

Littleton Green Community School

Minutes of the Meeting of the Local Academy Board held in the School on Wednesday 6 December 2017 at 7.00 p.m.

Present: Cllr D Williams (Chair), Mrs L Small (Principal), Mr D Baker (Vice Principal)
Mrs R Cotton, Mr J Crump, Mr J Dorrance, Mrs C Nelson, Miss P Tonks,
Mr P West

In attendance: Mrs C Smith, Clerk to the Governors
Miss L Fletcher (Observer)
Mr L Fletcher (Observer)

70 Apologies

Resolved - That apologies for absence be received and accepted from Ms R Randle and Mr J Crossan.

71 Governing Board Matters

a) Membership

The Principal confirmed that it was not appropriate for Mrs Caton to attend as an Observer as the Finance report is now contained within the new format of the Principals Report but that she would attend once per year at the June Board to present the recommended school budget.

The Principal also confirmed that Mrs Sproston had failed to confirm her attendance or offer apologies at Governing Board meetings and the Governors agreed that she should be removed as an Observer to this board.

ACTION: The Clerk to arrange for Mrs Caton to be removed as an Observer and for a letter of termination to be forwarded to Mrs Sproston.

b) Confidentiality

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

c) Register of Business Interests

Local Governors were reminded of the requirement to update the register of business interests on an annual basis and are aware that this must be kept in school and should be included on the school website.

Resolved - That the register of business interests is to be updated

ACTION: Mrs Caton to be asked to check the current Declaration of Business forms on file and to arrange for appropriate Governors to be sent the form to complete.

d) Declaration of Interest Business and Pecuniary

No declarations of interest were made by Governors in respect of any items appearing on the agenda.

72 Minutes of the Previous Meeting

Resolved - That the Minutes of the full Governing Board meeting held on 25 September 2017 be approved.

That the Minutes Agenda and all reports and other papers considered at the meeting be made available for inspection.

73 Matters Arising from the Previous Meeting

- **Agenda item 56: Safeguarding updates:** Governors reported that they were not receiving the one-page Safeguarding updates. The Vice Principal confirmed that he would re-send this information to all Governors and stated that staff had taken part in a safeguarding quiz which they confirmed had been a useful exercise.

ACTION: Vice Principal to forward a Safeguarding Update plus associated documents to all Governors.

The Chair suggested that it would be appropriate for Governors to complete their Skills Audit and Safeguarding quiz at the same time in January 2018.

- **Agenda item 50: Attendance: action closed:** the Clerk confirmed that she had sent a letter to Mr Snell to thank him for his support to the Governing Board.
- **Agenda item 50: Parent Governing Board vacancy: action ongoing:** the Principal to include the parent vacancy in the school Newsletter and confirmed that parents could also be made aware of this at the next Open Day as this is now very well attended by parents.
- **Agenda item 50: Governing Board vacancies: action ongoing:** the Clerk reported that there was a Co-operative vacancy to the Governing Board and the Principal suggested that –
 - it could be a consideration to amend the Articles of Association with SUAT
 - it may be an option to appoint a further staff Governor
 - it may be an option to change the status of the Vice principal to Staff Governor which would generate a further CO- OP Governor vacancy.
 - it may then be appropriate to move SUAT Observers to CO-OP Governors.

ACTION: Principle to confirm the final LAB membership to the Clerk

ACTION: Clerk to make appropriate changes to the status of Governors.

- **Agenda item 50: Governor email accounts: action ongoing:** to check with IT Technician on the status of their account.
- **Agenda item 50: Skills Audit: action ongoing:** to complete the Skills audit at the meeting on 8 January 2018.
- **Agenda item 50: Principals report: action closed:** agenda item Principal report to be presented in new format.
- **Agenda item 50 (a): Proposed New school bid: action ongoing:** the Principal confirmed that the application for the new school had been completed and that the opening date for the bid was 15 December 2017 with the new school now offering a nursery provision and to have a 30-pupil intake per year.

