

Final

LOOE COMMUNITY ACADEMY TRUST

Company Number: 07909371

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Minutes of the Full Governing Body Meeting held on Monday 12 Jan 2015 at 16.30.

Present:

M Evans (Chair)
L Ingham
J Kevern
M Lewis
M Long
S Minnette
P Prisk
T Wardle

Apologies:

S Brock
D Glynn
H Jenkins
P Lewis
K Mordan
T Vasey

In Attendance:

H Casson (Acting Deputy Headteacher)
C Damerell (Deputy Headteacher)
S Green (Company Secretary/Business Manager)
K Jackman (Assistant Headteacher)
L Sutcliffe (Clerk)

1. **Welcome and apologies:** The meeting started at 16.35 with a welcome by the Chair to all. Apologies were accepted from SBR, DGL, HJE, PLE, KMO and TVA who were unable to attend and PPR, LIN and MLO who would arrive later.
2. **Declarations of Interest:** There were no declarations of interests for this meeting.
3. **Minutes of the previous meeting held on 29 September 2014:** Minutes were accepted as correct and accurate.
4. **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 completed:
 - i. SPG has examined various options regarding questions for the Kirkland-Rowell survey in order to tailor it to the Academy. SPG will liaise with HJE on her return and send out the questionnaire to all. **Action: SPG**
 - ii. There has been no definitive response as to whether staff governors can attend Ofsted meetings. CDA will email a contact who is an Ofsted trainer to request clarification. **Action: CDA**
 - iii. It was noted that there were lots of positive comments from staff regarding the cake and letter from the Chair thanking them for their hard work.
 - iv. Two big banners are ready to be erected outside the Academy highlighting the excellent exam results.
 - v. Governors were asked to volunteer to attend the Year 8 Parents' Evening on Thursday. MLE and SMI both volunteered. LSU to contact SBR to ensure volunteers are in place for the next Parents' Evenings. **Action: LSU/SBR**
 - vi. [Governors requested an update on the fencing issue with Barratts Homes. SPG and SMI met with Barratts in October and it was established that there had been confusion at Barratts regarding the size of the fence required. A temporary fence has been erected and SPG is awaiting confirmation of dates from Barratts to erect the permanent fencing. Governors requested that SPG chase Barratts as this is a Safeguarding issue. Action: SPG](#)

KJA, HCA and JKE arrived at 16.45

Governors welcomed KJA, the new Assistant Headteacher to the meeting.

5. **Approve decision planner:** SPG advised Governors that the decision planner was very similar to last year and all changes were highlighted in red. [Governors discussed the queried points and advised SPG on the correct committee.](#)
It was agreed that the Curriculum Committee would set the student targets and advise the FGB (point 36).

LIN arrived 17.00

6. **Approve Terms of Reference and delegated responsibilities to individuals document:** Governors thanked SPG for the hard work in updating this document.

It was noted:

- All amendments were highlighted in red.
- Pay Committee is responsible for more than previously.
- More policies have been moved to the Personnel Committee.
- [Governors should use the policies when visiting the academy. It enables the Governing Body to establish whether the policies are working as they would expect them to.](#)
- If there is potential for an appeal, the meeting minutes should only be sent to that committee. This will ensure that the appeals process is preserved.
- The Hearing Appeals Committee should be for both staff and students.
- It was decided that the Personnel Committee would establish the Pay policies, the Pay Committee would implement the Pay policies and the Personnel Committee would review the Pay policies. This needs to be made clear in the ToR. **Action: SPG**
- Governor link departments need to be found for LIN and TVA. LIN expressed an interest in the arts and MEV will liaise with SBR to see whether both could be linked to the Arts. **Action: MEV** LIN also expressed an interest in history and will talk with JKE about the anniversaries of the Battle of Waterloo and WW2 in 2015.

