

**LOOE COMMUNITY ACADEMY TRUST****COMPANY NUMBER: 07909371**

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**Minutes of the Governing Body Committee Meeting held on Monday 28 September 2015 at 4.30pm**

<b>Present:</b>			
S Brock	L Ingham	M Long	T Wardle
M Evans	H Jenkins	S Minnette	
D Glynn	J Kevern	P Prisk	
<b>In attendance:</b>			
H Casson (Deputy Headteacher)	S Green (Company Secretary, Clerk, Business Manager)		
C Damerell (Deputy Headteacher)			
<b>Apologies (Governors):</b>		<b>Apologies (Attendees):</b>	
M Lewis		K Jackman (Assistant Headteacher)	
T Vasey		H Casson (Deputy Headteacher)	

Governors attending: 10

Total number of Governors required to be quorate: 4

The meeting started at 1630

- Welcome and apologies** - MEV welcomed everyone to the meeting and agreed to chair this meeting until the Chair of Governors was appointed later in the meeting. Apologies were received from and accepted for M Lewis and T Vasey. Governors were advised that S Minnette and L Sutcliffe would arrive later. The meeting was quorate.
- Declarations of interest in this meeting** - there were none.
- Governors' Code of Practice and Pecuniary Register of Interest:** Governors handed in signed Code of Practice and Declaration of Interests forms. LSU to collate and chase any outstanding. **Action: LSU**
- Dates of Parents' Evenings:** HJ advised the Governors of the dates of the upcoming Parents' Evenings and referred to the Academy calendar.
- Minutes of previous meeting held on 6 July 2015** - the minutes were agreed and signed with the following amendment:
  - Point 10 – should state 'Student use of mobile phones **during lessons** was discussed. 'Further consultation was needed' should be deleted as this was not agreed in the meeting.
- Matters arising from the minutes not covered in the agenda elsewhere, including a review of action points:**

Brief description of the action	Who has the action	Status (actions in bold text)
4). Return skills audit to LSU	All Governors	
4). Set agreed date for Safer Recruiting Training	HJ/DGL	Agreed for 3 Nov 15
4). Governors to develop systematic monitoring and encouraged to come and speak to students	All Governors	Discussed by Governors in meeting

5). To complete outstanding policies: Public Sector Equality Duty (SPG) Achievement for All (KJA) Health, Safety and Wellbeing (HCA, SPG) Homework (CDA) Computer and Internet Use (CDA) Leave of Absence (SPG) Adopt Pay Policy 2014: Teachers (SPG) Pay Policy 2014: Support Staff (DGL/SPG) Pay Policy 2015: Teachers. Provide early draft of CC policy (SPG)	See list	To be discussed later in the meeting (12)
6a). Provide list of companies interested in presenting to students	DGL	Carried forward
10). Undertake further consultation on use of mobile phones by students.	HJ	No longer required (see point 5 above)
13). Explore further opportunities and options for MAT status.	MEV/HJ	To be discussed later in the meeting (9)

LSU arrived at 5.00pm

7. **Ofsted Report September 2015:** HJ updated the Governors on the inspection and the outcomes. Ofsted concentrated on the Pupil Premium gap and in order to be outstanding, the gap needs to be closing more rapidly. Although the Ofsted inspectors noted the personalisation of learning that is undertaken at LCA.

Governors noted the requirements noted on the Ofsted report to become an outstanding school and HJ advised that middle leaders will be tasked with working to improve teaching and learning through developing teachers' questioning skills in lessons. HJ noted that some middle leaders expressed concern at the Ofsted comments regarding middle leaders and advised that there are currently 14 middle leaders within the academy and they need to ensure that they all push consistently and fully, which most do.

Due to the timing of the publication of the Ofsted report (visit in July but not published until September), there has not yet been a celebration with staff. [All agreed that this needed to happen asap to celebrate the good Ofsted rating.](#) DGL noted that many schools are finding it increasingly difficult to maintain a 'good' rating and so this is a fantastic achievement.

