

**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 7 December 2015 at 4.30pm**

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

Governors attending: 10

Total number of Governors required to be quorate: 4

The meeting started at 4.40pm

- Welcome and apologies:** MLO welcomed all to the meeting. Apologies were accepted from DGL and LIN. The meeting was quorate.
- Approve the Trust's Annual Accounts, the Governors' Report and Audit Report for FY14/15:**  
Moved to later in the meeting.
- Declarations of interest in this meeting:** It was noted that HCA is a governor at Polperro Primary School and LSU is a governor at Looe Primary Academy.
- Minutes of the previous meeting held on 28.09.15:** Minutes were accepted as a true and accurate record.
- Matters arising from the minutes not covered in the agenda elsewhere, including a review of action points:**

<b>Brief description of the action</b>	<b>Who has the action</b>	<b>Status (actions in bold text)</b>
Collate and chase any outstanding Governors' Code of Practice	LSU	Complete
Provide list of companies interested in presenting to students.	DGL	Carried forward
Include analysis of KS2 data and personalised learning onto Curriculum agenda.	LSU	Complete
To complete all outstanding policies: <ul style="list-style-type: none"> <li>Achievement for All</li> <li>Health, Safety and Wellbeing</li> <li>Pay Policy 2014: Support Staff</li> <li>Pay Policy 2015: Teaching Staff</li> </ul>	KJA HCA, SPG DGL, SPG SPG	Complete Complete Carried Forward Carried Forward
Governors to advise on any training that they wish to attend.	All Governors	Complete

6. **Approve Decision Planner:** All recommended changes to align the new committee structure were approved. It was agreed to move 55 (to ensure that school lunch nutritional standards are met..) to FPAP committee.

It was agreed that SBR and MLE will attend the Curriculum Committee until the Student Health and Wellbeing Board is established.

7. **Approve 'Terms of Reference and delegated responsibilities to individuals' document:** The document was approved with the following changes:

- MLE is the link governor for MFL.
- TVA is the link governor for English. Remove TWA.
- MLO agreed to be the Development Governor.
- TVA agreed to be the link governor for PE.
- MLO agreed to be the link governor for More Able.
- MLO to be named in the Headteacher's Performance Review Group and the Pay Committee.
- It was agreed to remove specific Governor names from the Hearings Appeal.
- The TOR was approved with the above changes.

**Action: SPG to update document with changes**

**Agenda Item 2: Approve the Trust's Annual Accounts, the Governors' Report and Audit Report for FY14/15:** Mark Williams from Robinson, Reed, Layton gave an overview of the Trustees Annual Report explaining key points and any changes from previous years' reports. It was noted that the Governance Review on p.16 and the Review of value for money on p.17 were both new for 2015.

It was noted that the income overall had increased in FY14-15 with £3.624m income.

Expenditure was noted at £3.596m.

Funds were noted at £7.768m, the majority of which is fixed assets.

It was noted that staff costs had increased by £101k.

Governors confirmed that there were no other party transactions to be detailed on the report (p.45, note 23).

Mark Williams then gave an overview of the Audit Discussion Memorandum and advised that the SOFA reconciliation on p.2 were year end adjustments and not financial errors.

There were 4 issues arising from the Audit that required clarification:

- Pension schemes
- It was noted that the aerial lease expected income is increasing each year and it was asked whether this is recoverable? SPG confirmed that it is recoverable and is being dealt with by the solicitors at present.
- Private School Fund. SPG advised that he is trying to consolidate the accounts into one bank account.
- Falling roll. MLO advised that the FPAP committee is working on this and the corresponding budgets.

There were 3 Management report points that required responses:

- SPG advised that the PP report is currently in draft and will shortly be uploaded on the academy website. **Action: SPG**
- SPG confirmed that website had been updated with insurance etc.
- Governors confirmed the names of the Members.

SBR left at 17.15

It was noted that HJ is no longer a trustee of KEAP.

MLE questioned why there were £33k of compensation payments (Audit report, p.35). MLO advised that this was a confidential staff matter, dealt with by the Personnel committee but confirmed that it related to three separate payments.

Mark thanked SPG and the finance team for the hard work to ensure that the audit was successful and commented that LCA is one of the best schools to work with. Governors also thanked SPG and the finance team as well as Mark Williams and the team at RRL.

Mark confirmed that he would update the documents with the relevant responses and email to SPG for signing. SPG then to ensure documents are signed and returned to RRL. **Action: SPG**

8. **Safeguarding:**

- HCA advised that there had been one Serious Case Review in St Austell and gave the FGB an overview of the case. It was agreed that the academy needs to think about the mental health of the parents when addressing young people issues.
- HCA confirmed that it is now mandatory to report and instances of Female Genital Mutilation (FGM).
- Prevent Training has been completed.
- All staff have been trained to Safeguarding Level 2.
- MEV confirmed that she checked the Single Central Record on 12.11.15 and all was in order. Return to work interviews had been re-instated and these appeared to be working and were seen as supportive by staff.
- There will be a working group set up to investigate e-safety training and use the 360 self review tool. This will be led by Mike Langdon.
- It was confirmed that the Safeguarding policy would be reviewed next term.

