

**MEETING OF LOCAL GOVERNING BOARD**

Minutes of the meeting held on 22 November 2018

Name	Type	Office	Term
Vacancy	Parent		
Vacancy	Parent		
Sarah Belchambers	General Member		27/03/2022
Vacancy	General Member		
Sarah Mitchell	General Member	Executive HT	Ex officio
Lin Stephenson	General Member	Chair	01/01/2021
* <i>Liam Tobin</i>	<i>General Member</i>		<i>27/03/2022</i>
Louise Gurney	Staff	HT	Ex officio
Jo Fradd	Staff		01/01/2021
John Saxon	Foundation: Incumbent		Ex officio

**In attendance**

Tom Bennett Clerk

\* *indicates absence*

*The Rev. John Saxon opened the meeting with a prayer.*

**40/18 Apologies for absence**

Apologies were received and accepted from Liam Tobin.

**41/18 Any Other Business**

- Headteacher

**42/18 Declaration of business interests**

No governor declared a potential conflict of interest with any items to be discussed at the meeting or that they had given or received any gifts or hospitality that could or be perceived to compromise their impartiality when dealing with matters for the Academy.

**43/18 Minutes of the previous meeting**

The minutes of the previous meeting held on 6 September 2018 were approved and signed as an accurate and true record of the meeting.

**44/18 Matters arising**

**Minute 36/18 – Safeguarding**

All governors were asked to confirm in writing that they had read the amended Safeguarding and Child Protection Policy including Part 1 of the DFE’s updated statutory guidance on “Keeping children safe in education”.

**45/18 Policies**

The Clerk tabled a draft list of the Academy’s policies setting out their review dates, the frequency when they should be reviewed, who should carry out the review, the location where the policies were filed, whether they had been published on the website and to staff and references to the supporting statutory legislation and guidance.

It was **agreed** to carry out the following actions:

- To confirm if there were any MAT policies that had been delegated to the

**Action**

**All**

**Clerk/ SM**

Academies to maintain and review.

- b) To confirm that the all the DPA specific policies have been included.
- c) To review and confirm the location and current review dates of the Academy Policies listed.

LG/ Clerk

LG

#### 46/18 Headteacher's Report

The HT introduced her termly report and provided answers to the following questions.

- Does the HT have sufficient capacity to take on the leadership for EYFS as well providing leadership for History and teaching two days a week?

The Headteacher reported she will be taking over the leadership of the Early Years Foundation Stage [EYFS] pupils in November when the current teacher goes on maternity leave.

Early Years was currently one of the school's strengths and the HT would be looking for support to ensure the standard is maintained. She had already received support on EYFS from the Deputy Head at GCPA.

The EHT advised that Ofsted inspected EYFS separately to the rest of the school and it was important to provide support to ensure data and progress is being monitored and managed prior to an inspection. All the EYFS team as well as the HT should be proactive in monitoring the data and progress. It was **agreed** the HT would make arrangements with GCPA for support on EYFS.

LG

- Confirmation of the targets and data on the HT's report.

The meeting noted the targets and data on the report related to 2018-19.

- What were the main points following the "Ofsted Ready" visit by the Essex CC School Effectiveness Partner?

The EHT reported some areas of the school were doing very well, but there was a lack of consistency across the school. The leadership team needed to monitor teachers to ensure teaching and learning was being delivered consistently across the school. It was noted the Teaching and Learning Committee will review the standard of teaching and learning together with actions taken to improve consistency across the school, at their next meeting.

It was **agreed** to circulate the report after the meeting

LG

The Diocesan school advisor had also visited the school for an update on progress and actions since their previous visit. It was **agreed** to circulate the visit report after the meeting.

LG

- The Academy's KS1 results for writing were below the Essex County and National averages. What interventions/plans have been put in place to improve the results

The HT reported more emphasis was being put on pupils using their writing key skills across other subjects and the curriculum as well as in specific lessons on improving writing. Class Teachers were being pressed and monitored by the HT and Deputy HT on improving reading and on presentations.

