



**Great Oak Academy**  
**Minutes of Debden Local Governing Body meeting held at the school on**  
**29<sup>th</sup> June 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	Apologies		01/01/2021
Jo Granfield	JG	Parent	Present		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	Present		01/01/2021
Melissa Challinor	MC	General Member	Apologies	Link	01/01/2021
Louise Gurney	LG	HT	Present		Ex officio
Jo Fradd	JFr	Staff	Apologies		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 Fradd, Melissa Challinor, Damian Carlier and Jane Ward Booth.	
3.	<b>Declaration of Business Interests</b> None declared	
4.	<b>Notification of Any Other Business</b> <ul style="list-style-type: none"> <li>• <i>Repairs to ramp to mobile classrooms</i></li> <li>• <i>Sports Day</i></li> <li>• <i>Leavers' Service</i></li> </ul>	
5.	<b>Minutes of Previous meeting of LGB - 11<sup>th</sup> May 2017</b> These were agreed as an accurate record and signed by the chair.	

6.	<p><b>Matters Arising not covered elsewhere on agenda</b></p> <ul style="list-style-type: none"> <li>• <b>Declaration of Business Interest - JG and AA to sign new forms:</b> Completed.</li> <li>• <b>Edubase - LG to check that office have all the details required:</b> Completed.</li> <li>• <b>RAISE login:</b> RAISE is closing and will be replaced by Analysed School Performance (ASP) which will be under the new school number.</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 - awaiting reply from lawyers:</b> No response from lawyers to date.</li> </ul> </li> <li>• <b>MC to send information on lettings fees to the office:</b> Completed.</li> <li>• <b>Access to after school activities for Army children:</b> LG has looked at the number of children attending clubs from the barracks this term: Athletics - 2 out of 16 attendees Cricket - 1 out of 16 attendees None attend the other clubs. LG intends to send questionnaires asking which clubs they would like to attend in September. JF suggested that this be done before the end of the summer term in order to be prepared. JG pointed out that there was nothing to suggest that they want different clubs and that the question to be addressed is ‘what is the barrier to the children attending?’ It was decided that parents from the barracks should be asked why their children did not attend clubs, eg. finance, transport, other.</li> </ul> <p>[AA arrived at this point in the meeting]</p>	Action LG
7.	<p><b>Membership of LGB</b></p> <ul style="list-style-type: none"> <li>• The new curate is willing to take up the Foundation: Incumbent position on the LGB which UL has been filling in the absence of a suitable clergy representative until now.</li> <li>• Gau Gurung, Families’ Officer at the barracks, has agreed to take on the role of Barracks Liaison Governor. He has experience of safeguarding and is very well regarded at other barracks schools. AA reminded governors that he helped with the shoe boxes for Tan Ting. GG would like to meet governors before taking up the position in September. He has been invited to a number of end of term events. Clerk to invite GG to September meeting, LG to provide contact details.</li> <li>• Another potential governor was considered but it was decided that a review of the skills needed on the LGB should be undertaken before the appointment of further governors.</li> <li>• Following the resignation of UL, a new Chair of Governors is required for the next academic year. LS indicated that she would be willing to fulfil this role and governors were confident that she had the requisite skills. Governors therefore voted unanimously to recommend to the Directors that Lin Stephenson becomes chair. LS will investigate chairs’ training.</li> </ul>	Action clerk, LG
8.	<p><b>HT Report</b></p> <p>In lieu of a full HT report, there being very few changes from the report produced in May, LG shared with governors detailed Year 2 assessment data. She is preparing a full data report for The Directors which will be completed once the KS2 SATs results are available on the 4th July 2017. The report will also be sent to Debden governors who can email any questions to LG.</p>	

***KSI:***

Reading: 74% (National 2016 77%)

Writing: 63% (National 2016 63%)

Maths: 58% (National 2016 74%)

RWM: 58% (National 2016 63%)

This cohort has had staffing issues this year. (They also had a poor reception year, although Year 1 was positive.) Problems were identified in the autumn term and interventions have been in place but have not had the desired outcomes. LG told governors that the children had missed consistent QFT and that some fundamental key mathematical skills had been missing.

