

Final

## LOOE COMMUNITY ACADEMY TRUST

Company Number: 07909371

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

### Minutes of the Full Governing Body Meeting held on Monday 29 September 2014 at 16.30.

**Present:**

S Brock  
M Evans (Chair)  
D Glynn  
H Jenkins  
J Kevern  
P Lewis  
M Long  
S Minnette  
K Mordan  
P Prisk  
T Wardle

**Apologies:**

M Lewis  
C Damerell

**In Attendance:**

H Casson (Assistant Headteacher)  
S Green (Company Secretary/Business Manager)  
L Sutcliffe (Clerk)

1. **Welcome and apologies:** The meeting started at 16.30 with a welcome by the Chair to all. Apologies were accepted from MLE who was unable to attend and PLE and MLO who would arrive later.
2. **Declarations of Interest:** There were no declarations of interests for this meeting and all present Governors confirmed that there were no changes to their details in the Register of Interests. The Headteacher will confirm whether she needs to register the Headstart Programme. **Action HJ**
3. **Governors Code of Practice:** Most Governors returned the signed Code of Practice document. Those outstanding to be forwarded to the clerk to collate. **Action: LSU**
4. **Minutes of the previous meeting held on 7 July 2014:** Minutes were accepted as correct and accurate with the following amendments:
  - 3. The Clerk confirmed that MLO will be a Governor appointed by the Members and not a Community Governor as stated in the minutes.
5. **Matters arising from the previous minutes not covered on the agenda elsewhere including a review of action points:** Unless stated below, all other actions have been actioned:
  - i. The Kirkland-Rowell survey will be sent out to all staff, students and parents later in the term, once the new year 7 students have settled in. **Action: SPG**
  - ii. Further clarification is required as to whether staff governors can attend Ofsted meetings. **Action: LSU**
  - iii. All relevant Governors have been invited to attend Tier 2 Safeguarding training on 13.10.14
  - iv. Action to provide biopic for Academy website will be carried forward to the next FGB. **Action: Governors.**  
LSU will forward DGL's biopic statement to all Governors as an example. **Action: LSU**
  - v. The cross-committee working group to discuss the Living Wage, also known as the Support Staff Pay Claim, has been carried forward to October 2014. **Action: Clerk to ensure meeting is arranged.**
  - vi. Point 16. The CPD report 2013-14 has been passed to the Curriculum Committee to be held in Nov 2014.
6. **Governor vacancies and update of personal details:** PPR and MEV agreed to remain Members and the Members all agreed to this. **Action to recruit parent governors is on-going. Action: LSU to update records**

7. **Review of Governing Body Committees and Terms of Reference 2014-15:** The Headteacher proposed that the GB committee structure was changed to prevent duplication of discussions in different committees.
- It was proposed that the PSHCE committee be replaced with a Wellbeing Management Board, which would consist of 50% student members. This would include Student Voice, student welfare, behaviour, working towards to the new Integrated Health Centre etc. The student-centred agenda items would be dealt with in the Wellbeing Management Board and Curriculum items would be passed to the Curriculum Committee.
  - Governors responded positively to the change, especially the involvement of students. **Governors asked who would be the student representatives and were keen to ensure that there would be a Chair.** HCA will speak to the students about the changes and new board. **Action: HCA.**
  - **Governors were keen to ensure that student representatives would be able to comment on whole school well being issues as well as those concerning the new Integrated Health Centre.** SBR confirmed that she would like to remain part of the new Wellbeing Management Board.
  - The GB agreed that the new Wellbeing Management Board will replace the PSHCE committee and all statutory and curriculum aspects will be passed to other committees.
  - The Headteacher then proposed a further change to the committee structure. It was proposed that two committees would be created using the Input/Output model; a Curriculum Committee and a Finances, Premises and Personnel Committee.
  - **Governors were concerned that this would create a large committee that may become too finance-driven. There were also concerns raised about the volume of items in the Finance, Premises and Personnel Committee, which would make the meetings more lengthy and also potentially prevent in-depth investigation of agenda items.**
  - **Governors suggested link-governors between committees to prevent duplication between committees.**
  - **Governors suggested a separate Personnel committee, which would incorporate the Salary Review committee.** Another committee could then be used to hear appeals from the Salary Review committee.