- What is target tracker training?

Target Tracker was a programme used to track pupils' progress and to identify those pupils falling behind and not making expected progress that is then fed into regular

pupil progress meetings with the HT.

- What is pupil conferencing?

The school had introduced “Pupil Conferencing” to allow teachers to meet pupils individually to discuss their report and the areas they could develop. The HT felt this made the children feel more valued and encouraged them to take ownership of their learning points. Currently only happening with Y6 children but it is hope to introduce it to other year groups.

- What benefits did the Academy receive from its participation with the cluster group of local schools?

The HT reported she had been involved in a lot of collaborative work with the consortium of small local schools that the academy was a member of. The work was valuable in sharing good practice, providing good leadership CPD and training to middle leaders as well as external moderation of the Academy’s data and self assessment.

- Can the Academy make an emergency bid for a Condition Improvement Funding grant to fund a new boiler?

Andrew Kent, who provided the Academy facilities consultancy, did not feel the boiler would be eligible for emergency funding. However the Academy was currently obtaining costs and would still make a bid.

The Chair thanked the HT for her report and all the work that she and the staff that had done since the last meeting.

#### **47/18 Academy Development Plan/ Self Evaluation**

The meeting received the Academy Development Plan [ADP] that had been updated to record the actions taken and progress made in meeting the five key objectives set out in the plan.

The key questions included in the ADP for each key objective were very helpful and should be used by governors when carrying out monitoring visits.

The meeting also received and noted the Self Evaluation Form detailing the Academy’s current scoring on the following:

- The effectiveness of leadership and management
- The quality of teaching, learning and assessment
- Personal development, behaviour and welfare
- Outcomes for pupils
- The effectiveness of the early years provision
- Overall effectiveness
- Progress made on addressing the areas identified for improvement by Ofsted in May 2015
- SDP priorities

A lot of the SEF needed to be updated and it was **agreed** to circulate the updated SEF after the meeting.

It was noted the self assessment needed to be an honest and an accurate assessment as Ofsted referred to it when carrying out an inspection and had marked schools down who had overstated the school’s performance.

The Academy had implemented a new tracking programme “Monitoring Made Easy” for four of the Foundation subjects and will be rolling it out to other subject following a review of its use on the four subjects.

LG

The meeting noted the Teaching and Learning Committee would review the progress being made in addressing the areas requiring improvement, raised at the last Ofsted inspection.

#### **48/18 Minutes/reports of committees**

##### **a) Finance and Premises**

John Saxon agreed to take over as the Chair of the committee from Lin Stephenson.

Sarah Belchambers highlighted the main points of the minutes of the Finance and Premises Committee meeting held on 8 November 2018.

The Committee had reviewed its terms of reference and had been agreed to add GDPR to them.

The meeting had discussed the current governor vacancies and the need for a new governor with a financial background.

The Committee agreed to monitor the Academy's staff budget as it currently represented 81% of the total budget. The benchmarked target for staff costs should be in the region of 75% to 80% of total costs.

The amount included in the budgeted for cover staff to cover staff on sick leave was only £1,500. The Committee had asked the Business Manager to confirm whether the Academy could use part of the school improvement fund to provide additional funding for cover staff.

It was noted staff will receive training on GDPR following a data security breach.

The Academy had set up new academy email addresses for all governors to use as part of complying with the new GDPR requirements. Governors needed to activate and use their new Academy email addresses for Academy business and should contact the administration team if they need any help in doing so.

The Committee had reviewed the Charges and Remissions Policy including the charges and financial support provided to pupils for trips and recovering debts from parents.

The committee had reviewed the maintenance recently carried out as well as future plans. Maintenance remained a key priority for the school and would need to be budgeted for in 2019-20.

The Committee were considering a proposal to generate income from hiring out the school and grounds during the holidays.

The Academy's external H&S advisor would be carrying out an inspection on Thursday 15th November 2018.