JG: Have they fallen back?

LG: No, but they have not made the accelerated progress which was needed to bring some of them to ARE.

UL: Why did interventions not start in earnest until February?

LG: They were started with teachers in February, previously they were carried out by LSAs.

UL: What were the spelling interventions?

LG: Interventions focussed on key words and strategies for spelling, gross and fine motor work for handwriting'

JF: What is happening for these children between now and the end of term?

LG: Key maths skills are being addressed, children are continuing to read daily, handwriting interventions are in place and also phonics for the children who are weak in this area.

UL: Who is carrying out the interventions?

LG: LSAs, plus teacher led guided group work

LS: These children have had 2 out of 3 poor years, they need to catch up as much as possible before the summer. In September the progress of those still struggling should be checked weekly.

SM: Progress will be tracked using progress matrices.

UL: The target for maths was 75%, more should have reached ARE.

LG: If they had had a settled year they would have been close to the targets. There is a strong teacher next year for those children who have missed out.

SM: Maths will be a focus for next year on the SDP.

LS: How many of the children made expected progress?

LG: Only 57% reached GLD at the end of Reception. The progress matrix will show which children have made expected progress from the end of EY.

JF: Are the teaching issues resolved?

LG: Yes.

JG: We need to communicate to parents what is being put in place for their children. Detailed analysis of data to be considered at next T&L Committee, also included in HT report for FGB.

***Phonics:***

All but 1 child passed the phonics screening (92.7%)

In the Year 2 retake 3 out of the 4 children passed (75%)

	EYFS data is looking positive. Year 6 SATs outcomes are expected to be positive.	
9.	<p><b>Annual SEN Report</b></p> <p>The report from LS (SEN governor) had been circulated in advance of the meeting. LS highlighted the following:</p> <ul style="list-style-type: none"> <li>• GF has not yet started the SENCO award. However, she has a very tight hand on SEN at Debden.</li> <li>• GF has reassessed the register and a group of pre-SEN pupils who are not thriving are being tracked.</li> <li>• GF is taking a sabbatical year next year. There is a skilled SEN LSA at Gt. Chesterford who could take on the role for a year with LG as the nominated SENCO. A full programme of work would be mapped out for the LA to deliver.</li> <li>• The progress of SEN pupils is positive.</li> </ul>	
10.	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Finance, Premises &amp; Admissions (18.05.17):</b> Minutes had been circulated to all governors, there were no questions. Since the meeting LG has found a possible solution to the key holder issue (there is no key holder in the village for emergencies) but it has a cost implication. There is a company which will hold the keys and charge an annual rate of £365. Call out charges would be on top of this fee. Governors thought that paying a retainer to a local person would be a better solution. SM suggested giving the HT's number to close neighbours of the school so that they have someone to contact if the alarm goes off. All governors to consider possible key holders for further discussion at next FP&amp;A meeting. SM suggested that the building company who are installing fire doors over the holiday could act as key holder for the summer as this would also allow them flexible access. JF: We had no figures for the last meeting. Will there be figures for the next meeting? SM will ask SBM to send figures across before next meeting. LG to send budget to JF. JF: Is there any further news about the canopy? LG: I have spoken to a local builder who has suggested a possible solution. Planning have requested a sample tile for a decision. Samples have been requested and will be sent on once they arrive.</li> <li>• <b>Teaching, Learning &amp; Safeguarding (16.06.17):</b> Minutes to be circulated once available, LS reported on the headlines from the meeting: <ul style="list-style-type: none"> <li>○ The committee discussed the Year 2 data (covered above)</li> <li>○ Mixed classes for next year were discussed, a positive presentation of these classes to be sent to parents emphasising small class sizes</li> <li>○ Target setting/assessment to be focus for SDP</li> <li>○ More variety of sports opportunities are available</li> <li>○ The library is progressing</li> <li>○ The gate is to be replaced and fobs for the doors purchased. It is hoped that this can be funded by a MAT CIF bid.</li> <li>○ Lots of staff training has taken place this half term</li> </ul> </li> </ul>	<p><b>Action all</b></p> <p><b>Action SM</b></p> <p><b>Action LG</b></p>

