



## Leighton Local Advisory Board Minutes 08/02/2018

▶ Leighton Academy ▶ Thursday, February 8, 2018 ▶ 4pm ▶ Chair: Andrea Millar ▶ Clerk: Amanda Arnold

**FINAL: The minutes are confirmed and locked.**

Governors Attending: >Joanna Young, Sam Brennand, Diane Ridings, Su Hawkes, Nicola Kay, Helen Morris, Simon Morris, Marie Speake,

Governors Apologies: >Andrea Millar, James Sweeney, Amanda Manning, Stephen Hall

Non Governors Attending: >Amanda Arnold (Clerk)

Non Governors Apologies: >

### Agenda Item 1 ▶ Apologies & Items of Any Other Business

Apologies received in advance of the meeting from J Sweeney and A Millar.

Meeting commenced without A Manning in attendance.

HM reported that this was to of been A Millar's last meeting as she has resigned from her post.. It was discussed that she has been a governor for seven years and H Morris thanked her for her contribution to the school over the years.

#### MINUTE

Reported that S Hall had also handed his resignation in in January 2018. It was noted that he has worked very hard for the academy particularly with regards to Health & Safety and that thanks be passed on to him.

H Morris took the chair as A Millar couldn't make the meeting today.

### Agenda Item 2 ▶ Approval of Committee Minutes for meeting of 25 September 2017

MINUTE Minutes of the Teaching & Learning meeting on 25th September were agreed to be a true record of the meeting.

DECISION Minutes agreed to be a true record of the last meeting.

### Agenda Item 3 ▶ Constitution of Governors for Local Advisory Board

HM informed that the T&L had been converted to a Full governors meeting due to the requirement for reconstitution of the governing board to a local advisory board with the conversion to a MAT taking place on 1st March 2018.

S Morris had attended an interview with the governing board of the MAT and has been successful in his appointment of director, and so, will not be coming forward to stay on the Local Advisory Board.

H Morris reported that she will be standing down as a governor with effect from the 1st March due to the Conflict of Interest with S Morris.

A Arnold has resigned from her role as clerk and Executive Officer. And H Morris will commence as Clerk from 1st March 2018 with the conversion to MAT.

#### MINUTE

J Young thanked H Morris for her ongoing commitment and contributions to the school over the years.

After discussion *it was agreed* that the constituion for the Advisory Board would be 3 parent governors, 3 Communtiy governors and 3 staff governors.

Governors agreed the following -

#### **Parent Governors**

N Kay, S Hawkes & J Sweeney

#### **Community Governors**

D Ridings, A Manniing and a vacancy

#### **Staff Governors**

J Young (Principal), S Brennand & M Speake

DECISION Governors agreed the constitution of the Local Advisory Board from 1st March 2018

### Agenda Item 4 ▶ Data to Consider

MINUTE Data for all areas was distributed in advance of the meeting. Together with Progress Review Summaries.

JY reported that the SLT are very happy with the work that is taking place in the classrooms. Particularly with the higher ability children.

Data is showing a difference between classes in KS1 where there has been staff off on long term sick. JY reported on the intervention that is taking place to prevent this being an ongoing problem.

JY discussed that the new behaviour policy and implementation of 123 Magic has helped considerably in school and thanked the staff for their commitment to the academy following the Ofsted inspection.

JY reported that progress reviews were assessed and SLT are pleased with how well the children are progressing and that the action plan is in place and working well. A governor reported that she had been in to view some books and was pleased to see the improvement in all curriculum areas.

Governors were pleased that the staff have embraced the action plan.

A governor commented that she was impressed with the data. She queried where the nursery data has gone down in some sections. JY will seek clarity from the Nursery lead.

Discussions took place around the following areas:

- Talk for Writing, governors asked if the investment has been a successful one. It was reported that is working very well throughout the whole school from nursery classes through to year 6.
- Slight gap between the progress of PP and non PP children and it is hoped that this will close by the next terms data.
- The concern for one classes progress. Governors were reassured that there is a clear action plan in place to bring this class up to standard. A governor asked how long does it take a child to recover from a low achieving teacher? JY reassured that with the intervention in place they would be back on track within a half term.

**CHALLENGE** A governor questioned the drop in 'the world' data in nursery.  
A governor asked how long does it take a child to recover from having a low achieving teacher.

Agenda Item 5 ► Curriculum

**MINUTE** **Co-ordinator updates**

Co-ordinator meeting notes had been shared in advance of the meeting.

Governors complimented how detailed and clear they were. A governor asked 'What is Purple Mash'? SB reported that it is a bought into resource that children can access both in school and at home supporting with literacy and numeracy.

A governor commented that they were pleased to see a section on celebrations in the curriculum reports.

**Impact reports**

A number of subject impact reports were circulated in advance of the meeting. A discussion took place on the British Values work taking place around the school. Governors complimented the depth of this work.

A governor asked if the art specialist is still coming into school. It was reported that she is not working at present due to being sick.

A governor asked if the safeguarding case load has changed. SB reported that it is around the same.

Governors thanked the staff for the detailed impact reports.

**Sports Funding**

SB reported that the Sports Funding has doubled this year and that there was a requirement to have 30 extra active minutes every day. It is hoped that an all weather path can be purchased around the KS2 field so that Leighton Laps can take place in all weathers. It was also discussed that some physical activity is being looked at for the end of lunch time play. Ideas are being discussed with staff.

