



Leighton Local Advisory Board Minutes 03/07/2018

▶ Leighton Academy ▶ Tuesday, July 3, 2018 ▶ 5.00pm ▶ Chair: Diane Ridings ▶ Clerk: Debbie Tomkinson

FINAL: The minutes are confirmed and locked.

Governors Attending: >Joanna Young, Su Hawkes, Nicola Kay, Diane Ridings, Marie Speake,

Governors Apologies: >Samantha Thompson, James Sweeney,

Non Governors Attending: >Debbie Tomkinson, Tracy German,

Non Governors Apologies: >

Agenda Item 1 ▶ Apologies & Items of Any Other Business

The Apologies from ST and JS were accepted, there were no apologies from AM.

Governors discussed governor attendance and it was suggested that if the time of the meeting was an issue because of work commitments, this could be discussed and a later start time agreed.

MINUTE

There was a discussion about the procedure for non-attendance and DR will speak to relevant governors to get a better understanding of any attendance problems.

DR stated that she has spoken to some potential new governors to fill any vacancies and this will be discussed at the start of the new academic year.

ACTION

DR to speak to governors re attendance at meetings
To include an agenda item on governor vacancies at the next LAB meeting.

Agenda Item 2 ▶ Conflict of Interest

MINUTE

SH noted that she was referred to in the SEND document and the PP article in her professional capacity. There were no other declarations of interest that had not already been declared.

Agenda Item 3 ▶ Part One Minutes of the Last Meeting

MINUTE

The Part One minutes of the last meeting were accepted as a true and accurate record. All agreed.

DECISION

That the Part One minutes be accepted as a true and accurate reflection of the meeting. All agreed.

Agenda Item 4 ▶ Matters Arising

Governors to read the Director of Education's report and to ask any relevant questions. COMPLETE

MINUTE

Date of IDSR training - this was discussed in the main meeting. COMPLETE

AM to provide an update on the governor vacancy. AM was not in attendance but DR advised governors that she was aware of some potential candidates to fill any vacancies. ONGOING

Agenda Item 5 ▶ Chairs Action

MINUTE

The Chair had not taken any actions on behalf of the LAB since the previous meeting.

Agenda Item 6 ▶ Part One Reports from Committees and Reports from Governors with Special Responsibilities

It was agreed that as the LAB does not have any committees this agenda item will refer to governors with special responsibilities.

NK advised that she has completed the training for governors with safeguarding responsibilities. She has also visited school for an induction day with ST where she sat in on the Achievement Assembly. She also sat with RD to discuss Kiva matters and a focus on LGBT awareness that is taking place through the school. Governors were provided with a pack of information detailing the work that is taking place and NK noted how passionate staff were about this issue. In her professional capacity, the company NK works for have a very strong LGBT community and she has spoken to the network and has passed on information and ideas that staff may want to try.

MINUTE

SH attended the learning walks for nursery and maths.

- DR also attended for some of the nursery and maths learning walks. She was also involved in the KS1/2 learning walk. She noted the passion and energy of all of the staff and how the learning walks inform the school's action plans.
- She also noted that the learning walks also show governors what teachers are doing throughout the school and highlights the continuity of the work.
- It was noted that the Special Needs learning walk showed that children were engaged in their lessons. There were some issues regarding differentiation but the children are clearly supported very well.

Agenda Item 7 ▶ Pupil Premium Update

MINUTE

Governors had been provided with a report prior to the meeting. It was noted that because of the universal free school provision there has been a drop in the number of PP children in KS1. This does not mean that deprivation is dropping. As the school no longer provides free trips for PP children for financial reasons, there is no incentive for parents to notify the school that they would be eligible for PP. Eligible parents will then contact the school when their child starts in KS2.

It was suggested that the school offer a small incentive and it was agreed that one free jumper for every PP child in KS1 could act as an incentive to encourage parents to register their eligibility.

JY advised that the progress data is from Spring as the data drop only took place the previous Friday.

The report provided to governors highlighted all of the measures that are in place and it can be seen that the children have made progress as a result.

ACTION All KS1 children who are eligible for Pupil Premium to receive one free school jumper.

Agenda Item 8 ▶ **Sports Premium Update**

ST had provided governors with a PE Impact Report and Action Plan prior to the meeting.

The school will be eligible for the Sainsburys School Games Platinum Award. To achieve the platinum award, the school has to have achieved the gold award for three years running.

MINUTE Governors noted that they really liked the Leighton Laps.

JY reported that schools are expected to show that children are being offered half an hour of active minutes per day. Children in KS1&2 are completing active minutes on a daily basis.

JY confirmed that it will not be necessary to use the Sports Premium for the astro-turf but that this facility will help to show the impact of the sports provision.

Agenda Item 9 ▶ **Financial Matters & Audit & Assurance**

TG attended the meeting to provide governors with an update on finance matters. The budget for 2018-19 has been set and governors had been provided with a copy of this which they reviewed at the meeting.

There will be an in-year surplus for 2018/19 and for the following two years there will be an in-year deficit culminating in a deficit of £129k in year three. The budget has included a 2% pay increase but it was suggested that it may be that schools will receive additional income to cover these costs which would have a positive impact on the budget. The in-year deficit will mean that the carry-forward will decrease over the three years.

Governors requested an update on the Arbor system.

MINUTE There have been some teething problems re visits and payments but these are to be expected with a new system.

It was noted that the system is not user-friendly in the phone. TG said she had spoken to the provider and has provided feedback to the company about problems regarding residential payments.

