



**Great Oak Academy**  
**Minutes of Debden Local Governing Body meeting held at the school on**  
**11<sup>th</sup> May 2017 at 7:00pm**

***Value-Aspire-Achieve***

<b>Name</b>	<b>Ref</b>	<b>Type</b>	<b>Present</b>	<b>Role</b>	<b>Term</b>
Judith Forster	JF	General Member	Present	Vice Chair	01/01/2021
Damian Carlier	DC	General Member	Present		01/01/2021
Jo Granfield	JG	Parent	Apologies		01/01/2021
Andrew Armour	AA	Parent	Present		01/01/2021
Sarah Mitchell	SM	General Member	Present	Executive HT	Ex officio
Jane Ward Booth	JWB	Foundation: DBE	Apologies		01/01/2021
Ursula Lyons	UL	Co-opted	Present	Chair	01/01/2021
Linda Stephenson	LS	General Member	Apologies		01/01/2021
Melissa Challinor	MC	General Member	Present	Link	01/01/2021
Louise Gurney	LG	HT	Present		Ex officio
Jo Fradd	JFr	Staff	Present		01/01/2021
Vacancy		Foundation: Incumbent			
<b>Attendees</b>					
Ali Mansfield	Clerk		Present	Clerk	

<b>Item</b>	<b>Detail</b>	<b>Action</b>
1.	<b>Prayer</b> UL opened the meeting in prayer.	
2.	<b>Apologies &amp; Welcome</b> Apologies received and accepted from Jo Grandfield, Jane Ward Booth and Linda Stephenson.	
3.	<b>Declaration of Business Interests</b> None declared	
4.	<b>Notification of Any Other Business</b> <i>Governor Training</i>	
5.	<b>Minutes of Previous meeting of LGB - 22<sup>nd</sup> February 2017</b> These were agreed as an accurate record and signed by the chair.	
6.	<b>Matters Arising not covered elsewhere on agenda</b> <ul style="list-style-type: none"> <li><b>Declaration of Business Interest:</b> JG and AA to sign new forms for MAT.</li> <li><b>Edubase:</b> LG to check with the office that they have all the details required.</li> <li><b>LG to check nominal role for FTE of LSAs:</b> FTE is 3.02. Governors expressed surprise as they thought that this would be higher, LG explained that most LSA only work 8.30 to 12, some also work as MDAs.</li> </ul>	<b>JG, AA</b> <b>LG</b>

	<ul style="list-style-type: none"> <li>• <b>Subject leaders to carry out British Values audit:</b> This will be carried out at the staff meeting on 28.06.17.</li> <li>• <b>RAISE login:</b> LG has written to ask whether a new log in is required and is awaiting a reply.</li> <li>• <b>Scheme of Delegation:</b> <ul style="list-style-type: none"> <li>○ <b>1.1: SM to check that Archdeacon of Colchester is correct:</b> SM has gone back to the lawyers who prepared the document and is awaiting their reply.</li> <li>○ <b>1.2: SM to confirm clerking arrangements:</b> It was agreed that AM should continue as clerk for the Debden LGB.</li> </ul> </li> <li>• <b>How to share progress data with governors, SM and LG to consider:</b> LG met with SM and AS to discuss progress data and how to present it using Target Tracker and data matrices. It was agreed that data would be considered in depth at the Teaching &amp; Learning Committee, with an overview coming to FGB.</li> </ul>	
7.	<p><b>Code of Conduct</b></p> <p>SM is meeting with The Directors to discuss a consistent Code of Conduct across the MAT. This will be circulated ready to be adopted and signed in September. In the meantime the Debden Code of Conduct will remain in place.</p>	
8.	<p><b>Membership of LGB</b></p> <ul style="list-style-type: none"> <li>• <b>To note resignation of UL, JWB and JF:</b> JWB agreed to become a governor for one year only to support the school at a challenging time. She has now completed two years. UL and JF have been governors for considerably longer. They are each confident that the school is in a good place with a strong board of directors for the MAT and believe that the time has come for them to step down. SM expressed thanks to all three governors for their hard work and contribution to Debden School, particularly to UL who devoted a lot of time to discussions with the DfE throughout the academisation process, enabling LG to focus on teaching and learning.</li> <li>• <b>To consider need for Army representative on the LGB:</b> LG will raise this at a meeting at the barracks on 17.05.17.</li> </ul> <p>It is hoped that the new curate will also join the LGB.</p>	
9.	<p><b>HT Report</b></p> <p>This was circulated to governors in advance of the meeting and the following questions were raised:</p> <p><b>School Context:</b> Q: Of the 17 children coming into Reception how many are first choice and how many are siblings? A: 16 of the 17 are first choice, 7 of the 17 are siblings. 1 more child (not a sibling) has applied since the report was written so 18 pupils in total will start in Reception. Q: How has the move to academy status affected applications? A: It seems to have had a positive effect. Q: How many LSAs are there on staff and what is their FTE? A: There are 6 general LSAs and 1 1to1. FTE is 3.02. Q: Are the 2 Reception teachers still working 55% each?</p>	

