to provide evidence in order to demonstrate success. Mrs Jenkins confirmed that the Salary Review committee had met to review Teachers' Appraisal objectives for 2016-17. • Mrs Jenkins confirmed that her Headteacher's Report touches on main aspects of the Ofsted framework.
9.	<p>Link Governors Verbal Update (Finance, Community, CSA, Safeguarding, HR, Premises/H&S) Some of this had already been covered in earlier discussions above.</p> <p>It was confirmed that there had been no meeting to discuss Finance with governors this term although the Finance Governor Mrs Long had met with Mrs Jenkins and Mr Green. Governors discussed the current finance-related issues with Mrs Jenkins. It was reported that there was a CO2 issue in the science lab and governors agreed that a practical solution was required. Governors also discussed the external floodlight issue. It was agreed that the community governor would take this forward.</p> <p style="text-align: right;">ACTION: Mrs Brock</p> <p>It was confirmed that long term staff sickness is an issue. In response to a question from a governor it was confirmed that there is no insurance cover in place for this as it is far too expensive. Governors discussed the deficit budget issues with Mrs Jenkins. In answer to a question from a governor it was confirmed that the Business Manager looks for all the available grants and funds. Potential savings and income generation options were discussed with Mrs Jenkins. The school's PAN was discussed and the net loss of pupils. The Chair has had a thorough discussion on Finance with the Headteacher. A plan to reduce the budget over future years will be required.</p> <p>It was confirmed that a Safeguarding governor visit will be undertaken.</p> <p style="text-align: right;">ACTION: Mrs Lewis</p> <p>It was confirmed that the Health & Safety Policy will require some minor updates e.g. names. Mrs Vasey confirmed she had completed a ten-day course on Health & Safety with an exam coming up in December. A Health and Safety governor visit will be undertaken.</p> <p style="text-align: right;">ACTION: Mrs Vasey</p>
10.	<p>SEF and School Development Plan The progress on the School Development Plan and Self Evaluation Update is contained in the Headteacher's written report, as above.</p>
11.	<p>Governors Monitoring The LCA Improvement Plan 2017/18 – Year 3 – Main Priorities document had been previously circulated and was discussed with governors. The following governors agreed to be responsible for providing the monitoring and the leadership link:</p> <ul style="list-style-type: none"> • Priority 1: Mrs Lewis • Priority 2: Mrs Ingham

	<ul style="list-style-type: none"> • Priority 3: Mrs Iles • Priority 4: Mrs Vasey • Priority 5: Mrs Long.
12.	<p>Any Constitutional Matters</p> <p>It was noted that Mr Kevern and Mr Minnette had stepped down as Staff Governors. The vacancy page on the school website will be updated and a closing date set for applications. Two applications had already been sent to the Clerk who was asked to email them to the Headteacher and Chair.</p> <p style="text-align: right;">ACTION: Clerk</p> <p>The appointment process for governors is to be confirmed (See below in italics)</p> <p style="text-align: right;">ACTION: Clerk</p> <p><i>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.</i></p>
13.	<p>Safeguarding</p> <p>Already discussed above.</p>
14.	<p>SEND Information Report</p> <p>There were no issues raised.</p>
15.	<p>Report from the Chair</p> <p>The main issue was increasing the regularity of governor meetings to ensure everyone feels informed, as already discussed above in Item 8 (See also Item 17 below).</p>
16.	<p>Appointment of Deputy Headteacher</p> <p>Mrs Jenkins informed governors that Liskeard School and Community College were planning for cover via one of their Senior Lead Team. Mrs Jenkins had also made contact with two other schools so that the school is able to 'hit the ground running'. It is possible that the role might be filled internally and this was discussed with governors. It was agreed that this is a key role but the school must also look to making savings. The advert has been drafted and will appear shortly. Mrs Jenkins outlined the skills required. The timeline is tight as the school wished to appoint before Christmas. The deadline for applications is 4th December and Mrs Iles and Mrs Long will help shortlist. The two interview dates are 11th and 12th December. Mrs Ingham can attend on the 11th and Mrs Lewis can attend on the 12th. Mrs Brock also hoped to attend one of the days. Governors had been consulted and the new appointment will be made on Scale 14/18.</p> <p>Governors discussed any future Ofsted visit with Mrs Jenkins and it was agreed that a key facts sheet would be provided to governors to supplement Headteacher reports and documents.</p> <p style="text-align: right;">ACTION: Mrs Jenkins</p>
17.	<p>Date of future meetings</p> <p>The previously agreed dates were:</p> <ul style="list-style-type: none"> • Monday 29th January • Monday 12th March • Monday 21st May • Monday 2nd July

	<p>All meetings commencing at 4.30pm in the Library at Looe Community Academy.</p> <p>However, as already discussed above, governors agreed with Mrs Jenkins that more meetings were required during the year. Some additional dates will be proposed and emailed to governors.</p> <p style="text-align: right;">ACTION: Mrs Jenkins</p>
<p><i>The meeting finished at 19.05</i></p>	

ACTIONS SCHEDULE

Safeguarding training for staff on 7 December will be run from 3.30pm to 5.30pm. Governors were invited to attend on 7 December if they require training. Another session will be run next year.	All governors
Governors discussed the external floodlight issue. It was agreed that the community governor would take this forward.	Mrs Brock
A Safeguarding governor visit will be undertaken.	Mrs Lewis
A Health and Safety governor visit will be undertaken.	Mrs Vasey
Two staff governor applications had already been sent to the Clerk who was asked to email them to the Headteacher and Chair.	Clerk
Governors discussed any future Ofsted visit with Mrs Jenkins and it was agreed that a key facts sheet would be provided to governors to supplement Headteacher reports and documents.	Mrs Jenkins
Some additional governor meeting dates will be proposed and emailed to governors.	Mrs Jenkins