The Principal also confirmed that the new school would be self-funding but will need support from an existing school and have separate accounts and a separate Governing Board.

She stated that current Governors may wish to volunteer support the new school Governing Board and that there would be plans for shared staff meetings to ensure a united front.

The Principal confirmed that a new staffing structure had been produced which considered possible shared resources between the new school and Littleton Green including shared Principal and Vice Principal roles. She stated that this would then

impact on the budget and any reduction of costs to the school budget could then be used to support additional staff. She stated that concept of shared Headteacher across a number of schools appears to be the way forward, that this would also give opportunities for Senior Leadership progression and also give some level of guarantee of staff remaining in post for their own career development.

The Principal confirmed that neither she, nor the Vice Principal, had any wish to leave the school but that they were also looking for opportunities for career progression and new challenges, that their involvement with the new school would not increase their salary scale but would ensure that they were both committed to the both schools for a period of four years.

The Principal confirmed that Governors would need to approve submission of the bid but that the MAT are very keen to be involved in the development of the new school. She stated that the closing date for bids is February 2018 and that this will then be ratified in April but that a number of other MAT's will be keen to bid for this new school.

Governor question: is this involvement with the new school more about career progression rather than for the benefit of the school and the pupils?

Response: the Principal stated that the current staff have been directly responsible for the impact and achievement of pupil targets through delivery of their teaching which was recognised by Ofsted and that without any career progression it is possible that staff may leave the school.

The Vice Principal then confirmed that shared staffing would also free up funding which can then be used for the benefit of the school and the pupils.

Governor question: will the staff changes mean an extended Senior Leadership team?

Response: the Principal stated that there are no plans to extend the Senior Leadership but there would be the opportunity to introduce another tier for Middle Leaders and the opportunity for career progression of staff.

Governor question: will it take lots of staff time to get the new school running?

Response: the Principal confirmed that there will only be one class per year of 30 pupils with a possibility of up to eight empty classrooms in the new school.

Governor question: is it possible that the new school will impact on the admissions in Littleton Green?

Response: the Principal confirmed that the new school will take children from the new housing development and be no direct competition with Littleton Green school as it will take 30 pupils for Reception class only in the first instance but then will grow year by year as pupils move through school.

The Principal agreed that it should be the priority of Governors to ensure the focus and ethos of the school are retained but that it is also important to move the school forward and for Governors to decide if it is appropriate for the bid for the new school to be submitted.

The Chair suggested that the Principal produce an outline of the 'pros and cons' for the involvement in the new school which will then enable Governors to make a final decision.

The Principal again confirmed that the MAT is very keen to move forward with this bid as it is felt that this will be very good for the school reputation, give talented staff the opportunity to progress and for pupils to have opportunities to achieve their best

potential and build a school with staff who have a passion for the school and for the pupils to succeed.

The Principal confirmed that other MAT's will also put in a bid and be interested in the development of the new school and that there is no guarantee that Littleton Green will be successful but confirmed that the bid must go to an existing school.

ACTION: The Principal to produce an outline of the 'pros and cons' around the submission of the bid to enable Governors to hold full discussions and make a final decision at the next meeting on 8 January 2018.