A: No, this is an error, they now work 50% each.  
 Q: The Y1 teachers each teach 60%, how are you using the additional time?  
 A: On the additional day the teachers have joint planning time and RH provides PPA cover for other staff.  
 SM: We have looked closely at staffing for next year and there are significant savings in the arrangements for PPA cover.  
 Q: What has been reduced in staff spending and how did you prioritise?  
 A: We have cut back on additional LSA hours (eg. taking children to sports events). We are using known supply teachers recommended by GC, rather than agency. We do not have a caretaker, we are using a cleaning company. We looked at what costs were imperative and which we could manage without.  
 Q: How confident are you of the budget now that you have met with Alison Daltrey?  
 A: Much more confident, next time we meet we will be planning the new budget for September, ready for governors to approve. AD will attend the Finance meeting.  
 SM: The budget is now much healthier. There are higher pupil numbers and a better staffing structure.

***Outcomes for Pupils:***

Q: Data -what do the actuals look like now?  
 A: There is a lot of data in the HT Report but these are the headlines expectations:

EY - 78.5% of children will achieve GLD.  
 Year 1 phonics - 84.2%

KS1: 70% are at the required standard or above in R, 60% in W and M currently.  
 National figures last year were: R 74%, W 66%, M 73%.  
 Targets: R 80%, W 70%, M 73%.

KS2:

Reading: WT = (3) 20%, A = (6) 46.6%, GD = (4) 33.3% At/Above = 85.7%  
 Writing: WT = (4) 26.6%, A = (7) 40%, GD = (4) 33.3% At/Above = 73.3%  
 Maths: WT = (3) 20%, A = (9) 53.3%, GD = (3) 26.6%, At/Above = 79%  
 Combined RWM = 73%

Targets: R 87%, W 80%, M 87%.

National figures last year (for at/above) were: R 66%, GD = 19%, W74%, GD = 15%, M 70%, GD = 17%. Therefore we will be above in all - however, a health warning, national results will all go up.

There is still time to improve the writing scores as assessments are not in until the end of June.

DC: How have the tests gone?

LG: Monday to Wednesday went well, today's reasoning paper was more challenging.

JFr: The tests fully tested the New Curriculum. The harder questions are required to test for Greater Depth. Teaching of Reading was stronger this year with the introduction of Talk for Writing and more work on vocabulary. We hope to see this reflected in the results.

Q: What have you done to close the gaps?  
A: Quality First Teaching, careful gap analysis and interventions, Pupil Progress meetings to pick up any pupils not on track or not making sufficient progress.  
Q: Can the Venn diagrams be shared with governors as a more accessible way to present data?  
A: These show combined at ARE or above. I will share next time if governors think that this will be useful.

***Quality of Teaching, Learning & Assessment:***

Q: Where teaching is not consistently good what actions are in place?  
A: There is a rigorous monitoring schedule in place, observations and feedback, modelling from experienced teachers at both Debden and Great Chesterford, regular meetings with mentor. NQTs have their own plans.  
Q: Has the figure moved on from last term?  
LG: No, not the headline figure.  
SM: There has been good progress made, but within the RI band. The teacher has responded well to support.  
Q: Can you share a list of the interventions for pupils taking place?  
A: EYFS: Time to Talk (communication, language and social skills programme), gross/fine motor skills, Greater Depth in maths, small group teaching for reading and writing.  
Year 1: Phonics, handwriting, maths  
Year 2: The children have been split into 4 groups for maths interventions which class teachers are leading. There are also interventions for handwriting, phonics and specific reading skills development.  
Year 3/4: Reading, phonics, maths  
Year 4/5: Reading, maths  
Year 6: This is a small class with individualised programs for the pupils. The LSA carries out pre and post teaching for vulnerable pupils.  
Q: What is 'conferencing' for Y6?  
A: These are 1 to 1 meetings with JFr and LG. They provide an opportunity for pupils to take responsibility for their own learning, reflecting on what they have achieved and what they need to focus on. Parents have commented that it has been very helpful.  
Q: Will you do it again next year at the same time? Would it be better earlier in the year?  
A: We will keep to the same time. If they are held too early pupils might have lost momentum by the time of the tests.  
Q: How do you know if interventions are working?  
A: Through half termly data collection and pupil progress meetings. Amy Sargeant from GC has shared a form to use to record interventions and impact which we will introduce in September.  
Q: How do the interventions link to the SDP?  
A: They are part of raising attainment.

