



Full Governors Minutes 23/03/2017

▶ Leighton Academy ▶ Thursday, March 23, 2017 ▶ 6.00pm ▶ Chair: Helen Morris ▶ Clerk: Amanda Arnold

FINAL: The minutes are confirmed and locked.

Governors Attending: >Sam Brennand, Diane Ridings, Stephen Hall, Diane Davy, Su Hawkes, Nicola Kay, Amanda Manning, Helen Morris, Marie Speake, James Sweeney, Joanna Young

Governors Apologies: >Andrea Millar

Non Governors Attending: Amanda Arnold (Clerk)

Non Governors Apologies:

AGENDA ITEM ▶ Apologies & Items of Any Other Business

MINUTE

1. Received apologies from A Millar in advance of the meeting due to personal commitments
2. No items of any other business

AGENDA ITEM ▶ Conflict of Interest

MINUTE

No additional interests declared.

AGENDA ITEM ▶ Part One Minutes of the Last Meeting

MINUTE

There were no matters arising from the minutes of the last meeting dated 23rd November 2017.

Governors agreed the minutes of the last meeting

DECISION

Governors agreed the minutes of the last meeting.

AGENDA ITEM ▶ Chairs Action & Report

MINUTE

1. HM advised governors that the monies in an investment account had been reinvested for a further 6month period and that the amount invested had been increased to 100k. The period of 6 months was to enable the monies to be withdrawn to fund the proposed building works.
2. Governors were asked if they had all had time to read the 'starred items' on the agenda. All governors agreed the items starred.

AGENDA ITEM ▶ Part One Reports from Committees and Reports from Governors with Special Responsibilities

F&R Verbal update

1. TG reported that the accounts are signed off and on website.
2. HCSS budgeting tool now live
3. Risk Register had been updated for clearer assurance – Funding issue will be discussed if MAT application fails
4. H&S visit not yet due by local authority
5. £2000 added to the budget for fence work which has now taken place
6. COJO trial underway with Year 3 children
7. Data Protection regulations coming in soon so the lawyers will be used again for good value for money

MINUTE

T&L Verbal Update

1. No Progress data was available at the meeting due to Earwig issues. Further information later in the agenda. Headlines for attainment data were shared.
2. Christmas concerts were all attended by a governor which were praised.
3. D Ridings met with the SENCo's again and attended a coffee morning with parents. SEN team are trying to organise specialists to attend the meetings with parents to support.
4. A Millar attending the Safeguarding Audit – information later in the agenda
5. Parent forum – took place and a more popular event that took place at 6pm with 6 attendees. Working parents attended, feedback on communication systems in place and they were all happy. A very successful parent forum. Minutes to follow

AGENDA ITEM ► Safeguarding/Health & Safety/Risk

Safeguarding

A full report from the Safeguarding Review was circulated in advance of the meeting.

SB reported that most of the actions from the report have now taken place in school, including the fence height for the KS2 playground.

The academy is pleased to be described as a calm and tranquil school. Training is to take place with the whole staff regarding initial disclosure and how to deal with it.

Work is taking place with CPOMS to improve it if there is a serious disclosure

Health & Safety

MINUTE A Health & Safety Update has been distributed in advance of the meeting. External Audit are due to visit on the 20th April. No RIDDOR reportable incidents. Everything is updated. SB reported that there has been an increase in the number of staff that are level 3 safeguarding trained.

A project manager has been found for the building project.

Statutory Compliance Testing has been completed.

Risk Register

A copy of the Risk Register was circulated in advance of the meeting and it was confirmed that this was reviewed and updated at F&R to include the MAT. Governors discussed the register and it was requested that the concerns over funding cuts is now added to section 10a

ACTION Add funding cuts as a risk to the Risk Register

CHALLENGE **Governors requested a further item be added to the Risk Register for Funding Cuts**

AGENDA ITEM ► Financial Matters

Internal Audit Arrangements

HM updated governors on the previous internal audit that was changed to RSM to help set up the Risk Register and then to do some internal audit. They undertook an exercise where they looked into financial reporting which was helpful.