- **Agenda item 50 (b): Proposed New school bid: action ongoing:** Parish Council to produce a letter of support for the bid for the new school.
- **Agenda item 50: School Data: action ongoing:** the Principal confirmed that the data had not yet been officially released but that some data had been included in her report and the full data will be presented to the meeting on 8 January 2018.
- **Agenda item 50: Finance: action closed:** the Principal questioned if Governors were in agreement to the level of finance detail included in her report and if this agenda item could then be removed. She confirmed that the finance data had been produced by Mrs Caton and was open to questions from Governors. (See Agenda item 77 for further discussions and actions)
- **Agenda item 50: Governor Self Evaluation: action ongoing:** for discussions at the meeting on 8 January 2018.
- **Agenda item 51(a): Link Governor training: action ongoing:** the Chair confirmed that forms had been sent to the school but had not been completed.
- **Agenda item 51(b): Link Governor visits: action ongoing:** the Vice Principal stated that Link Governor visits to the school had not taken place, that Link Governors do need a suitable level of challenge and use of their existing skills. He suggested the following Link Governor responsibilities and asked if Link Governors visits to the school could take place before the next meeting on 8 January 2018. –
 - Mr Newton – retain Safeguarding
 - Mr Crossan - Health and Safety
 - Mrs Cotton – Pupil Premium
 - Miss Fletcher/Ms Randle – SEN
 - Cllr Williams (Chair) – Teaching and Learning (across the whole school)
 - Mr Dorrance – retain Web Site
- **Agenda item 54: Job Descriptions: action closed:** amendments made to the Job Descriptions of the Principal and Vice Principal.
- **Agenda item 58(a and b): Milestone document: action closed:** Health & Safety section now included in the Milestone document and the Principal confirmed that her report and the SDP would be presented once per term and be the focus for the January 2018 meeting.
- **Agenda item 59: Principal Performance Management: action closed:** targets forwarded to Governors.

a) Chair's and Vice-Chair's actions.

The Chair reported that he had undertaken the following actions on behalf of the Governing Board since the last full Governing Board meeting:

- Attended a course for ASP (replacement for RAISEonline)
- Liaison visits with the Principal and staff every two weeks
- Attended a staff Disciplinary meeting (details included in the Confidential Appendix of these minutes)
- Attended a MAT group meeting.

The Chair also confirmed Mr John Pennington (NGA) would act as his mentor and a mentor to the school free of charge and was expected to attend the next LAC meeting on 8 January 2018.

75 Principal's Report

The Principal tabled a copy of her report in the new MAT format plus a Glossary of Terms and confirmed that Governors would receive this two weeks prior to the meeting to enable Governors to prepare any questions.

The Principal then highlighted page by page the following –

- **Introduction and Summary:** noting that any recommended comments can be added long hand.
Governor suggestion: should this section include the current Self Assessment and what is being done to address/challenge actions required.
Resolved: it was resolved that this information would be included within the SPD.
- **Number on roll:** noting that this does not include the 42 nursery/pre-school children.
- **Attendance:** noting that this is below national average
- **Pupil/teacher ratio:** noting that this is higher than the national average
- **School Contextual data:** noting that this is pre-populated and not yet up to date.
- **Pupil Premium/SEN:** noting the high ratio of SEN pupils which does address the need for a higher pupils/teacher ratio but that additional external funding from pre-school does allow for these staff to be employed as a long-term investment to ensure that there is appropriate impact against this spend.
- **Behaviour Support Company:** noting their services bought into the school to assist in the production of SEN reports meaning that these pupils are identified early enough for them to receive additional support and to achieve their potential.
- **Pupil data by year group:** noting that the school is boy 'heavy' and that following additional support for low KS1 then produced above national averages in all areas by KS2.

The Principal confirmed that the Pupil Data is available for Governors to view and reminded Governors that this data is confidential. She also confirmed that all pupils are taught at 'age related' with no differentials at delivery to expose them to an appropriate level of work but do have ongoing support when necessary.

The Principal confirmed that this approach had been used for the last four years and that the improving data was proof that this is effective and gives pupils the opportunity to achieve their best potential.

Governor question: was there additional funding for Year 4 which created the goods results?
Response: the Principal confirmed that a new teacher was appointed as it is essential for quality teaching to give good progression for pupils.

The Principal then highlighted –

- **Child Protection support:** noting the purchase of My Concerns to track support and actions required to give a secure paper trail.
- **Parent Complaints received:** noting that the Chair had met with the parents and this issue had been resolved.
- **Mid-Year review:** noting that this will be completed in February 2018 with a full review at the end of this academic year and will then be presented to Governors for their approval.
- **Finance summary:** noting that this gave a projected three-year summary.
- **Financial Benchmarking:** noting that this gave a comparison of the school income against similar schools and the national average.

