

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

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Minutes of the Governing Body Committee Meeting held on Monday 14 March at 4.30pm

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

Governors attending: 11

Total number of Governors required to be quorate: 4

The meeting started at 4.30pm

- Welcome and apologies:** MLO welcomed all to the meeting. Apologies were accepted from DGL who was unable to attend and TVA, MEV and SMI who would be late. The meeting was quorate.
- Declarations of interest in this meeting:** None
- Minutes of the previous meeting held on 7 Dec 2015:** 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:**

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	Carried forward
5). To complete all outstanding policies: <ul style="list-style-type: none"> • Pay Policy 2014: Support Staff • Pay Policy 2015: Teaching Staff 	DGL/SPG	Teaching staff – complete Support staff – to be reviewed in FAPP committee
7). To update TOR with changes	SPG	Complete
2). Ensure Audit documentation is signed and returned to RRL	SPG	Complete
9). Forward RAISEOnline and Data Dashboard to governors	HJ	Complete
13). Provide committee with anonymous PM report of teaching staff at next meeting	HJ	Complete
15). Advise MEV of ideas for LLC training	All	Complete
16). Send out dates of next meetings	LSU	Complete

MEV and TVA arrived at 4.40pm

5. **Governors' reports on training attended and monitoring visits made to the school:**
 - TWA, MLO and MEV attended the LLC Network meeting on 3 Mar 16 with a presentation given by Jane Black, Head of Service for Learning and Achievement at Cornwall County. This was thought to be very interesting and wide ranging and spoke about governing schools in the new climate of collaboration and accountability. The next LLC meeting will be presented by Paul Jones, Executive Headteacher of the First Federation, who will speak to us about how his MAT is set up, how smaller schools protect their individuality, the benefits that they can now see to staff and pupils, and whether there were unforeseen hurdles to cope with and how they dealt with them. This will take place on 28 April 2016.
 - SBR gave an update on Parent's Evening and found that parents were engaged with no major issues. **It was noted that parents and students do not understand the role of the governor and awareness needs to be raised.**
 - LIN and SBR met with the Performing Arts teams and were impressed with the enthusiasm within the department, especially music. They also noted how professional the Annie production was and noted concerns that there would be no GCSE Dance next year, although there would be BTEC Dance. Results also appeared to be on target for the current cohort.
 - TWA attended two courses; Strategic Governance on 9 Feb 16 and Vice Chair on 12 Mar 16 and noted that both courses were good and would recommend them.
 - MLE visited the MFL department.
 - TVA undertook a learning walk within the English department.
 - MEV provided a report on the 8 year 11 students who are receiving additional support in English and Maths and noted that the students appeared motivated and stimulated and are meeting their mentors on a regular basis. **However, she did note that the students said they only needed 4 GCSEs for their course and this may impact on the number of students pushing for 5 GCSEs, including English and Maths.**

6. **Policies to be noted:** All policies have been uploaded to LCA website. It was noted that the Safeguarding policy needs to be revisited by the end of May 16. **Action: SLT**

7. **Headteacher's Report and Scorecard:** HJ gave an overview of the HT report, noting the following:
 - **The LA noted that LCA is the highest performing school for More Able students in Cornwall. Governors asked for this to be added to the website to raise awareness. Action: SPG**
 - It was noted that the current year 11 cohort is below average and there is a gap between girls and boys. There is an issue with lower ability girls.
 - There are 16 closely targeted students and all teachers know what is needed to push these students. If these students are successful, the results should be 60% 5ACEM and 42% 5ACEM for PP.
 - It was noted that teaching and learning has changed over time and there are more lessons with outstanding elements and quality first teaching.
 - There are no longer automatic increments as part of the performance management process and there is more focus on the performance management process.
 - Attendance has improved and this is due to attendance clinics, phoning home, praising positive attendance with a new 'Attendance Board' displaying good attendance. However, more still needs to be done.
 - 67% pupils have less than 90% attendance, which is reported as persistent absence. HJ noted that Torpoint School has the second best results for dealing with persistent absence and HJ will speak to the Headteacher at Torpoint to see if LCA could use different methods. **Action: HJ**
 - The highest attendance is year 11. PP has also increased by 2%
 - **The number of detentions has increased, notably in year 7. Governors asked whether it was particular groups of students. HJ to analyse and report back. Action: HJ**
 - Staff Update: one maths teacher will not be returning after her maternity leave. Maths advert has been placed but the number of applicants are small. There are two long term sicknesses which is affecting both leadership and admin teams.

- Finance Update: Governors noted that the student numbers are continuing to decline and this has been more rapid than anticipated. It expected that LCA should have 453 on roll next year. This will impact the income received from the DfE which is based on student numbers. The reduction in income is combined with an increase in staff costs due to NI contributions increasing and the introduction of the National Living Wage. MLO noted that if we do nothing, LCA will be in deficit by the end of FY16/17.
- Governors discussed the implications of this and asked whether LCA could become part of a MAT if in deficit. This would come to light as part of the due diligence process. Governors noted that it is probable that redundancies will need to be made.
- Governors asked whether there is any way for the academy to raise revenue but SPG advised that all smaller cost savings had been made but the deficit would be too great. This will be discussed in greater detail at the FAPP committee.
- Governors also voiced concern that subjects may be lost but HJ advised that this would not be the case.

8. **Governors' Action Plan:** Governors discussed the plan, and were asked whether they wished to make any amendments.
- Departmental Reviews. Governors to email HWI with available dates to meet with departments. HJ to arrange and confirm to appropriate governor. **Action: Governors and HJ**
 - To increase awareness of the Governing Body, a hand-out will be created and passed out at Parent's Evenings. This will commence with the year 6 Induction in June 16 and also be included in the prospectus. **Action: MEV to provide draft**
 - It was noted that the Cream Tea is not an effective way to meet the staff and it was agreed that the Governors would attend the departmental meetings, which would include a cream tea. The Art Exhibition would then give an opportunity to mingle more informally with other staff and parents.
9. **Safeguarding:** MEV met with the Personnel Officer on 8 Mar 16 to check the Single Central Record and found it to be in order and up to date, including those who had recently left. MEV also found that the Return to Work process was working well, with a marked improvement in attendance and issues were able to be highlighted and escalated.
10. **MAT Update:** Governors have attended various presentations on MATs and the main theme has been collaboration, sharing excellence, centralisation of jobs and services. LCA is small but has good outcomes, good Ofsted and is financially stable. As agreed in previous meetings, LCA will declare an interest in forming a MAT with Liskeard, Torpoint and Saltash on 21 April 16. **Governors questioned whether joining a MAT would prevent issues with redundancies, affect our identity, and mean sharing the curriculum?** It was agreed that Governors would invite Isobel Bryce to present on potential structures of the new MAT, including how the MAT board and local governing bodies would work. **Action: HJ to arrange.**
Governors agreed to declare a firm interest in the MAT on 21 April 16.
11. **AOB:** None

Meeting Closed: 6.40pm

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	
4). To complete all outstanding policies:	DGL/SPG	

• Pay Policy 2014: Support Staff		
6). Revisit Safeguarding Policy	SLT	
7). Add details of LCA being best performing school for More Able students to website	SPG	
7). Speak to Headteacher at Torpoint regarding persistent absence	HJ	
7). Provide analysis of detentions, reasons and sub groups	HJ	
8). Provide dates available for departmental reviews and set up meetings	All Governors and HJ	
8). Provide draft wording for Governor Information hand-out.	MEV	
10). Arrange for Isobel Bryce to present to FGB on role of MAT and local governing body	HJ	