MINUTE It was discussed that Internal Audit is not a legal requirement

HM, JY and AA met earlier in the term to discuss the level assurance that the governors have, using the Risk Register to help with this, and a decision was made that no further internal audit would take place at this time due to the high level of assurance that is currently offered.

Governors agreed.

DECISION Governors agreed that no further internal audit was required at this stage in the academic year.

AGENDA ITEM ► Part One Principal's Report

MINUTE The Principal's report was circulated in advance of the meeting and the following areas were discussed -

Assessment & Progress

There is a predicted good level of development in Foundation Stage of 65%

Key Stage 1

Good Level of development is predicted as 66% in Reading and Maths. Writing is still a concern, rising from 40% last year to 55% this year. A good increase but still would like it to be higher.

The Writing Project is expected to have a big impact on this. It was discussed as being formalised but fun and structured. M Speake will report on this once it is up and running fully.

Key Stage 2

Reading 80% exp+ 26% greater depth (2016 67% exp 0% greater depth)

Writing 71% exp 7% greater depth (2016 56% exp 0% GD)

Maths 80% exp 14% GD (2016 74% exp 11% GD)

SPAG 84% exp (2016 70% exp)

Whole School Progress Data.

JY reported that the SIP spent a long time talking about in school data. He wants the school to be able to show what's happening in school not just the raise online historical data.

Earwig is good for informative assessment but not the summative data – snapshot. School Pupil Tracker has now been used for the Spring Term and it is clear to see that some pupils are making better than 2 points progress from the beginning of Autumn to Spring.

JY and MS discussed that they are very satisfied with the progress data and it shows what they would expect it to be at this stage.

A governor discussed that it was clear from having two children gone through the school that it is more challenging for the children to obtain a high level now.

A governor commented that it was good to see that Pupil Premium are making better progress than non pupil premium.

JY reported that earwig continues to be used to track the pupils gaps.

JY discussed that Leighton are now the Lead Hub for emotionally healthy schools . A partner from the NHS is coming to meet with JY to discuss what this means. And also that the academy has been awarded a fund for an attachment awareness project.

Capital projects

Writing Project

Progress from KS1 to KS2 in Maths – now working on bar modelling (Singapore maths method) in maths to support pupils with the more challenging maths

COJO is working really well – lots of team work and the resources are very attractive to the children and it is hope it will embed team work across KS2. It was discussed that it is good for resilience and teamwork, great for personal development but not all areas of the curriculum.

Staff Room Expansion is still due to that place in Summer

JY informed governors that she is looking for a place for challenging children to have time out or a safe place. Discussions are taking place about converting the toilets in KS1 to create an additional space for challenging children to work in when required.

There has been an increase to High Needs Money. This has come from children on Health Care Plans.

Other priorities

Nursery Changes

It was reported that the originally planned 13 30 hour places is now now increasing to 26 30 hour places as it has been very popular. This will also provide financial stability for the nursery.

A governor asked if places are offered by catchment area. JY explained that this only happens if they become over subscribed.

A child with Downs Syndrome will be starting in September and an internal advert will be placed both here and in the child's current nursery with a requirement of knowing Makaton as this is how he communicates and it is essential that this continues to support him in school.

AGENDA ITEM ► Governor Mark

D Ridings and H Morris gave a verbal update on the progress of the work taking place to apply for the governor mark. There are a number of documents to be completed including an Impact Report. This has been put together following the Strategic Meeting and input from all governors. This will be circulated when updated again for governors to make their own comments / amendments.

MINUTE

The grids that require completion will all be circulated for governors to make an additions / amendments.

JY thanked the governors for the work taking place on the Governor Mark as it is very valuable to the academy and provides assurance to governors. HM thanked D Ridings for taking this on and supporting the governors with this.