	<ul style="list-style-type: none"> <li>○ The committee considered curriculum policies and what is appropriate to go on the website</li> </ul> <p>JG: How is staff morale?  LG: Much improved from this time last year. All are now clear where we need to go.  LS: The sense of collaboration is noticeable when you visit.</p>	
11.	<p><b>Governor Monitoring</b></p> <ul style="list-style-type: none"> <li>● SEND, LS, 23.05.17 - nothing further to add to SEN Report</li> </ul>	
12.	<p><b>Governor Training</b></p> <ul style="list-style-type: none"> <li>● GEL online training has recently changed to a new company, SM is trying to incorporate Debden governors under MAT membership.</li> <li>● Debden is signed up to Balance training but governors rarely attend. It was noted that it is possible to attend specific training on a pay as you go basis. UL to cancel subscription to Balance.</li> </ul>	<b>Action UL</b>
13.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>● <b>Child Protection Policy - AGREED.</b>  UL is currently the nominated Safeguarding governor so a successor is needed. SM suggested that more than one governor should undertake the training. A 10 week online course is available from Andrew Hall.</li> <li>● <b>Health &amp; Safety Policy</b>  JF noted that the policy refers to a Critical Incident Plan but there is no reference to the Lock down Procedures. Policy <b>AGREED</b> with this addition.</li> <li>● <b>Emergency Response Plan, First Aid Policy, Adminstrating Medicines Policy</b>  All circulated in advance of meeting. There being no questions these were <b>AGREED.</b></li> <li>● <b>Code of Conduct</b> - The revised code of conduct was circulated, to be adopted at FGB in September.</li> </ul>	<b>Action clerk</b>
14.	<p><b>Website</b></p> <p>The current company would charge £1359 + VAT for a new design. JF said that a new platform from this company was in place at Thaxted and that changes were now easy to make. The company had eventually updated the Thaxted website free of charge and JF suggested that LG speak to the SBM there.</p> <p>Gt Chesterford use a differently company who might give a discount to Debden as part of the MAT. It was thought that consistency between schools in the MAT was desirable. SM to investigate.</p> <p>LG to check whether a notice period would be required for the old company.</p>	<b>Action SM</b> <b>Action LG</b>
15.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>● <b>Annual Safeguarding Report to Governors:</b> Report circulated, no questions.</li> <li>● <b>Risk Assessments:</b> LG has discussed these with Amy Sargeant.</li> </ul>	
16.	<p><b>Church School</b></p> <p>The new curate, John Saxon, will be formally introduced at the Family Service on the 9<sup>th</sup> July 2017, representatives from the school would be very welcome.</p> <p>JS will attend the leavers' service on the last day of term.</p>	

	LG to invite him into school before then.	<b>Action LG</b>
17.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Repairs to ramp to mobile classrooms:</b> Three quotes have been received for this work but companies were just asked to quote for repairs so they are not all to the same spec. The cost should be under £5k so can be authorised by Finance Committee. LG to go back to all three companies and ask them to quote for the same scenario.</li> <li>• <b>Sports Day:</b> Governors are invited to this event. AA will be compere, JG is attending as a parent. This year the Year 6s are doing some of the jobs that governors have done in the past.</li> <li>• <b>Leavers' Service:</b> Governors are also invited to attend this service which will be held on 21<sup>st</sup> July 2017 at 9.30am. This is not just for leavers but is the school's end of year service. LG to make this clear in the newsletter.</li> </ul>	<p><b>Action LG</b></p> <p><b>Action LG</b></p>
18.	<p><b>Dates/Times of Future Meetings</b> Wednesday 13<sup>th</sup> September, 7pm NB. Admissions Policy 2019/20 to be reviewed at LGB September 2017</p> <p>LG thanked UL, JF and JWB for their contribution to the school and their support of her in her first year as HT. A proper goodbye will take place at one of the end of term events.</p>	<b>Action clerk</b>