

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

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Minutes of the Governing Body Committee Meeting held on Monday 11 July 2016 at 4.30pm

Present:	M Lewis	Attendees:
S Brock	M Long	S Green (Business Manager and Company Secretary)
M Evans	P Prisk	L Sutcliffe (Clerk)
D Glynn	S Minnette	
H Jenkins	T Wardle	
J Kevern		
L Ingham	D Glynn	

Governors attending: 10

Total number of Governors required to be quorate: 4

The meeting started at 4.35pm

1. **Welcome and apologies:** MLO welcomed all to the meeting. Apologies were accepted from TVA, who would be late. SBR advised that she would leave for a short period at 5.15pm.
2. **Declarations of interest in this meeting:** All attending staff members.
3. **Minutes of the previous meeting held on 14 march 2016:** Minutes were accepted with the amendment below:
 - Point 7 should state that 67 pupils (not 67%) have less than 90% attendance.
4. **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). Provide list of companies interested in presenting to students.	DGL	Carried forward
4). To complete all outstanding policies: <ul style="list-style-type: none"> • Pay Policy 2014: Support Staff 	DGL/SPG	HR Advisor Joanna Stirling is reviewing the policy. Await response.
6). Revisit Safeguarding Policy	SLT	Ongoing
7). Add details of LCA being best performing school for More Able students to website	SPG	Website is in the process of being updated.
7). Speak to Headteacher at Torpoint regarding persistent absence	HJ	HJ spoke to the HT at Torpoint and advised that they employ their own EWO. HCA is dealing with Persistent Absence and is liaising with the EWO. Persistent Absence is on par with Cornwall.
7). Provide analysis of detentions, reasons and sub groups	HJ	Update in the HT report.
8). Provide dates available for departmental reviews and set up meetings	All Governors and HJ	Carried forward

8). Provide draft wording for Governor Information hand-out.	MEV	Carried forward
10). Arrange for Isabelle Bryce to present to FGB on role of MAT and local governing body	HJ	Carried forward

PPR Arrived at 4.40pm

DGL arrived 4.50pm

5. **Governors' reports on training attended and monitoring visits made to school:**

- LLC Network meeting 28.04.16 – very informative and well attended.
- Departmental meetings 06.05.16 – Governors found these very useful and informative.
- TWA attended two courses on Performance Management of the Headteacher and the Role of the Governing Body in Performance Related Pay.

6. **Policies to be noted:** Governors noted the following policies:

- Achievement for All (including more able). Website link to be updated to show correct title. **Action: LSU**
- Redundancy Procedure
- Teaching, Learning & Assessment
- Child Protection & Safeguarding Policy

7. **Headteacher's Report:** HJ went through the Headteacher's report and scorecard and highlighted key areas to Governors, including the progress 8 measure, boys' and girls' attainment and particular subgroups that were not achieving as well as expected. **Concerns were raised about the progress 8 model and this is still being investigated to fully understand how the results are achieved.**

Governors noted that English PP gap had reduced and were pleased to see improvements.

HJ explained that KS3 would follow a 'flight path' based on KS2 results.

Concerns were raised about yr9 PP and yr8 English. HJ will speak to the LOLs to establish what is being done. **Action: HJ**

Governors asked why the number of outstanding judgements of teaching had gone down and the number of require improvement judgements had increased. HJ advised that this was due to a new member of staff who was inexperienced and an outstanding teacher that had left LCA. She also noted that KJA had supported a teacher over the past 2 years and they had come from requires improvement to consistently good. Governors were pleased. It was explained that LCA encourages really strong, quality first teaching and this should lead to good outcomes.

Governors asked whether there had been any increase in term time holidays since the well-publicised court ruling. HJ advised that there hadn't. She advised that the EWO would assist in tackling those who take holidays and also have poor attendance.

Governors noted that staffing had been difficult in Maths and Science but these are expected to stabilise. The admin department is under pressure and there is capacity issues in SLT.

Governors noted the changes due to restructure and redundancy. There has been some negative feedback in the local press. LIN suggested some positive PR for LCA and ideas were discussed.

Governors discussed the development of the MAT and noted that there are currently 7 schools involved in discussions.

All staff members (with exception of the clerk) were asked to leave the meeting at 5.50pm

See confidential appendix

All staff members returned at 6.15pm

8. **Support Staff Pay Award:** Governors discussed the three options:
- To be in line with the National Joint Council sliding increment up to £17k pa and then increase of 1%
 - Take no action
 - Consult TUs separately

All three options would require consultation.

SMI and SPG left the meeting

See confidential appendix 2

SMI and SPG left the meeting

9. **Health and Safety Audit:** SPG explained that this was a 2 day audit with an external company. The key areas to focus on was a lack of proactive risk assessments in DT, which contrast with those in PE, which were excellent. SPG will examine the areas for concern and create an action plan that will be presented in the FAPP committee. **Action: SPG.** Governors thanked SPG for the work put into this audit.
10. **Multi Academy trust Update:** Discussed earlier in the meeting
11. **AOB:** Governors were asked to discuss and approve the 16-17 Academy budget. It was noted that income is mostly pupil related and no provision is made in this income for inflation. There has also been a reduction in lettings as staffing restructure has meant that the Academy is unable to stay open after 7pm.

Governors were concerned about the effect on the community groups that use the academy and felt a creative approach was needed. They were concerned that there could be further negative feedback. It was agreed that representatives from the GB would contact the relevant groups to meet and discuss ways forward. LIN and SBR volunteered to contact the groups and agreed all communication would be approved by the HT first. This will then be fed back to the FAPP committee. **Action: SBR and LIN**

Governors were aware of the need to make further cost saving exercises.

Governors approved the 16/17 budget.

SBR praised the year 11 prom and said that it was a great opportunity to mingle with the teaching staff and noted how well behaved the students were.

PPR also noted the fantastic participation in the Sports Day.

MEV advised the GB that she would be stepping down in August as she is relocating closer to family. She really enjoyed her time as Governor and working with the governors. HJ thanked MEV for all of her hard work and dedication, stating that she had transformed the governing body and was an amazing supporter of LCA. MEV was presented with flowers and a cake.