5.15pm: SBR left the meeting

5.30pm: PLE arrived, followed by MLO, and SBR returned

- **The Governors voted on the proposal:**
    - To create a Finance, Premises and Personnel Committee. Yes: 4, No: 6, Abstain: 1
    - To create a standalone Personnel Committee. Yes: 10, No: 0, Abstain: 1
  - It was agreed to create a Personnel Committee and three meeting dates will be decided for the academic year. **Action: SPG**
  - It was also agreed that Staff Governors would not be able to attend Personnel Committee meetings.
  - **A Governor raised a query about which committee should be involved in the decision making process of the allocation of how Pupil Premium money should be spent as a result of the impact of planned interventions.** HCA currently provides a detailed breakdown in the Finance and Premises committee and this provides Governors with the opportunity to question how and where the PP money is being spent. Governors wanted discussion to determine where money should be spent to be included in the Curriculum Committee who would then advise the Finance and Premises committee accordingly.
8. **Exam results analysis and student performance:** The Headteacher went through the KS4 Results Summary and Headteacher's Scorecard, highlighting that there is much to celebrate, especially as results are improving year on year. The GB target for the Academy was 62% and the Academy achieved 67%, exceeding FFTD data.
- However, the Headteacher explained the new criteria, set by the Government this year, which only includes first time results and not if the exam had been taken again. Consequently there are two sets of results, those owned by the pupils and those shown in the League Tables.

In order to remain consistent in monitoring results and comparing to previous years, the scorecard and headline trends have used the results as owned by the pupils.

The headteacher went through the headline trends with the Governors, notably:

- 4+ expected levels of progress in English and Maths: both exceeded their targets
- Boys are generally not performing as well as girls, especially in English
- It was noted that those pupils who enter the Academy at Level 5c have not added as much value as their counterparts. The SLT are also starting to get underneath the data to determine why there is underachievement in the lower ability end of Maths and English.
- Departmental data highlighted that PE and Art both achieved over 90% FFTD, with Art getting 100% A\*-C. Concerns have been raised in History, Science, Dance and Drama and investigations are taking place as to why.
- ICT is awaiting a complete re-moderation as requested by LCA. Other appeals are also outstanding and Governors were advised if one more English re-mark is returned with an increased mark, the entire English cohort will be returned for re-marking.
- Governors suggested that due to the excellent results, staff should be rewarded for their hard work and effort. Staff currently undergo Performance Management and Leaders of Learning have also suggested 'team targets' for the departments, as well as individual targets. **Governors stated that the teachers should also be rewarded for the excellent results and to show that the GB really appreciates the hard work and effort that they do.** This is to be forwarded to the Personnel committee, but in the meanwhile, it was suggested that a congratulatory cake could be presented on the INSET day on Friday. **Action: LSU to include reward on agenda of personnel committee.**
- **The Chair will write to all staff, congratulating them on their success and thanking them for their continued hard work. Action: MEV**
- **Governors also want to raise the profile of the Academy, especially after the latest results.** The SLT have already released a press release detailing the exam results, updated the website, the Headteacher has written to every parent and prospective parents, and also included this in her Open Evening address. **Governors also suggested another 'positive spin' press release, perhaps coinciding with the thanking of the staff; displaying banners outside the Academy, which will be seen by those passing. Action: HJ to investigate**

9. **Update from Headteacher:** This was included in point 8 above but Governors were also advised that there is an INSET day on Friday 3 October concerning Raising Boys' Achievement and they are more than welcome to attend. **Action: Governors to confirm attendance**

SMI left at 7.00pm

#### 10. Key issues for 2014-15 arising from school self-evaluation July 2014 – School Improvement Plan (SIP)

##### **Priorities and Academy Strategic Plan (ASP):**

**School Improvement Plan:** Governors were advised that the four key issues for the academic year 2014-15 are: Improving Boys' Achievement, Improving Pupil Premium achievement, Improving English for all subgroups of learners and Improving Science outcomes for all.

##### **Academy Strategic Plan:**

Governors had been asked at the July meeting to consider the plan and make relevant suggestions and improvements to it. These have been incorporated into the plan which was now considered by the Governing Body. After discussion, it was agreed that PLE would work on it further and would then meet with MEV to talk it through. **Action: PLE & MEV**

#### 11. Governors Action Plan:

The Governors' action plan for 2014-15 was circulated prior to the meeting and points 1-9 were agreed. There was discussion about point 10 which concerned raising the Governors' profile/visibility in school.

- There was some confusion over the biopic needed for the website and LSU will forward DGL's completed biopic to all Governors as an example. **Action: LSU to send DGL biopic. Governors to complete biopic and send to LSU.**

- MEV and PPR have confirmed attendance at the INSET on Friday 3 October on raising boys' achievement. Governors will try to drop in to the PSHCE lessons when the role of the GB is included, which is in the programme of study for the new year.
- Governors to advise SLT when they wish to attend assembly. The assembly theme and day is included in the weekly bulletin, issued 1 week in advance; assemblies take place from 8.40 to 9.05am. [Governors suggested that a Learning Walk could follow this visit.](#)
- A Governor blog was suggested to be added to the Academy website. Governors were concerned that this would not be updated regularly and therefore be outdated very quickly. Twitter was suggested but although there is an Academy Twitter account, it tends to be only used for emergencies.
- Governors will continue to attend Parent Evenings in the Spring and Summer Terms It was noted that Governors need to be pro-active in these sessions to engage parents.
- Governors decided that 'drop in ' sessions were not appropriate so would not be included in the Plan.