AGENDA ITEM ► Away Day Plans

The date of the next strategic meeting was confirmed as Friday 21st April @ 1.00pm

MINUTE

Governor Mark grids are the agenda item for the meeting. These will be sent out after the 30th March when HM & DR meet with AA to finalise the work.

AGENDA ITEM ► School Development Plan / SEF

Governors were reminded of the log in access to SDP and SEF on Bluewave Swift.

MINUTE

JY reported that the SEF has been improved to a '2' under Pupil Outcomes. Grading ourselves as Good with some areas Outstanding.

AGENDA ITEM ► School Improvement Partner

MINUTE

A report from the SIP visit on 7th March was circulated in advance of the meeting.

Key areas were the progress data discussed earlier in the meeting.

A governor asked for an update on 123 Magic as this was mentioned in the SIP report. JY reported that it is working very well. There are still a few issues with some children that find it more challenging to self regulate but it is improving

for these children. JY commented that staff are very satisfied with how the Middays are using 123 Magic, this has improved behaviour management in the playground at lunchtimes.

A governor asked about the comment on savings on IT - iPads – JY informed that the lease for the iPads has now ended and the cheapest thing is to now purchase the existing iPads at £66 each, £11k.

AGENDA ITEM ▶ Directors Report

JY reported the following –

Competency Framework for Governors

JY reported on the Non Statutory guidance and informed that it is a useful document. A governor requested that we put the link onto our governor hub for governors to look at - AA to action.

A new Governors Handbook was published in January 2017. This will be put onto the governor hub

A number of guidance documents have been published to support governance. AA will put the links to these onto the-governor and email governors to direct them where to find them.

Personal Devices in school article – JY reported that this is now covered by a policy in school

Full training for all staff on domestic abuse is taking place in May 2017 and also Neglect.

SB confirmed that we have Level3 trained staff and all staff are trained with Basic Awareness

MINUTE We are going to become a KIVA Anti-Bullying School. There is a licence fee to become a KIVA school. It is a KS2 programme and training for this will take place after Easter.

Advice & Support Service – Parent Partnership – SEN Team are aware of this and contact them when required.

Permanent Exclusion has a financial implementation on schools now.

Governor is trained on Exclusions.

School Admissions – 2018-2019 passed at finance & resources and on website

Article re in year applications – must respond within 10 school days of receiving it. Confirmed that we always respond within 5 days.

Apprenticeship Levy will affect us as part of a MAT but not a significant impact.

Educational visits co-ordinator is S Brennand and she is fully trained.

ACTION AA to put the new Governors Handbook onto the-trust-governor.co.uk
Links to new guidance documents to be put on to the-trust-governor.co.uk - AA to action

AGENDA ITEM ▶ Governor Development

1. updates from members who have recently attended training events;

Some governors have attended some courses on Mat conversion and also most governors have now attended the Basic Awareness Safeguarding.

A governor has also attended a Raise Online course

MINUTE **2. future training needs.**

A full list of governor courses attended can be seen on the-trust-governor.co.uk

J Sweeney discussed his concern at his availability for courses and will look at the most recent publication to see if he can attend some in the near future

A governor expressed her concern at not being able to share the information that they learnt on courses. It was suggested that this can be shared at strategic meetings and also any documentation be shared on the-governor.

Governors commented that they get value from the courses

AGENDA ITEM ▶ School Policies

MINUTE The following policies were circulated in advance of the meeting –

- Data Protection
- Lone Working
- Equality Duty
- Social Media Policy

Governors agreed all policies

DECISION Governors agreed all policies

AGENDA ITEM ► Planned Residential Visits

MINUTE No further updates on residential visits

AGENDA ITEM ► Any Other Business

MINUTE No items of any other business

AGENDA ITEM ► Future Meetings

MINUTE To confirm the date and time of the next full Board of Governor's meeting as Thursday 22nd June 2017 at 6.00pm

Governor Agreed Actions set during this meeting: 0

Full Governors Spring 2017 Part One *dated: 23/03/2017*
Minutes approved by Amanda Arnold