Q: What are the plans for the before/after school provision?

There have been many changes since joining the MAT but this will be reviewed with LL in September.

Governors thanked TG for her report.

Agenda Item 10 ▶ **Estates**

JY highlighted to the governors that the health and safety report did not have any actions for completion. This report stated that the school is working well, there is a passionate and vibrant team and it congratulated the school on there being no actions for completion.

The report will be used as a starting point for health and safety across the MAT. The impact of Craig who has visited other schools in the Trust was noted. Governors congratulated Craig and thanked him for his work.

JY provided a verbal update on the plans for the astro-turf.

MINUTE The school is currently waiting for planning permission.

Craig has been able to find a company who can provide the service for £100k cheaper. Samples of the surface were provided by this company and all staff preferred this one.

JY hoped that work would begin over the Summer holidays but that it would be unlikely to be completed by the Autumn term. The savings made on the provision may enable the school to develop an outdoor gym.

Agenda Item 11 ▶ **Part One Principal's Report**

JY advised that the teacher assessments have been submitted. Since the last meeting, writing moderation had taken place. The moderator did not agree that two girls who were assessed at greater depth were at that level. There was a passionate debate between staff and the moderator but the school was unable to change this decision. Six other children were assessed as at greater depth and the moderator did not want to question any other decisions.

JY is waiting for the SATS results before analysing the data and this will be a key area for the Autumn term.

MINUTE There are plans to embed LGBT issues in school and there is a big focus on writing in order to increase the combined scores.

KS1 data is an increase on last year and JY stated she was pleased with that. 10 children were assessed at greater depth in KS1 in writing and 6 in KS2.

Agenda Item 12 ▶ **School Development Plan & Self Evaluation**

There will be a focus on vocabulary and reading for pleasure. Children cannot get greater depth at writing unless they are avid readers. The school is already quite far ahead in vocabulary as it is a big part for Talk For Writing. When the SIP visited, she talked about the importance of vocabulary and JY said she was looking at subject coordinators using the Talk for Writing approach in their own subjects.

MINUTE Governors were provided with a copy of the Maths action plan which highlighted what the coordinators are planning. Governors thanked Anika for all of her hard work on the maths action plan.

It was suggested that it would be useful to have a note to say if an action has been completed. JY stated that ST is working on feedback from the SIP regarding measuring impact and ST has developed a staff meeting so this is in process. JY noted that it was important that the impact of the work is measured.

Agenda Item 13 ▶ **Directors Report**

MINUTE Governors were requested to review the Director of Education's report and to read any relevant article.

Agenda Item 14 ► **Governor Development**

Safeguarding training for governors will take place on Tuesday 8th January at 1.30pm.

NK has completed safeguarding training.

It was noted that health and safety training had taken place earlier in the academic year. Through review of the health and safety reports and audits in addition to the work that Craig is doing across the MAT, governors were confident that there is very good health and safety provision in the school.

MINUTE

DR updated governors about the proposed IDSR training for schools across the MAT. The training will comprise of 2 x two hour sessions and will require four governors and one member of staff from each school. There was an option for the training to place place one consecutive evenings or all in one session. It was agreed that two consecutive session would be the more appropriate. Dates of 11th and 12th September were suggested

The clerk will contact DT to see if these dates would be acceptable to the Trust.

ACTION Clerk to contact DT re dates for IDSR training

Agenda Item 15 ► **School Policies**

JY advised that all policies for review had no changes.

MINUTE A lot of the policies will be changed in the Autumn term to include LGBT references.

KP has completed a lot of work in this area and governors thanked her for this.

Agenda Item 16 ► **Planned Residential Visits**

JY advised that a new residential centre will be used in the new academic year. Risk assessments have been completed on the new Robin Wood site in Wrexham.

As the new provision is nearer, it was suggested that this may result in the cheaper costs.

DR updated governors on the WW1 family day. This is a Parish council event taking place on Saturday October 13th. It is aimed at families within the parish but will also be open to children who are educated in the parish.

MINUTE DR thanked VS for the work that she has done in facilitating the event which will raise money for the British Legion. Activities will include, choirs singing WW1 songs, a steel and pipe band, military vehicles and lots of costumes and games.

Governors agreed that it sound like a very fun family day out.

Agenda Item 17 ► **Future Meetings**

The Board of Directors will be meeting in July to discuss meeting dates for all of the LABs in the Trust.

MINUTE Due to governor availaibility, governors requested that their first meeting of the new academic year be the first week in October. The Clerk will advise DT of this request.

ACTION Clerk to advise DT of the request for the first meeting of the academic year.

Agenda Item 18 ► **Any Other Business**

It was noted that SH's term of office expires in September and ST's term of office expires at the end of August. There was a discussion about the procedure to be followed for the nomination of parent governor now that the school is part of the MAT. It was JY's understanding that if more than one nomination is received, the Board of Directors will make the decision on the appointment. The Clerk will contact DT to confirm this was the correct procedure.

MINUTE The Clerk will also send relevant parental nomination forms to TG.

Governors discussed the election of a Vice Chair. It was agreed that it was important that the LAB has a Vice-Chair. SH confirmed that she would be willing to re-apply for the post and it was agreed that this would be revisited once the constitution of the LAB is established.

ACTION Clerk to confirm the nomination procedure for parent governors.
Clerk to provide TG with relevant parental nomination forms

Governor Agreed Actions set during this meeting: 0

Local Advisory Board Summer2 Part one *dated:* 03/07/2018

Minutes approved by Joanna Young