

**PART ONE MINUTES  
OF THE LOCAL ADVISORY BOARD MEETING AT LEIGHTON ACADEMY**

<b>Date</b>	<b>Thursday, 24<sup>th</sup> May, 2018 at 5pm</b>
<b>Venue:</b>	<b>Meeting room</b>

<b>Present:</b>	<b>Diane Ridings Jo Young Marie Speake James Sweeney Samantha Thompson Su Hawkes</b>	<b>Chair of Governors Principal Staff Governor Parent Governor Vice Principal Parent Governor</b>
<b>Apologies:</b>	<b>Nicola Kay Amanda Manning</b>	<b>Parent Governor Appointed Member</b>
<b>Absent:</b>	<b>None</b>	
<b>In attendance:</b>	<b>Debbie Tomkinson</b>	<b>Clerk</b>

**The meeting met its quorum**

<b>AGENDA ITEM 1</b>	<b>Apologies and Items of Any Other Business</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• DR welcomed all to the meeting. The apologies of NK and AM were accepted.</li> <li>• JY requested that there be an AOB item to discuss the Accounts Return.</li> </ul>

<b>AGENDA ITEM 2</b>	<b>Conflict of Interest</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• There were no conflicts of interest with any of the agenda items.</li> </ul>

<b>AGENDA ITEM 3</b>	<b>Part One Minutes of the Last Meeting</b>
	<ul style="list-style-type: none"> <li>• It was noted that the reference to WWW contained within the minutes should read WW1. Subject to this amendment, the minutes were accepted as a true and accurate record. All agreed.</li> </ul>

<b>AGENDA ITEM 4</b>	<b>Matters Arising</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• JY reported that a new ToR for governors will be available for consideration in September as the MAT are looking to create a centralised ToR for each LAB within the Trust.</li> <li>• <b>Chairs Action</b></li> <li>• DR reported that she had approved a Code of Conduct letter which had been sent to a parent.</li> <li>• <b>Starred Items</b></li> <li>• The Sports Premium report will be received at the next meeting.</li> </ul>

<b>AGENDA ITEM 5</b>	<b>Part One Reports from Committees and Reports from Governors with Special Responsibilities</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Governors discussed any recommendations from committees requiring approval.</li> <li>• NK has now completed safeguarding training. A follow-up meeting with ST has been arranged for after half-term and she will also meet with the school's anti-bullying representatives.</li> <li>• DR accompanied Y1 children on a trip to Jodrell Bank. This was a great trip and</li> </ul>

	<p>the children's behaviour was excellent.</p> <ul style="list-style-type: none"> <li>• A CiF bid in the sum of £161k for work on the back field has been successful. As part of the bid, the school had said that it would top-up the funds by £43k. This is a significant sum of money which will need to be approved by Directors but being able to use the field for the whole year would have a significant positive benefit to the school.</li> <li>• DR attended a meeting with the Chairs of other LABs within the MAT as well as the CEO and the Chair of Directors. It was an informal meeting to share information and it is anticipated it may lead to shared training. DR said it was also useful to get to know the other Chairs and it would be useful if there could be a meeting with all governors.</li> <li>• JY provided a summary of a letter which governors had received from DT about changes in the MAT structure. One of the most positive aspects of joining the MAT is the potential career progression opportunities it affords staff. A member of staff has been promoted to Estates and Compliance Manager and will work across the schools in the MAT. JY will work and support Shavington and Wheelock Primary schools as their SIP. Work is also taking place at a Trust level to review governance throughout the MAT.</li> <li>• Given the governance review, a new ToR will be available in the new academic year.</li> </ul>
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<b>AGENDA ITEM 6</b>	<b>Financial Matters &amp; Audit &amp; Assurance</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• A finance report will be provided for the next Summer meeting although JY reported that the budget had been completed and that it had been possible to set a surplus budget.</li> <li>• Audit/Insurance/Risk Assessment – These will be included as an agenda item for the next meeting.</li> <li>• JY reported that the Health and Safety report has yet to be received but she confirmed there had been no actions arising from the Health and Safety Audit.</li> <li>• The Sports Premium and Pupil Premium reports will be available for governors to consider in the July meeting.</li> </ul>

<b>AGENDA ITEM 7</b>	<b>Estates</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Governors had been provided with an update on the school field and this was discussed under Item 5 of the Agenda.</li> </ul>

<b>AGENDA ITEM 8</b>	<b>Health and Safety</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• JY reiterated that the health and safety audit had taken place and there were no outstanding items as a result.</li> </ul>

<b>AGENDA ITEM 9</b>	<b>Part One Principal's Report</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• JY reported that the numbers on roll were stable. The school can take 480 children and the figures for September show that there is one place available across the Academy.</li> <li>• Attendance at 96.2% is just above national. There is an issue with some EAL families who take their children out of school during term time. The attendance figures are closer to 97% when EAL families are taken out of the equation.</li> <li>• PA (classed as attendance below 90%) is at 7.7% and this is an improvement on last year.</li> <li>• <b>Behaviour and Safety</b></li> </ul>