Governor question: if there is another school in the MAT who are in deficit do they then get a portion of Littleton Green funding to support them financially?

Response: the Principal confirmed that this is not the case as Littleton Green funding remains for Littleton Green.

The Principal also highlighted the –

- **Teaching and Learning:** noting that the quality of this is assessed as an overall good and the breakdown gave a percentage of teaching at outstanding, good or RI.

Governor question: can you explain what these percentages relate to in actual numbers?

Response: the Principal confirmed that there are approximately 20 full time equivalent teachers in school and that there have been improvements in the quality of teaching but not all teachers have yet achieved 'good' overall. She confirmed that this is not affecting the pupil data as there is an emphasis on pupil performance and changes are made to ensure this is achieved.

The Principal then discussed –

- **Staff Absences:** noting that this is perceived to be high and there is a need for awareness of this as an issue but that it is still below national average.
- **Personal Development, Behaviours and Welfare:** noting this is considered 'outstanding'.
- **Persistent absence:** noting that there is no specific pattern but that families will be prosecuted if deemed appropriate and there is a policy in place to monitor and track failure to attend school.
- **2017 Data:** noting that this is shown against national average but is still to be confirmed.
- **EYFS GAP between girls and boys:** noting that at 30% this remains too high and actions taken to address this including a restructure and less flexibility in Reception to ensue that boys are engaging earlier.
- **EYFS Forecast results:** still to be populated.
- **KS1/KS2 data:** noting that green arrows indicate 'at expected' and red arrows indicate at 'greater depth' and results are all above national average but that Block 2 data suggest that there will be more pupils exceeding national average.

Governor question: when do the testing weeks take place?

Response: the Principal confirmed that this takes place every six weeks and is then internally moderated but that no test score is ever changed or taken at another time in an attempt to replicate life experiences as there is no opportunity to re-sit SAT's even a pupils does not appear to achieve expected standards.

Governor question: is the marking across the school consistent?

Response: the Principal confirmed that there is a fairly strict marking policy and good teaching with book trawls every two weeks and staff are asked to make comparisons to ensure there is a move towards consistency of marking but there is still work to be done to achieve constancy across the school.

Resolved – Governors thanked the Principal for her detailed report and welcomed the opportunity to receive her report two weeks in advance of meetings.

76 School Development/Improvement Plan

It was noted that the School Development Plan would be presented to the next meeting on 8 January 2018.

77 Finance

The Principal reiterated that this now formed part of her Headteacher Report and questioned if Governors needed any more information or breakdown of figures. She confirmed that there is a very positive finance picture currently but that there is no plan to spend any major amount as there may be an error in the overall figure. She then outlined future plans for a Conference Room and the need to paint the whole of the outside of the school building.

Governor question: when will Governors receive full details of the budget?

Response: the Principal confirmed that Mrs Caton would attend the LAC meeting in June to confirm the budget setting and identify if there is any under or overspend.

Governor question: would Governors need to be aware earlier if there were any issues?

Response: the Principal confirmed that funding is now received monthly from the MAT since becoming an academy and that her report would include any major concerns during the financial year but that Mrs Caton could also forward a copy of the monthly report to Governors.

ACTION: Principal to ask Mrs Caton forward a copy of the monthly finance report to Governors.

78 Accountability

That the following information on the items included in the Entrust Governor Information Pack from Page 5-8 was noted and there were discussions about -

a) Safeguarding Updates Review: Governors noted that a detailed review had been completed.

b) Staff Performance Management Review: Governors received a tabled copy of the SUAT model Teacher Appraisal policy and the Vice Principal confirmed how this policy was used as a reference point for performance management to identify if a teacher is working at an appropriate level. He confirmed that staff have debated this policy and, after some initial concerns, they have now approved the policy and there are no further objections.