A discussion took place about not being able to use the Key Stage 2 field most of the time because of how muddy it gets. Quotes have been sought for artificial grass for the whole field and also just for around the play equipment in both the nursery and the key stage 2 playground to at least enable use of the play equipment.

A governor asked how much it would cost for the entire field. JY reported it was around £175,000. Costs for around the play equipment in both areas have come in at around £17,000. Governors agreed to fund the areas around the play equipment as soon as possible.

A governors asked about the Sports Gold Award. SB reported that the academy have attained this for the last 4 years, but that it is now required to evidence the additional 30 active minutes. Further updates will be given next term.

**Talk for Writing**

A governor asked, has this been an investment that you would repeat if the opportunity was given now you know how it works. All staff governors said yes. governors were impressed that it is used from nursery. JY reported that they have tailored it slightly differently for the upper year groups but that it has been successful in all areas.

JY reported that she would like a focus on reading in the next term, and that the next newsletter requests that parents work with their children at home to read with them more and encourage the use of books. A discussion took place about the concern of screen time for children whilst at home. A governor asked how we are pushing this in school. M Speake informed that this is being pushed at times when the children have some extra time when work has been completed. She also informed that the Key Stage 1 library is now open 3 mornings a week and is working well.

A book amnesty has also been placed in the newsletter to request that if families are disposing of books to donate them to school.

**CHALLENGE** A governor questioned the investment for Talk for Writing  
A governor asked about the work towards the Sports Gold Award.

Agenda Item 6 ► Academy Progress - to receive and note the following information

#### **CPD Update**

A Co-ordinator meetings document had been circulated in advance fo the meeting detailing the work that is taking place in all curriculum areas and the CPD taking place for subject co-ordinators.

#### **Governor Involvement**

A governor reported they had been in to look through the Geograpy and History Schemes of work and were impressed that they had implemented the action plans so quickly following ofsted.

**MINUTE** A discussion took place about the governors reasons for taking part in book scrutinies to confirm that their involvement this not to assess the work or what staff are doing, but for governors to see the evidence to go along with the data received.

#### **Update on Entry Numbers**

JY reported that there has been 84 first place applications for September 2018 and a total of 160 applications in all ranks

Agenda Item 7 ► SEN Provision

**MINUTE** SEN team are holding Coffee mornings for the parents of SEN children which are going well and are fairly well attended. The full SEN report will be circulated at the next meeting.

Agenda Item 8 ► Pupil Premium

**MINUTE** The Pupil Premium report will be shared at the planned Full Governors meeting in March. This will be the first meeting of the Local Advisory Board.

Agenda Item 9 ► Policies for Review

A number of policies were circulated in advance of the meeting for review.

**MINUTE**

- Admissions Policy 2019-2020 - No changes
- Assessment Policy - Minor changes
- Community Cohesion Policy - No changes
- CPD Policy - No changes
- Drug Education Policy - Minor changes
- EAL Policy - Minor changes
- Governors Statement of Principles with regards to Behaviour - No changes
- Inclusion Policy - Minor changes
- Learning Outside the Classroom Policy - No changes
- Monitoring & Evaluation Policy - No changes
- PSHE & Citizenship Policy - Minor changes

All policies were agreed.

**DECISION** Policies were agreed

Agenda Item 10 ► Self Evaluation & Action Plan

**MINUTE** JY reported that Dan Thomas will be coming in to do some self evaluation work next half term. Followed by a meeting with the SIP, Vanessa Macdonald, in the Summer term.

Agenda Item 11 ► School Development Plan

**MINUTE** A discussion took place regarding whether Bluewave Swift would continue to be used as part of the MAT. This will be discussed with Dan Thomas. In the meantime the post ofsted action plan that has been shared with all governors and is working as the development plan for the time being.

Agenda Item 12 ► Parent Forum

**MINUTE** A discussion took place around how to encourage parents to attend. It was proposed that parents could be identified and invited to attend. A parent governor is going to look into the this and come into school to discuss potential parents to invite to the working group. This information will then be shared with paretns via the Newsletter.

**ACTION** Parent governor to identify parents to form the forum and invite them.

**DECISION** To identify parents to be part of a group or the forum.

Agenda Item 13 ► School to School Support

It was reported that some cross MAT work is already taking place including moderation with Years 2, 4 & 6.

**MINUTE** Once we have fully converted on the 1st March there will be more School to School work to report on.

Agenda Item 14 ► Any Other Business

**MINUTE** A governor reported that he had spent Two hours with T German looking at Finance and understanding the school

systems better. He was complimentary of the business manager and her knowledge and understanding of the school finance systems and was grateful for the detailed induction.

JY discussed the Compliance Report that was circulated to governors earlier in the term. Governors had been informed that there had been many changes to the requirements which had meant the number of areas that required attention and reported that all of these areas had now been rectified and that the academy is now fully compliant.

**Agenda Item 15** ▶ **Date of Next Meeting**

**MINUTE** A discussion took place around the next T&L meeting taking place on 18 May 2018 at 11am. This will be confirmed at the next governors meeting on 20th March 2018.

**Governor Agreed Actions set during this meeting:** 0

Teaching & Learning Spring 2018 PART ONE *dated:* 08/02/2018  
Minutes approved by Joanna Young