SMI left at 17.30

9. **Headteacher's Report:** HJ gave an overview of the HT report, noting the following:

- There is an issue with staffing in maths but this should hopefully be resolved by January.
- SCL returns w/c 14.12.15 which will improve the staffing capacity in English from January.
- [Governors noted that Ofsted gave a very complimentary report with only three areas to work on to achieve outstanding status.](#)
- [Governors were also keen to ensure that the results of 2015 were a blip and not repeated in 2016.](#)
- The unvalidated RAISEOnline and Ofsted Inspection Dashboard were released this week. HJ to forward to Governors. **Action: HJ**
- The main points from the RAISEOnline were discussed and it was noted that they were as expected. It was noted that English needs to improve and it is expected that Core Science will not do well in 2016.

SBR returned at 17.40

PPR left at 17.45

- KJA advised that the large majority of teaching is good or better and new CPD pathways have been set up.
- CDA advised that behaviour is good overall and that there is a comprehensive recording system in place, even for low level disruption.
- Behaviour in year 8 has decreased and there is an issue with boys in year 11, with 50% of the boys in year 11 being involved in S3s. This is feeding down to lower years and therefore needs

to be addressed. 15 key students have been allocated to a member of SLT. [Governors asked whether drugs were part of the issue but HJ confirmed that drugs are not a current problem within the academy and the police dogs will be visiting soon to check.](#)

- Non-completion of homework (S3) is an issue, mostly with boys. Reward strategies have been put in place.

SMI returned 17.50

- 3 students have been involved in a Managed Move to the Acorn Academy.
  - [Governors noted that persistent absence has risen to 15.6% due to the threshold changing to 90% and that one case is due to go to court proceedings. It was noted that SCL is returning from maternity leave and will be LOL for Attendance and will hold attendance clinics with parents and students.](#)
  - [MLO asked whether the gap for PP students was been reduced 'rapidly' enough, as this was one of the key Ofsted points. It was noted that English and Maths are key. The gap should be <19%, ideally 0%.](#)
  - [Governors noted that an Academic Council had been created to review these issues and to look at the likelihood of securing good outcomes.](#)
  - [MAT Update: LCA has declared an interest and due diligence as part of the SE Cornwall Group \(LCA, Liskeard, Torpoint and Saltash\). The main two options are to create a new MAT or join the Saltash MAT. \[Governors asked whether the MAT could become too big? It was advised that each school would have a Local Governing Body \\(LGB\\) and would be overseen by a CEO and board of trustees.\]\(#\)](#)
  - [SPG advised that the next capital bid deadline is 16.12.15 and this will be reported in the next FPAP meeting.](#)
  - [Governors thanked HJ and SLT for the report.](#)
10. **Report of the Academy External Advisor, Alan Armstrong:** Mr Armstrong met with SLT, LOL for English and Maths and students. The report was very complimentary and approved of the 'Academic Council' that has been created. He advised that middle leaders are key. He found students to be confident and fair. He will return next term.
11. **Approve GCSE targets for current year 10 in 2017:** deferred to curriculum meeting in Jan 16.
12. **Governors' Strategic Plan:** Governors discussed the plan, noting that the Integrated Health Centre (IHS) had been delayed and is now due in May 16. The detail from the Strategic Plan is then fed into the Academy Improvement Plan.
13. **Report from the Pay Committee 07.12.15:** Governors were advised that Performance Management for teachers had taken place. HJ advised that she would provide an anonymised report at the next meeting. **Action: HJ**
14. **Policies to be noted:** all policies noted as approved at FPAP committee and Curriculum committee. [Governors asked whether the Pay Policy should be part of the Pay Committee or the FPAP committee? It was agreed to circulate to the members of the previous Personnel committee, who had already started work on this.](#)
15. **Governor Training and Development:**
- [MLO attended a Chair of Governors course, which was very interesting, with lots of discussion about MATs](#)
  - [MLE attended a Responsibilities of Safeguarding Governors course, which was found to be very helpful and enlightening, especially for a governor without school age children.](#)

- MEV, PPR, MLE, MLO, SBR and TWA attended the LLC training on e-safety, which was very interesting. The website [www.common sense media.org](http://www.common sense media.org) was a very useful site to keep children safe. MEV asked for ideas for the next LLC session, to be held at Callington Primary. **Action: All**

16. **Dates of next meetings:** LSU to send out calendar to all with meeting dates. **Action: LSU**

17. **AOB:** TWA advised that as part of his role as H&S Governor, he has worked with SPG to formalise the H&S approach by creating a H&S committee that will meet each term.

TWA met with HCA to discuss SEN.

TWA advised that he attended the Looe Neighbourhood Plan meeting on behalf of LCA but felt that it would be better represented by a Governor who lived in Looe. SBR agreed to attend the next meeting on 15.12.15 on behalf of LCA. HJ will confirm to Looe Town Council.

**Meeting Closed: 19.15**

Brief description of the action	Who has the action	Status (actions in bold text)
5). Provide list of companies interested in presenting to students.	DGL	
5). To complete all outstanding policies: <ul style="list-style-type: none"> <li>• Pay Policy 2014: Support Staff</li> <li>• Pay Policy 2015: Teaching Staff</li> </ul>	DGL/SPG	
7). To update TOR with changes	SPG	
2). Ensure Audit documentation is signed and returned to RRL	SPG	
9). Forward RAISEOnline and Data Dashboard to governors	HJ	
13). Provide committee with anonymised PM report of teaching staff at next meeting	HJ	
15). Advise MEV of ideas for LLC training	All	
16). Send out dates of next meetings	LSU	