[Governors noted that the Academy will not receive an Ofsted inspection for 3 years and the Good result helps with the creation of a MAT.](#)

[The Governors were very pleased with the Ofsted report and noted that there were three specific points for the Academy to work on to achieve Outstanding status.](#)

SMI arrived 5.35pm

8. **Exam results analysis and student performance:** Governors were provided with the current KS4 provisional results. We are still awaiting all re-marks to be returned. It was noted that the data of teacher predictions versus actual results was uncharacteristically inaccurate and SLT will work on establishing the reasons for this and improving it for next year.

[Governors noted that English Language \(large cohort of 84\) is all being re-marked, with no cost to the Academy due to a large number being re-graded.](#)

Governors noted that the PP gap has narrowed to 21% but noted that this is due to the rest of the cohort's results falling rather than the PP results increasing significantly.

The SLT have analysed the KS4 results data and looked at all students (see headline data). They noted that the students that fell below the expected results were not students who had been flagged up as causing concern about progress.

Governors asked whether maths was a 'fair' paper but noted that the maths department are within 3% of their predictions.

It was noted that there are concerns with the online testing in IMCT.

It was noted that the MFL languages were very good.

HJ noted that the main concerns were consistency in English, IMCT and music. Science will continue to improve.

Governors were pleased to note a Value Added score of 1021.87 which is just below the new grade 5 (Attainment8 of 4.7) although did note that the cohort was a low group on entry in year 7, which contributed to the higher VA score. Governors asked HJ whether the Academy is alerted enough to the issues of year 7s when they arrive from primary schools? HJ advised that the Academy receives a lot of information about pupils from the smaller primary schools but the larger primary is less engaging with identifying students.

PPR advised that she would be attending a meeting with Richard Larne, chief psychologist, and would like to meet with HJ before to discuss how the Academy deals with mental health issues. This was agreed.

PPR left 6.00pm

9. **Update from Headteacher:** HJ advised Governors that the Academy was in a strong position with good leadership and middle leaders. The main challenge is sustainability and the MAT agenda. HJ has met with heads of primaries and secondary schools, as well as David Carter and another meeting has been arranged for Fri 2 Oct 15. Governors discussed the advantages and disadvantages of joining different MATs, becoming a sponsor, creating a MAT or joining a current MAT. **Governors were very keen to ensure that the solution was what is right for the learners of South East Cornwall.**

10. **Key issues for 2015-16 arising from the self evaluation (July 2015) – SIP priorities and the GSP:**

Governors noted the three areas that the Academy needs to improve to become an outstanding school:

- Close the PP gap faster, and monitor other possible gaps (eg boys/girls)
- Effective use of questioning by teachers
- Middle leaders to consistently promote and sustain attainment

These areas will be broken down into actions for the SLT and FGB. The following have already been looked at:

- Questioning is featuring heavily in staff CPD, with lots of work on solo taxonomy and making learning more visible.
- Emotional resilience is a major barrier, especially for PP students, and this is being addressed.
- Strong focus on CPD
- Tutors have been given more time to be 'good tutors' and interact with their tutees as PSHCE has been taken out of tutor time and is taught separately. This will help open communication and help prevent any barriers to learning.
- Ways to improve lateness and attendance.

SLT advised that the SIP will now be colour coded to highlight areas of concern.

In short, to be outstanding in 2018 the Academy needs two consecutive years of closing the gap whilst increasing attainment for all.

11. **Ofsted national survey on KS3 (Sept 15):** Governors found this document interesting and were keen to ensure that KS3 is tight. Governors asked to see the intake year statistical data and then how LCA uses this data to personalise the education given. It was agreed that this would be provided in the next Curriculum meeting. **Action: LSU to add to curriculum agenda**

12. **Policies for Review:**

- Public Sector Equality Duty (SPG). Complete.
- Achievement for All (KJA). Not yet complete. To be reviewed in Curriculum committee. **Action KJA**
- Health, Safety and Wellbeing (HCA, SPG). To be published. **Action SPG**
- Homework (CDA). Complete.
- Computer and Internet Use (CDA). Complete.
- Leave of Absence (SPG). Complete.
- Adopt Pay Policy 2014: Teachers (SPG). Complete.
- Pay Policy 2014: Support Staff (DGL/SPG). Not yet completed. **Action SPG**
- Pay Policy 2015: Teachers. Provide early draft of CC policy (SPG). Still awaiting copy. **Action SPG**