**12. Policies for review in Autumn Term:** The Business Manager highlighted all policies held by the Academy and the dates that they need to be reviewed (those highlighted in yellow are statutory policies). Due to previous agreed changes to the committees (see point 7), this will be updated to reflect the new committee structure.

**Action: SPG.**

It was also felt to be a better working practice for policies that are due to be discussed at the next meeting to be noted in the previous meeting agenda, thereby giving SLT sufficient time to review the policies for the next meeting. **Action: LSU to update agendas.**

It was noted that the Governor Links and Visits policy and the Staffing Structures document both need to be reviewed by the FGB at their next meeting, 12<sup>th</sup> January 2015.

**13. Dates of Parents' Evenings for Governors to collect parental views:** KMO asked for another Governor to take responsibility for organising Governor attendance. SBR volunteered. Dates of the Parents' meetings are on the Academy Calendar – circulated in the meeting.

**14. Governors' Training Courses:** Governors were reminded to submit all training reports to LSU.

DGL advised that Browne Jacobsen offers free training to Governors and will send out a schedule of training for the Governors to peruse. **Action: DGL**

**15. Point 16. LLC Network Meeting 09.10.14:** The presentation is being given by Sally Griffin and includes the new curriculum and pupils being 'secondary ready'. This is not just aimed at Primary schools as it gives secondary schools an insight into how pupils come from feeder schools, especially as levels no longer exist. All governors are invited to attend at St Neot Primary School at 7pm on 09.10.14.

**16. Point 15. Appointment of Chair and Vice-Chair of Governors:** There was one nomination for Chair, MEV. All voted in favour. MEV accepted.

There was one nomination for Vice-Chair, KMO. All voted in favour. KMO accepted.

Chairperson confirmed as Moyra Evans and Vice-Chairperson confirmed as Kerry Mordan.

**17. Proposed dates for meetings:** The current meeting dates were accepted. The new Personnel committee needs to be included and the Terms of Reference updated. **Action: SPG**

**18. AOB:**

- The Headteacher advised that the acceptance of the Auditors Report in December must be approved by the FGB. Governors were given two options. 1). to hold another FGB in December or 2). delegate this responsibility to the Finance Committee. Governors agreed to delegate the responsibility to the Finance and Premises Committee with any interested Governors invited to attend the meeting on 08.12.14. The Chair will attend the committee meeting as she will need to sign off the Auditors' Report on behalf of the GB.

- The Academy has received excellent feedback from the Looe Town Council Events Committee regarding the organisation of the Prom. The Governors thanked SPG for making the prom run smoothly.
- Looe Music Festival - it was noted that there was no more trouble with teenagers (all teenagers, not just LCA students) in Looe than normal and it was noted that they were a credit to the town. The Headteacher noted that the Academy had put on many assemblies, sent letters home and ensured students understood the very firm line that police would take with trouble-makers.
- Governors were concerned that during a major incident in Looe, the school had not been kept informed by the police and the Academy had to rely on the Business Manager contacting the police to find out if there was anything that the Academy needed to be concerned about.
- There are still concerns regarding the fence between the Academy and Barratts homes. This is a safe-guarding concern and the Business Manager has contacted Barratts on numerous occasions and is now awaiting a meeting with the relevant manager.
- Governors noted that two staff members had taken a group of PP students to the Brecon Beacons on a 24 hour 'unsupervised' trip. It was a great opportunity for these pupils.
- Governors were also advised of the Sainsbury Kite Mark achieved by the Academy. The Leader of PE has worked hard to receive this and raises the profile of sport within the Academy and in the community.

Meeting closed at 8.00pm

<b>Brief description of the action</b>	<b>Who has the action</b>
Confirm if need to declare Headstart Programme in the Register of Interest	HJ
Collate all signed Governors Code of Practice documents	LSU
Kirkland-Rowell survey to be sent out to all staff, students and parents later in the term, once the new year 7 students have settled in	LSU
Clarify whether Staff Governors can attend meetings with Ofsted	LSU
Provide clerk with biopic for website	Governors
Forward DGL biopic to all Governors	LSU
Ensure Living Wage working group meets in October 2014	LSU
Update Members records	LSU
Speak to students about changes to PSHCE committee and new Wellbeing Management Board	HCA
Include meeting dates for Personnel committee and update ToR	SPG
Include staff rewards on Personnel committee agenda	LSU
Chair to write to all staff thanking them	MEV
Investigate ways to increase publicity of fantastic exam results	HJ
Confirm attendance at INSET on Friday 3 October 2014	Governors
Review and update ASP for next FGB meeting	PLE/MEV
Update policies document to reflect new Personnel committee	SPG
Ensure committee agendas note policies to be discussed at the following meeting	LSU
Send schedule of free training offered by Browne Jacobsen to all Governors	DGL