



Great Oak Academy
Minutes of Debden Local Governing Body meeting held at the school
on 2nd November 2017 at 7:00pm

Value-Aspire-Achieve

Name	Ref	Type	Present	Role	Term
Damian Carlier	DC	General Member	Present		01/01/2021
Jo Granfield	JG	Parent	Apologies		01/01/2021
Andrew Armour	AA	Parent	Apologies		01/01/2021
Sarah Mitchell	SM	General Member	Present	Executive HT	Ex officio
Linda Stephenson	LS	General Member	Present		01/01/2021
Melissa Challinor	MC	General Member	Present		01/01/2021
Louise Gurney	LG	HT	Present	HT	Ex officio
Jo Fradd	JF	Staff	Present		01/01/2021
John Saxon	JS	Foundation: Incumbent	Apologies		Ex officio
Vacancy		General Member			
Attendees					
Ali Mansfield	Clerk		Present	Clerk	

Item	Detail	Action
1.	Prayer LS opened the meeting in prayer.	
2.	Apologies for Absence Apologies received and accepted from JG, AA and JS. Gau Gurung has resigned from the LGB. SM arrived at item 8.	
3.	Declaration of Business Interests/Conflict of Interest <ul style="list-style-type: none"> <i>Governors to declare any changes to the Register or conflict of interest arising from the current agenda:</i> None declared. <i>MC to complete Business Interest Form for this academic year:</i> Completed. 	
4.	AOB <ul style="list-style-type: none"> <i>Olivers Lodge</i> <i>Admin Staff</i> 	
5.	Minutes of previous meeting of LGB - 13th September 2017 These were agreed as an accurate record and signed by the chair.	

6.	Matters arising not covered elsewhere on the agenda <ul style="list-style-type: none"> • MC to sign Code of Conduct: Completed. • Terms of Reference for committees: FPP have reviewed and agreed, on agenda for TLS committee tomorrow. • SM to contact legal advisors re increasing PAN: c/f 	SM
7.	Membership of LGB <ul style="list-style-type: none"> • To note resignation of Gau Gurung: GG has resigned from the LGB for personal reasons. • To consider the need for another Army representative on the LGB: GG is aware of someone on the barracks welfare team who has been a governor before and might be interested in taking on the role. Governors reiterated the importance of an Army representative on the LGB to maintain strong links with the barracks. 	LS/LG
8.	HT Report This had been circulated prior to the meeting. MC had submitted a number of questions to LG: Q: When will all teaching be consistently good and what support is in place to achieve this? A: The teacher in question is an NQT and therefore not expected to be consistently good at this stage, although there are already good elements. JF is his mentor and they meet every two weeks. She carries out observations and then discusses the strengths/weaknesses and provides an action plan of things to work on before the next meeting. LG carries out drop ins and book scrutinies and believes that this teacher has the potential to be solidly good fairly quickly, a judgement supported by the recent SIAMS inspection. Q: How often do classes participate in Forest School? A: EY every other week, the other classes fit around them and participate once per half term. The pupils are able to walk to Rowney Wood for these sessions. One of the LSAs is a Forest Schools leader. Q: Could Olivers Lodge be included in the list of Clubs information? A: LG to source the Olivers Lodge poster in order to advertise their service alongside other clubs. Q: Is there any data available on the effectiveness of interventions? A (LG): There will be a data drop at the end of term and teachers will review which interventions have been most effective. The more individualised sessions focussed on gap filling are the most effective but these rely on the LSAs having the appropriate skills and there are only a couple who are confident with this approach at present. Years 1 and 2 have Rapid Phonics sessions led by the teachers during worship/registration time. A (JF): A recent INSET day looked at the use of LSAs. Evidence shows that ad hoc tailored sessions are the best approach but teachers need the skills to manage the LSAs to deliver these sorts of interventions. We are working on this. Q: How are you dealing with staff absence? A: Back to work interviews are proving extremely effective. Q: Why 3 days paid leave of absence? A: LG to check and feedback to LS. Q: Are the split classes working?	LG

	<p>A: Yes, there have been no negative comments. The children have settled really well. Feedback from parents will come at Parents' Evening next week.</p> <p>LS commented that she had reviewed the Strategic Priorities which governors had drawn up 15 months ago and was pleased to report that the school is already doing lots of it:</p> <ul style="list-style-type: none"> • Focus on sport • Opportunities to learn musical instruments • Opportunities for performance • Christian Values. 	
9.	<p>Church School</p> <ul style="list-style-type: none"> • SIAMS Report and follow up: The report is not yet available, although it is confirmed that the overall outcome is 'Good'. SLT are very pleased with the outcome. There are things to work on, but the school has moved a long way forward. LS asked for congratulations to be passed on to the staff. 	LG
10.	<p>Development of Outdoor Space (MOD grant)</p> <p>LG has received confirmation that artificial grass is acceptable for the outdoor space. Planning permission is not required for the new fencing as it is not visible from the road. LG wished to record thanks to Sharon Dyster for her hard work on this project. The new facilities will be in place for the start of the spring term.</p>	
11.	<p>Committee Reports</p> <ul style="list-style-type: none"> • Finance, Premises and Admissions: MC reported on the FP&A meeting: <ul style="list-style-type: none"> ○ The AMP will be managed more closely. A clear plan showing spending and what is being saved for will be ready for the next meeting. ○ The bins are being dealt with as part of the caretaker role. ○ The canopy has been taken down as the planning department would not reconsider their decision. LG is very disappointed by this outcome. ○ No financial reports have been made available. LG is going to arrange monthly meetings with Barbara Benn once the audit has been completed. SM confirmed that now that the new Sage system has been set up BB will be able to run the same reports for Debden as Gt. Chesterford. ○ Sports Premium grant has been doubled this year, the school will have to decide the best use for this funding. • Teaching, Learning and Safeguarding: Minutes of previous meeting had been circulated, there were no questions. Another meeting to take place this week, minutes will be circulated once available. 	<p>MC/LG</p> <p>LG/MC</p> <p>LG/JF</p>
12.	<p>Governor Monitoring Visits</p> <ul style="list-style-type: none"> • RE: Report from JS has been circulated. It was generally a very positive report with a few points to take forward, some of which had already been covered in preparation for the SIAMS inspection. • PE: DC carried out a PE monitoring visit today and gave a verbal report. He spoke to LG and the PE co-ordinator and also observed the external coach. <ul style="list-style-type: none"> ○ The key question which needs to be answered is 'what is the vision for PE'? Is it for high quality PE or for healthy, active children? This will clarify what the school requires from the coach. It will also enable SLT to show impact 	