Governors were asked to respond to staff concerns about numerical targets as part of the PM process. Governors advised that they were unable to respond in this meeting but would ensure that the guidelines were clear when creating the 2015 Pay Policy. SPG is chasing a copy of the CC policy. HJ, DGL and JKE to work on the policy within the next fortnight. HJ will provide dates for the meeting for Governors to attend.

**Action: HJ**

13. **Review of Governing Body Committees, TORs and Governor vacancies 2015-16:** SBR requested clarification on who she and LIN should meet when on monitoring visits and it was confirmed that they would meet the faculty leader but were more than welcome to chat to the other staff in the department.

Governors noted the current trend to have smaller governing bodies, as well as the potential move towards a MAT and therefore it was agreed that the Governing Body would not actively seek new Governors this year.

JKE term as Staff Governor expired on 4 Sep 15. A notice will be sent in the staff bulletin to offer a position of Staff Governor. JKE is happy to remain as Staff Governor but is aware if there is another candidate, there will be a staff vote. **Action: HJ to update bulletin**

HJ proposed that the GB meeting structure be changed to accommodate meetings concerned with inputs (eg finance, premises and personnel) and those concentrating on outputs (eg Curriculum and outcomes, performance management and staff wellbeing) and suggested monthly meetings as per the attached document (with salary review meetings and the HT performance management meetings held additionally). Proposal accepted.

14. **Governors' Action Plan 2015-16:** Governors agreed that they should monitor the three areas outlined in the Ofsted report as well as safeguarding; long term budget forecasts and sustainability; MAT; sponsorship; Integrated Health Centre and emotional resilience. These are to be included in the Governor Action Plan.

15. **Appointment of Chair and Vice Chair of Governors:** After many years as Chair of Governors, MEV has decided to step down. She will remain a Governor and will fully support the subsequent Chair of

Governors in their new role. The GB thanked MEV for all of her hard work, energy and commitment to LCA and for being a fantastic Chair of Governors.

Marie Long (MLE) was nominated by HJ and seconded by SBR. Unanimous vote. Marie Long was voted in as Chair of Governors. MLE accepted and was grateful for the support she would be receiving from MEV.

Tony Wardle (TWA) was nominated for Vice Chair by HJ and seconded by MEV. Unanimous vote. Tony Wardle was voted in as Vice Chair of Governors. TWA accepted.

16. **Governors' training courses:** Governors were provided with the Cornwall Learning course guide and advised how to look online. All courses to be booked by LSU. **Action: Governors to check and advise LSU**

17. **LLC Network Meeting:** MEV advised that the LLC Network Meeting would be held in LCA on 19 Nov 15 and the speaker is Peter Bower, who will be discussing e-safety on the internet and social media. All Governors were invited to attend. MEV will continue to chair this meeting.

18. **AOB:** Support staff have asked Governors whether they plan to adopt the Living Wage, as recently highlighted in the news. DGL explained the process, detailed in the Personnel minutes, that the personnel committee went through to agree upon the national agreement, which has been implemented. It was advised that there are no plans to implement the Living Wage at present.

**Meeting Closed: 7.35pm**

Brief description of the action	Who has the action	Status (actions in bold text)
3). Collate and chase any outstanding Governors' Code of Practice	LSU	
6a). Provide list of companies interested in presenting to students	DGL	
11). Include analysis of KS2 data and personalised learning onto Curriculum agenda	LSU	
12). To complete outstanding policies: Achievement for All (KJA) Health, Safety and Wellbeing (HCA, SPG) Pay Policy 2014: Support Staff (DGL/SPG) Pay Policy 2015: Teachers. Provide early draft of CC policy (SPG)	See list	
16). Governors to advise on any training that they wish to attend.	All Governors	