

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 2016 at 4.00pm

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

Governors attending: 9

Total number of Governors required to be quorate: 4

The meeting started at 4.10pm

1. **Welcome and apologies:** MLO welcomed all to the meeting including Mr Ben Rance from Robinson, Reed, Layton. Apologies were accepted.
2. **Declarations of interest in this meeting:** None.
3. **Approve the Trust's annual accounts, the governors' report and the audit report for FY15/16:** Mr Rance went through the annual accounts for the financial year ending on 31.08.16 which was based on the new accounting standards. Governors were able to ask questions as he went through the report.

Governors noted that the academy income and expenditure has both fallen and noted the reasons for this, detailed in the report.

Governors confirmed that all transactions for governors and their relatives were complete.

Governors then discussed the audit memorandum and Mr Rance thanked S Green and the finance team for their assistance during the audit. SPG also thanked Mr Rance and the team at RRL.

SBR arrived at 4.40pm

Governors were asked to confirm the 'going concern' position and confirm that they were happy that the academy would be able to trade until December 2018. Governors advised that they were aware of the issues with reserves and were working hard to reduce the deficit and exploring different options, such as joining a MAT. Mr Rance advised that a memo should be included from the governors stating their awareness of the deficit. Governors advised on some changes, including the removal of the word 'significant' and agreed on the statement.

Governors asked when the funds currently allocated to MIDAS become a non-liability. Mr Rance to check and confirm.

It was agreed that Mr Rance would make the necessary amendments to the accounts and discussions and then provide copies for MLO and HJ to sign. **Action: Mr Rance**

Governors thanked Mr Rance, Mr Green and their teams for all of their hard work.

Mr Rance left

4. **Minutes of the previous meeting held on 10 Sept 2016:** Minutes were accepted as an accurate record and approved.
5. **Matters arising from the minutes not covered in the agenda elsewhere, including a review of action points:**
 - LIN updated the committee on the discussions held with the Looe Youth Theatre group. The group has found another venue for Tuesday but is still unable to find an alternative venue for Friday. The group would like to remain at LCA but is unable to pay the increased rental charges. The group owner, Ms Cottrell has offered her services to LCA with interview techniques in return for reduced rates. Governors were concerned with managing this within school and also the effect on other local groups. Governors agreed to forward this to the FPAP committee. **Action: LSU to add to FPAP agenda.**
 - The redundancy policy has been sent to staff and TUs for consultation. All questions will be forwarded to Governors but as yet, there are none. Governors agreed that if no questions were received by the end of the consultancy period, the policy would be implemented. **Action: SPG**
 - LIN has met with SGA as the new link governor for Maths and updated the committee, noting that SGA would prefer increased curriculum time for Maths. LIN will forward meeting notes to LSU. **Action: LIN**
6. **Headteacher's Report:**
 - HJ updated the committee verbally as she was unable to produce a written report due to time constraints within SLT.
 - Staffing update: in confidential annexe a
 - HJ updated the Governors on the appointment of a Head Girl and Head Boy and Senior Prefect team, who would champion Student Voice.
 - HJ advised that the main area of data concern is English. HJ will circulate the latest RAISEOnline to governors. **Action: HJ**
 - HJ noted in the RAISEOnline that all attainment was in line with national progress but HJ did note that she has some reservations about these figures.
 - HJ noted that issue remains with boys attainment.
 - It was noted that maths is significantly better than national, especially for lower ability groups.
 - Maths was very strong overall, whereas there is still a concern with English.
 - There are interventions in English, namely the Lexia and Lexia Boost programmes; Accelerated Reader programme; some students in yrs9 and 10 missing 1 hour a week of PE to concentrate on English. KJA and EHA are pushing the whole school focus, ensuring understanding of grammar and increased vocabulary. All students are reading in tutor time. All of these strategies will be reviewed in Spring 2017 to see if they are making impact. This will form part of a spring review of the English department.
 - HJ advised that she had met with the Executive Headteacher of the Bridge MAT to discuss the possibility of joining them. Governors agreed that this is a unique opportunity to determine the future of LCA and therefore they should take time to ensure that the right decision is being made. It was agreed to maintain conversations with both MATs.
 - Governors noted that there was a meeting, following the FGB meeting, with representatives from the DfE and SMART and Governors from other schools potentially joining SMART.

7. **Governor Training and Development:**

- MLO suggested Monday 30 January as a 'Governor Training Day' for all governors to attend, if available, from 9.00-3.30pm. MLO will send out further details nearer the time.
Action: MLO

8. **Safeguarding Update:**

- Carried forward but noted that there are no current safeguarding concerns or Serious Case Reviews.
- SPG advised Governors that LCA has applied for funding for the security fence.

9. **Update on latest position of Multi Academy Trust:** Governors would be attending a meeting with SMART and Governors from other schools straight after the FGB meeting.

10. **AOB:**

- MLO advised that the terms of office for SBR and SMI are due to expire on 31.12.16 and 31.01.17 respectively. SBR and SMI were asked to advise MLO if they would like to renew their term. **Action: SBR and SMI**
- Governors confirmed that the PP report was acceptable and could be posted online. **Action: SPG**

Agenda item	Action Required	Responsibility
3	Provide completed accounts to HJ and MLO to sign	Mr Rance
5.	Add local group discussions to FPAP agenda	LSU
5.	Forward meeting notes to LSU	LIN
6.	Forward RAISEOnline to all Governors	HJ
7.	Provide details of training day	MLO
10.	Confirm renewal of governor term	SBR, SMI
10.	Post PP report online	SPG

Meeting Closed at 5.30pm