	<p>and measure success. SLT to consider their vision for sport/PE and bring back to governors.</p> <ul style="list-style-type: none"> ○ SM said that she had resources for the assessment of foundation subjects which cover PE, including the new skill sets. The school will need to ensure a good coverage of different sports so a curriculum map will need to be drawn up. There will be an increased focus on PE with the increased levels of funding. Plans should be put on the website asap. DC suggested that LG find out what are the expectations of the secondaries for year 7 pupils. ○ The daily mile is fantastic, would it be possible to co-ordinate into a whole school challenge eg. 'Run to the moon'? 	LG
13.	<p>Governor Training</p> <ul style="list-style-type: none"> • Clerk to notify Balance and EES that JS is now training link governor: Completed. SM has asked the Gt. Chesterford training link governor to get in touch with JS. • JS to send link to GEL online safeguarding training to all governors: c/f. It was noted that DC has completed safeguarding and safer recruitment training in his professional role, as has MC. LS is attending training for the Safeguarding Lead governor next week. • Other training needs: Anne Fisher (Gt. Chesterford SIP) will provide joint training for Debden and Gt Chesterford governors in Ofsted preparation. 	JS
14.	<p>Policies</p> <ul style="list-style-type: none"> • Exclusions: Governors discussed whether the policy included the Chair of Governors too early in the process. SM said that in the case of a permanent exclusion she would want to discuss her decision with the Chair of Governors. There would be sufficient governors across the MAT to provide an exclusions panel. Governors suggested revised wording to read: 'in consultation with the Chair of Governors and Executive HT'. Policy AGREED with this revision. MC asked whether LG had found the policy helpful in dealing with a recent fixed term exclusion, LG replied yes she had. DC asked whether there was monitoring in place on return from a fixed term exclusion, LG replied that a reintegration meeting was held where expectations of behaviour and the support to be put in place were outlined. • Collective Worship: LS observed that this was a comprehensive policy, particularly the section for visitors. Policy AGREED. • Missing Children: This policy actually covers children 'escaping' from school and should not be confused with 'Children Missing from Education'. LG has consulted with the staff who all know the procedures. The policy will be renamed to avoid confusion and will form an appendix to the Safeguarding Policy. AGREED. • Intimate Care: This is a model policy, LG to circulate, governors to send any comments or queries by Monday 6th November 2017, otherwise policy will be deemed AGREED. 	<p>LG</p> <p>Action LG, All</p>
15.	<p>Website</p> <p>JG is working on the new website which should be rolled out by the end of the month. SM has provided JG with the statutory list for compliance. The governor section on the old website needs updating with the new Business Interest Register.</p>	

16.	<p>Safeguarding</p> <p>There have been incidents involving a pupil attempting to ‘escape’ from the premises. The new fencing is up but the child was able to jump over the gate. LG spoke to the fencer and a board has been put up to prevent this happening again. Fobs for staff are expected shortly which will increase site security.</p> <p>DC: Has a Risk Assessment been drawn up for this pupil?</p> <p>LG: One is in process in consultation with Behaviour Support and the parents.</p>	LG
17.	<p>AOB</p> <ul style="list-style-type: none"> <p>Olivers Lodge: There have been concerns around cleaning and staffing/ safeguarding. LG said that the cleaning issue has now been dealt with. MC said that she has difficulty accessing Olivers Lodge some mornings. There is only one member of staff and this person only has a personal mobile. Sometimes it takes as much as 10 minutes to get attention. She suggested a letter from the Governors raising staffing and safeguarding issues.</p> <p>SM: Although Olivers Lodge are a separate provider they are using the school premises and should be providing the same level of care.</p> <p>DC: Have they been inspected by Ofsted recently?</p> <p>LG: Yes, and were judged ‘Good’.</p> <p>It was AGREED that a letter from The Governors was appropriate, outlining expectations and also requesting a copy of the Lone Worker Policy. A dedicated phone is considered to be critical. LS to draft a letter and circulate for comment before sending, response required from OL by Christmas, phone to be in place immediately.</p> <p>Admin Staff: Both Sharon Dyster and Angela Oakman will be leaving on the 30th November 2017. SD’s role will be covered by centralised services within the MAT. LG has appointed a replacement for AO for the mornings, starting 4th December 2017. Cover between 30.11.17 and 04.12.17 will be provided by the MAT. Afternoon cover is still required, position to be readvertised.</p> 	<p>LS</p> <p>LG</p>
18.	<p>Dates/Times of Future Meetings</p> <p>FGB: Thurs 15th March @ 7.00pm Thurs 12th July @ 7.00pm</p> <p>Teaching, Learning and Safeguarding: Wednesday 13th December @ 9.30am</p> <p>Finance, Premises and Admissions: 23rd November 2017 @ 8.15am</p>	LS