7. **Safeguarding (Chair's report):**

- [The Chair checked the Single Central Record on 05 Dec 2014, and found it to be in order. It was noted that LSU is currently responsible for updating the SCR and has received training, along with the Office Manager.](#)
- [The Chair noted that she was unable to open the Safeguarding Policy on the website. SPG checked and found it had been corrupted. An un-corrupted file was sent to be uploaded during the meeting.](#)
- The new Child Protection Officer was confirmed to Governors as Helen Casson.
- [The Chair asked whether the SLT had received the DFE document on cyber bullying.](#) HCA confirmed that they had and that they follow the guidelines when dealing with instances of cyber bullying.
- Safeguarding training - LSU, LIN and TWA still require Tier 2 training and HCA will advise the next training date. **Action: HCA**

PPR left at 17.30

MLO arrived at 17.35

8. **Headteacher's Report:** Due to the Headteacher's absence due to illness, there was no report. However, HJE had been in touch with CDA who was able to go through the main points with the Governors.

Staffing Update:

- KJA is settling in well as the new Assistant Headteacher, providing a visible presence within the academy.
- A part time science teacher has been employed on 0.68. She is both very experienced and has settled into the department well.
- The English department is under strain as two staff members are on reduced timetables. A supply teacher has been taken on a part time basis to cover key classes and other members of the department are covering classes to maintain consistency across the department.
- Two Achievement Advocates have been appointed being responsible for PP and THRIVE.
- A new cleaner has been appointed.
- A new Personnel Officer has been appointed and will start once checks and references have been received.

RAISEOnline:

- CDA advised that the prior attainment of pupils is lower than national figures and this is concerning, especially current Yr9 (year 8 in the report). However, the current yr7 is very high.
- [Governors asked how the MidYis tests results compared](#). CDA advised that they show innate ability levels but that the primary schools have worked very hard to increase their pupils' prior attainment levels.
- The current yr7 have settled well into the Academy.
- CDA advised that Governors need to understand Value Added progress measures (see pg 43 of Raiseonline). 1000 is what is expected and Governors were pleased to note that LCA was significantly above national average, especially for SA and SA+ students.
- [Governors questioned the VA scores for English \(pg 45\) as they are highlighted as significantly lower than national average](#). CDA advised that due to the volume of English exams being returned for re-marking and their grades being changed, the whole cohort was sent for re-marking. This unvalidated RAISEOnline report is based on the old marks. The validated RAISEOnline, due in April, will show the new marks and this should increase the VA scores for English.
- CDA also noted an anomaly in the English cohort numbers, which are inconsistent across the report. CDA will speak to RAISEOnline and report back to the FGB. **Action: CDA**
- Governors were very pleased with the report and the progress made.

Scorecard:

- CDA thanked the Data and Assessment Administrator for preparing the report, which includes both the 'best' and 'first' figures.
- Line 37. 5 A*-C in English and Maths prediction for Pupil Premium for the current Year 11 is below national average. The gap is currently 26% and SLT are working on reducing this to around 20%
- Maths are showing very good results in year 11 and this year they are currently above national average with PP students.
- [Governors questioned why the English expected progress from KS2 in Year 9 \(line 106\) is highlighted in red and the figures so low](#). CDA explained that the measurement techniques have changed and this has led to the poor figures. The figures are expected to rise over the coming months and increases are already evident in the figures shown.
- CDA advised that another pie chart has been added to the self evaluation pages to show changes in quality of teaching over time. He explained that there was a dip in Autumn term due to NQTs, sickness and maternity issues.
- CDA advised that the Academy is achieving results through high expectations and consistency.
- KJA advised Governors on the strategies that she will be undertaking to improve teaching and learning, refining practices, using feedback, departmental reviews, whilst developing a climate of trust. This is starting with a 'teach meet' on Friday lunchtimes for teachers to come and share teaching ideas and practices.

Catering update:

- [Governors asked how well this had been implemented](#). SPG advised that many changes have taken place within the canteen, including refurbished dining hall, new furniture, outside canopy, outside kiosk, cashless catering.
- The cashless catering system has proved successful. Parents have more control as they have different ways to put payments on the account, they can monitor what the pupils are buying and they can place limits on the amount that they can spend in one day. It has also proved successful for FSM pupils as they pay for their meals in the same way as the other students, thereby removing any stigma. HCA confirmed that she has spoken to some parents who are now interested in registering for FSM.

Behaviour:

- This is still good when staff are present but there can be issues if staff not present. The biggest concerns are yr10 and yr8, and a particular group of girls in yr11.