The Academy was waiting for quotes for new laptops that the Friends of Debden School [FODS] had agreed to fund.

##### **b) Teaching and Learning Committee**

Lin Stephenson, the Committee Chair, highlighted the main points of the minutes of the Teaching and Learning meeting held on the 15<sup>th</sup> November 2018.

The committee had reviewed and considered reports on SEND and Science, the SEF, safeguarding, planning for teacher long, medium and short term deployment and recruitment, pupil and sports premium, Church issues and the Academy's website.

The Committee had not made any recommendations to amend its terms of reference.

All

**49/18 Membership**

The meeting noted the Academy had sent out two notices, one by post and the other by email, asking for nominations to fill the two parent governor vacancies but had not received any replies. The vacancies had also been advertised in the local newsletter, the Debden Parish Pump.

John Saxon reported and **agreed** to follow up an interest on becoming a governor expressed by a local person.

It was **agreed** to contact local businesses and ask them to support the Academy by advertising the vacancies to their staff and to allow staff appointed as governors, time off to attend meetings and visit the school.

JS

Chair/ LG

**50/18 Chair's action [LS]**

The Chair and Vice Chair reported they had not made any decision or carried out any actions on behalf of the governing body since the last LGB meeting.

**51/18 Correspondence [LS]**

None

**52/18 Safeguarding children [LS/LG]**

The Chair reported there have been three fixed term exclusions during the Autumn term, all for the same child.

The Academy had put in place a range of interventions for both the pupil and parents to help improve the pupil's behaviour and minimise any impact on other children and the staff.

The Academy was currently seeking additional statutory funding to help manage the pupil's behaviour during lunch and play times and to try and avoid having to permanently exclude the pupil.

There had been one racial incident that was being investigated.

**53/18 Church Matters [JS/ LG]**

The Teaching and Learning Committee had received a report on church and school related activities.

**54/18 Governor visits**

The Chair reported there had been a lot of visits and the visit reports had been circulated to all governors with the meeting papers. The meeting received and noted the visit reports.

John Saxon reported his findings following a visit to observe lunchtimes. The number of pupils having school lunches had fallen, that may have be due to children having their lunch with other pupils in their school houses. It was **agreed** to look into this and to promote the benefits and value of children having a cooked school meal to the parents of pupils having packed lunches.

LG

Sarah Belchambers reported she had part completed a review of the health and safety procedures and regulations at the school and would be liaising with the Administration Staff to follow up on a number of issues identified.

The Chair provided feedback on a visit carried out to observe the teaching of British Values and reported she had found all the children fully engaged as well as polite.

**55/18 Governor training**

The governors felt it would be helpful if they could have a pre- Ofsted training session on the school's data. It was suggested and **agreed** to consider holding a training session say 15 minutes prior to each LGB meeting to review the data and to note what actions and interventions were being taken to address the areas requiring improvement.

It was noted that Ofsted would be issuing a new inspection framework that will be more focused on schools providing a broad and balanced curriculum.

The Chair reported the Diocese will be running a training session on "Bridging the Gap between the Church and church schools" on Saturday 2 February 2019.

The meeting noted there will be a local school governor conference at 7:00 pm on 12th February 2019 at 7.00 at St Thomas More school.

The EHT **agreed** to follow up the allowing governors to access on-line training courses provided by the National Governors Association [NGA].

Chair

All

All

SM

**56/18 Any other business**

The HT reported she had decided to tender her resignation and would be doing everything to allow for the proper recruitment of a successor and ensure a smooth handover.

Staff and pupils would be informed the following day after the meeting and she would also be writing to all parents to advise them of her decision.

The Chair and governors expressed their thanks for all the HT had done in bringing about improvements at the school.

**57/18 Date/time of future meetings [LS]**

- Thursday 4<sup>th</sup> April 2019
- Thursday 4<sup>th</sup> July 2019

***All LGB meetings start at 7:00 pm***

**Signed by Lin Stephenson [Chair] on 4<sup>th</sup> April 2019**