	<ul style="list-style-type: none"> <li>• One child is attending school in the morning only and it is likely this child will get an EHCP. JY has spoken to the child's mother about alternative provision as LA does not have the resources. JY noted that these are vulnerable children who do need managing in different ways. Some of the children are on the verge of being excluded and the priority has to be the majority of the children.</li> <li>• Governors noted that the school does deal well with children who may have additional needs, particularly those in Y5.</li> <li>• Leighton Academy is now using Arbor as the MIS system which has replaced SIMS. SIMS and FMS would not support a MAT and so it was necessary to change systems. There have been some initial teething problems but it was noted that the new payment system may be more beneficial to parents eg being able to track spending.</li> <li>• The Writing Project continues to be embedded and the results are expected to improve the outcomes of writing. JY said that the impact of the project can be seen in the children's books and how much enjoyment the children get out of it.</li> <li>• The Current focus is to try and encourage children to read for pleasure and to increase Greater Depth reading and mastery in maths using the bar model method. The focus is to ensure that children can work at a level and then challenge them to move into Greater Depth work.</li> <li>• An application has been made to join a working group and if successful, the school will receive funding for staff to access CPD.</li> <li>• Singapore Maths will be the focus on the next Inset Day.</li> <li>• Staff will receive emotion coaching training and there is still some work in relation to how some staff approach emotional issues.</li> <li>• The partnership with local schools is still taking place and there has been a lot of support on moderation for other schools. LA has received a monitoring visit, chosen for sampling for science and will be moderated at KS2. All schools in MAT have been moderated.</li> <li>• JY provided governors with a list of activities that have, or are due to take place to highlight the breadth of activities the children get access to.</li> <li>• There was a discussion on the parent questionnaire analysis. JY stated that the majority of the comments were positive and she invited governors to look at the responses in detail if they wanted to. Any negative comments that have been received have been limited to one class.</li> <li>• There was a mixed response to the homework and communication questions. JY gave the example of the response to a question about KS1 workshops to support their child. Half of the responses felt this was a good idea and half did not. JY confirmed that the school would continue to run the workshops.</li> </ul>
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<b>AGENDA ITEM 10</b>	<b>School Development Plan and SEF</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• There were no additional matters that had not already been covered in JY's report on maths mastery and reading for pleasure. Reports have been received regarding Geography, History, English and Computing and governors will have the opportunity to ask questions about the reports at the next meeting. A maths report will also be available for the next meeting.</li> <li>• Governors thanked staff for their reports.</li> </ul>

<b>AGENDA ITEM 11</b>	<b>Directors Report</b>
<b>Discussion:</b>	Governors were asked to read the Cheshire East Director of Education's report and to bring any questions to the next meeting.

	<b>ACTIONS</b> - <b>Governors to read the Director of Education's Report and to bring any questions to the next meeting.</b>
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<b>AGENDA ITEM 12</b>	<b>Governor Development</b>
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<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• NK has completed a Safeguarding course run by Cheshire East. A lot of the training packages on offer by CE have already taken place.</li> <li>• DR is in contact with ECM to discuss the IDSR and school performance data. The unvalidated data is available in February and it looks at last year's data compared to the year before. It will also be necessary to look at the current school performance when the SATS results are published in July.</li> <li>• DR will look for a date for training on IDSR in September and it was agreed that DR would provide potential dates at the next meeting. It was also suggested that staff should attend the training and MS said that she would like to attend.</li> </ul>
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	<b>ACTIONS</b> - <b>DR to look for a suitable date for IDSR training and to provide governors with an update at the next meeting.</b>
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<b>AGENDA ITEM 13</b>	<b>School Policies</b>
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<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• There have been no changes to the Equal Opportunities and Health and Wellbeing policies.</li> <li>• Some policies which were due for review including Data Protection, Disciplinary and Privacy Policy are now Trust policies and these are on the website.</li> </ul>
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<b>AGENDA ITEM 14</b>	<b>Planned Residential Visits</b>
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<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• JY reported on some changes to the residential visits. This includes a change of venue to a site in Wrexham.</li> <li>• She also confirmed that the Cologne visit is set to take place for Y5.</li> </ul>
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<b>AGENDA ITEM 15</b>	<b>Future Meetings</b>
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<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• It was agreed that JY would speak to the Directors in relation to future meeting dates so these can be aligned with the other schools and Trust meetings.</li> <li>• Governors also discussed the vacancy for one LAB member. AM has spoken to a potential candidate and an update will be provided at the next meeting.</li> <li>• Governors are, ideally, looking to recruit a person with HR experience.</li> </ul>
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	<b>ACTIONS</b> - <b>AM to provide an update on the governor vacancy.</b>
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<b>AGENDA ITEM 16</b>	<b>AOB</b>
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<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• As Leighton Academy Trust had closed down as of 1<sup>st</sup> March, it has been necessary to complete another set of accounts to 28<sup>th</sup> February. There is nothing contentious contained within these accounts. There was one 'orange' item and it was not clear why this was highlighted as it had not been noted in the August accounts. The matter relates to a potential undervaluation of the land and the buildings with a recommendation that a new valuation be obtained. JY confirmed that this is in progress.</li> </ul>
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AGENDA ITEM 18	TIME & DATE OF NEXT MEETING
Discussion:	<ul style="list-style-type: none"><li data-bbox="395 210 855 264">• Tuesday, 3<sup>rd</sup> July, 2018, at 5pm</li></ul>

**Further discussions took place under Part Two of the Agenda**