	<p><b><i>Olivers Lodge:</i></b>  Q: Has the letter congratulating Olivers Lodge on their OFSTED been sent yet?  A: Yes , on the 15.04.17  Q: Can this also be mentioned in the newsletter?  A: Yes, it will be on the 12.05.17.  Q: Please can you agree communication processes with OL, they are not being made aware when children are off sick. I understand that they have shared their registers with the office.  A: We had a positive meeting where we discussed a number of things with Rebecca Ayres, Area Manager at OL. We have resolved the issue of the door. She said she would speak to the staff about maintaining cleanliness and hygiene standards, as this is part of their role as well. Rebeca also informed us that it is parents who have the responsibility for contacting OL if children are sick. We agreed however, that a positive partnership would mean if OL staff were not sure, (eg if a child had gone home during the day) that they could check with us.  Q: They want to put the door to the communications room onto a push-bar exit so it is locked from the outside, you can set this when you unlock, and there is no additional charge. This works the same way as the push bar emergency exits from the classrooms. Have you paid the fire invoice yet and seen the report?  A: This will be processed and sent for payment.  Q: Where are the school regarding charging hiring fees for external providers? We use some of the same providers and make £80 per week in lettings fees.  A: I have not looked into the yet, are you able to let me know how much your school charges.  MC to send information to the office.</p> <p><b><i>Safeguarding:</i></b>  Q: Are all staff up to date with Level 1 Safeguarding?  A: Yes, this is part of the induction process for all new staff. There is training for all staff at the INSET day in September, governors are invited.  Q: There have been 3 safeguarding incidents. Is this high?  A: Not necessarily, but it is time consuming.  Q: What is the plan to keep on top of H&amp;S? Who is carrying out the termly H&amp;S checks?  A: LG is overseeing, delegating to SD on a weekly basis. SS carries out termly visits. Someone comes in to do the weekly water checks.  Q: Is this person qualified?  A: She has been trained by SS.  Q: Who is the Educational Visits Co-ordinator?  A: LG.</p> <p><b><i>Attendance:</i></b>  Q: Regarding attendance, support staff absence seems high. Are there issues with recurring absences?  A: There is a particular LSA who has had more time off than others. This is being monitored and back to work meetings take place. HR records are kept up to date by</p>	<p><b>MC</b></p>
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	<p>SD and all days off sick are noted on the file. This approach seems to be having an impact.</p> <p>Q: Pupil attendance is positive at 96.9%. Are there any issues with punctuality or persistent absentees?</p> <p>A: There were concerns last year. A letter was sent to the family which had the desired impact. There is a child in Reception whose attendance is low but we do not have to report attendance for these children. We are monitoring the child. Including attendance data on reports also seems to have had an impact.</p> <p>Q: What are the timescales for deciding on class structures for next year and informing the parents?</p> <p>A: This will go out with the summer reports with a short letter answering frequently asked questions.</p>	
10.	<p><b>Development of Outdoor Space (MOD grant)</b></p> <p>LG has applied successfully for an MOD grant. She asked for £30k but was awarded £10k. £3k will be spend on iPads and visualisers, the other £7k on developing the outside space to provide more playground space for winter play. MC suggested considering an all-weather track around the edge of the field. The school is getting advice from JFr's husband who has expertise in this area.</p>	
11.	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li> <p><b><i>Finance, Premises &amp; Admissions (29.03.17):</i></b> JF reported on the headlines from this meeting, minutes having been circulated to all governors:</p> <p>LG is working on the Disaster Recovery Plan which she will bring to the next FP&amp;A meeting.</p> <p>There are issues with the canopy. The Local Planning Authority have said that the surface of the roof is not in keeping with the rest of the building. Canopies UK, who provided the canopy, have offered to take it down at no expense.</p> <p>FP&amp;A Committee to consider possibility of re-roofing with something more in keeping.</p> <p>No figures were available for the meeting.</p> </li> <li> <p><b><i>Teaching, Learning &amp; Safeguarding (24.03.17):</i></b> In the absence of LS UL reported on the headlines from this meeting, minutes having been circulated to all governors:</p> <p>There was a good attendance at the Maths and Phonics workshops. The children wrote invitations to their parents. They were involved in the workshops and proud to show what they have been learning.</p> <p>A new Homework Policy is being introduced this term. KS1 homework focus is on reading, with phonics if appropriate. KS2 will have a menu style approach to homework. Activities are given at the beginning of a topic and pupils can choose what they attempt, allowing for weekends away, on the one hand, and giving an opportunity for greater depth on the other. This approach takes into account input from the Parent Forum.</p> <p>AA: It is important to ensure that there are some activities that pupils can do on their own.</p> <p>SM: Is there any regular English and Maths?</p> </li> </ul>	