- S1/S2s have dropped over the past three years. It was noted that PP students are 3 times more likely to receive an S1/S2 although this could be due to all students being treated equally and high expectations with no exceptions being made, as could have occurred in the past.
- S3s have dropped in the past three years. They are mostly now concerned with non-completion of homework. The ratio of PP students getting an S3 compared to other students is 5:3. There is currently no homework support (due to promotion) and SLT is currently looking into either a replacement or a better way forward.
- There was one racist incident in yr7. This was racial abuse and has been reported.
- There were 10 S7s and fixed term exclusions last term compared to 12 in the whole of last year. SLT advises that this is because a very firm line is being taken with students and issues are being addressed. CDA advised that this figure could therefore rise over the next 12 months.

Attendance:

- Currently at 94% and PP are at 92%. This is being addressed but there are issues, such as the EWO being on long term sick leave, that is impacting on the attendance figures.
- One governor noted an instance at the Christmas Concert where a parent was abusive and offensive and was worried that it might be a safeguarding issue. SLT advised that they are aware of the parent/carer and were working sensitively to address the concerns.

Governors thanked CDA for the update.

- 9. Report from the Academy's External Advisor, Alan Armstrong (Dec 14):** No report has been received as yet. To be forwarded to next meeting. The Chair noted that verbally he was very pleased with the progress of the Academy.
- 10. Approve targets for current year 10 in 2016:** These were set by the curriculum committee with advice from the headteacher. The FGB approved the following targets:
 - expected progress in English - 79%
 - expected progress in Maths - 79%
 - above expected progress in English - 36%
 - above expected progress in Maths - 36%
 - 5+ A*-C inc English and Maths - 60%
- 11. Report on progress of the Governors' Strategic Plan:** The Governor lead, PLE advised the Chair that he hoped to meet with HJE and MEV next week to go through the plan. CDA will update the Curriculum committee with the outcome. **Action: CDA**
- 12. Annual Accounts and Audit (as agreed by the Finance Committee):** The Governors noted how pleased they were that the Academy had received a clean audit. Thanks were offered to SPG and the finance team for all their hard work. The accounts and audit have been published on the website and filed with Companies House, thereby ensuring that LCAT is legally compliant.
- 13. Report from Pay Committee:** Due to the absence of the headteacher, there was no report but it was confirmed that the PM process had been completed. The headteacher will provide an anonymised report for the next FGB meeting. **Action: HJ**
- 14. CPD report:** CPD is linked to the PM process. KJA is working with groups as part of the CPD process. She will provide a report for the next Curriculum meeting. **Action: KJA**
- 15. Note committee meeting minutes previously circulated:** Noted
- 16. Policies to be noted:** The following policies have been updated:
 - Finance

Final

- Health and Safety
- Schedule of Community Charges

17. Governor training and development:

- Safeguarding training has been attended by MLE and TVA.
- Complaints and discipline process attended by TWA.
- Boys INSET attended by MEV and PPR
- PP Conference attended by MEV, HJ and HCA
- DfE Multi Academy Trust Conference attended by MEV and HJ
- LLC meeting on the Inspire Curriculum attended by MEV, PPR and LSU

The next LLC meeting will be held on 26 Feb 2015 at Callington Primary at 7pm and concerns the changes to SEND.

18. **AOB:** JKE thanked the Governors for their support and recognition with the celebration cake and letter to all staff but also enquired what other staff rewards could be offered to staff to celebrate success. The FGB advised that they will look into this. **Action: FGB**

Meeting closed at 18.50

Brief description of the action	Who has the action
4) Send out Kirkland-Rowell survey	SPG
4) Request clarification on whether staff governors can attend meetings with Ofsted	CDA
4) Liaise with SBR regarding Parents' Evenings	LSU/SBR
4) Chase Barratts regarding fencing issue	SPG
6) Ensure committee's responsible for pay policies are accurately reflected in the ToRs	SPG
6) Liaise with SBR regarding a link Governor with the Arts	MEV
7) Advise next Safeguarding training date	HCA
8) Speak to RAISEOnline regarding English cohort anomaly	CDA
11) Update Curriculum committee on the Governors' Strategic Plan	CDA
13) Complete report from Pay Committee	HJ
14) Provide report to Curriculum Committee on CPD	KJA
18) Review staff rewards	All