	<p>LG: No, all choice at the moment, although there is an expectation of reading, time tables and spellings as well.</p> <p>New policy will come to next FGB.</p>	
12.	<p><b>Governor Monitoring</b></p> <p>Governors are concerned that their monitoring visits over the last year have consisted in talking to subject co-ordinators. Whilst this has been useful, it is not evidence based, as they have not looked at any books or spoken to children or other staff. They would like to move to a more mixed approach.</p> <p>SM: Governors should give good notice of the visit and outline what they would like to see.</p> <p>LG confirmed that she was happy for governors to suggest monitoring activities to subject leaders. Governors should let her know when they are planning visits so that some cover can be provided if necessary.</p> <p>JF: This is a new approach for the school. Perhaps a governor could attend when LG speaks to staff?</p> <p>DC: Emphasise that we are making ‘observations’ not ‘judgements’.</p> <p>LG to arrange for staff meeting after half term.</p>	
13.	<p><b>Governor Monitoring Visits (Written reports circulated)</b></p> <ul style="list-style-type: none"> <li>• <b>EY - report from MC:</b> MC met with GF. The Tapestry assessment system has had a positive impact on reducing teachers’ admin time. MC wondered whether there were other areas where it might be useful.</li> </ul> <p>LG: Each class will have its own tablet which will be useful for photographic evidence.</p> <p>SM said that tablets work really well at GC. Children can photograph their own work and print off for evidence.</p> <ul style="list-style-type: none"> <li>• <b>Maths - report from AA:</b> The school is using the White Rose maths mastery approach. There is good evidence that this brings up the lower achievers, AA queried the impact on more able pupils.</li> </ul> <p>SM: All pupils study the same topic, but not necessarily the same work. The problem solving challenges give the opportunity for pupils to work at greater depth. The demand of the new curriculum is much higher, we need to ensure solid foundations for the lower achievers.</p> <ul style="list-style-type: none"> <li>• <b>Phonics - report from UL:</b> Report circulated, nothing further to add,</li> <li>• <b>Safeguarding - report from UL &amp; JF:</b> UL and JF checked the SCR and Risk Assessments. There were some outstanding items at the time of the visit but these have been resolved. The Diocese requires that DBS checks be renewed every 5 years, to be implemented. It was felt that some Risk Assessments for offsite activities were too generic, LG to speak to EVC at GC.</li> <li>• <b>More Able -report from LS:</b> LS’s report raised the question ‘Do army children have access to after school activities’?</li> </ul> <p>LG: There are transport issues. We will talk to the contact at the barracks and explore possible solutions.</p>	<p><b>LG</b></p> <p><b>LG</b></p>
14.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• <b>Governor Visits Policy:</b> This is the model Essex policy. Governors <b>APPROVED</b> the policy.</li> <li>• <b>More Able Policy:</b> Governors <b>APPROVED</b> the policy.</li> </ul>	

15.	<p><b>Website</b></p> <p>LG told governors that some parents have offered to revamp the website to make it easier to upload photos.</p> <p>JF: Will this mean a new website?</p> <p>LG: Yes.</p> <p>UL: We have only had the current website for 2 years, and it was expensive at the time.</p> <p>LG: The parent would build the new website free of charge.</p> <p>UL: We need to check that there is no cost involved in leaving the current provider.</p> <p>LG to liaise with AD at GC and bring proposals to next FGB.</p>	<b>LG</b>
16.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• <b>Updates from H&amp;S report:</b> Covered in HT report.</li> <li>• <b>Lockdown Procedures:</b> These were <b>APPROVED</b> by governors.</li> <li>• <b>Perimeter:</b> LG is concerned that the gates/wall are too low. SM suggested trellis be erected as a matter of urgency. All external doors to be operated by fobs.</li> </ul>	
17.	<p><b>Church School</b></p> <p>JFr and a group of pupils attended the recent Family Service.</p> <p>Mike Dean (Diocesan SIP) is coming in June, his report will come to next FGB meeting. He is going to lead staff training on assemblies/worship and also advise on the SIAMS SEF.</p>	
18.	<p><b>AOB</b></p> <p><b>Governor Training:</b> The Balance training package costs £500 per year. Since it has mainly been UL, JF and JWB who have attended the training, and these governors are leaving, UL suggested that governors should review their training needs.</p> <p>GC use GEL online and in-house training. SM to check whether Debden would have access to GEL under the MAT.</p> <p>JF recommended joining the NGA.</p>	<b>SM</b>
19.	<p><b>Dates/Times of Future Meetings</b></p> <p><b>29<sup>th</sup> June 2017, 7pm</b></p> <p>NB. Admissions Policy 2019/20 to be reviewed at LGB September 2017</p>	