The Vice Principal confirmed that there will be general targets in the first year and then a move to, year by year, specific appraisal targets which will give the staff the opportunity to evidence any outstanding targets achieved. He stated that three pieces of evidence will be required against each target which will then ensure that staff can receive a pay increase against achievements.

Resolved: Governors approved the use of the SUAT Staff Performance Management Review policy.

Governor question: does this Performance Review policy also apply to TA's?

Response: the Vice Principal confirmed that TA's are graded and do have a scale point system which is usually based on their experience and that a policy for TA's is being produced but it may be the summer term before this is fully operational and they are held to account.

c) Wellbeing and Safeguarding for staff: the Chair asked the Principal and Vice Principal if there was anything to report and they both confirmed that there were no issues/problems to report.

d) HR issues/concerns/audits: reported in the Confidential Appendix.

79 Items for Evaluation from SUAT

The Chair confirmed that this report will be presented to the next meeting on 8 January 2018.

80 Any other Business/School Items

a) Application to become a Teaching school.

The Principal confirmed that an application to become a Teaching School had been completed which required evidence that the school had met the three key specific targets to receive this DfE funding. She outlined the funding available for each year and confirmed that the school had met all the set targets.

Governor question: will this mean that there will be additional teachers coming into the school?

Response: the Principal confirmed that there will be 15 teachers in training merged across the whole school and who will be monitored by Class Teachers to ensure standards are maintained. She confirmed that they will be used as an 'extra pair of hands' in the classroom but that if there are trainees who are perceived to be good future teachers then this can also be used as a recruitment exercise.

The Principal stated that becoming a Training School will generate additional paperwork/form filling but that it will give additional credence to the school and that she felt it was a better option to 'go alone' as a Training School rather than joining another school within the MAT.

Resolved – Governors thanked the Principal for her detailed report and asked to be updated on the outcome of the bid to become a Teaching School.

b) Caretaker Holiday cover: the Principal confirmed that she was not in favour of Caretakers taking holiday during term time which will result in the need to obtain external Caretaking cover mainly during the Christmas period. She confirmed the related costs to employing this external company and asked if Governors approved the use of this external company.

Resolved – Governors approved the use of the external company to cover Caretaking duties out of term time.

81 Confidential Items

Governors were asked to identify if there were any items / materials which need to be excluded from any agenda, minutes, reports or other papers discussed at the meeting which would normally be made available for inspection following the meeting.

Resolved - That the following items(s) be recorded in a confidential appendix to the minutes.

- **Agenda Item 74(a): Chairs Action: Disciplinary meeting**
- **Agenda item 78(d): HR issues/concerns/audits.**

82 Dates and Times of Future Meetings

Resolved - That the next full Governing Board meetings will take place as follows:

Monday 8 January 2018 at 5.00 p.m.

Chair

Date

Action Checklist

Agenda Item	Action required	By whom
Item 56	Safeguarding updates: to forward a Safeguarding Update plus associated documents to all Governors in preparation for a Safeguarding quiz.	Vice Principal
Item 71 (a)	Membership: to arrange for a letter of termination to be forwarded to Mrs Sproston and to remove Mrs Caton as an Observer.	Clerk
Item 71 (b)	Declaration of Business interest forms: to forward a copy to all Governors for them to complete	Mrs Caton
Item 73	<p>Membership:</p> <p>a) to include details of the Parent Governor vacancy in the school newsletter and to also make parents aware at the next Open Day.</p> <p>b) ACTION: to confirm the final LAB membership to the Clerk and for Clerk to make appropriate changes to the status of Governors.</p>	Principal/Clerk
Item 73	Governor email accounts: to check with the IT Technician on the status of their Governor email accounts.	Governors (if appropriate)
Item 73	Skills Audit: to complete the Skills audit at the meeting on 8 January 2018 to identify key areas for improving Governor knowledge.	Vice Principal/Governors
Item 73	<p>New School:</p> <p>a) The Principal to produce an outline of the 'pros and cons' around the submission of the bid to enable Governors to make a final decision at the next meeting on 8 January 2018.</p> <p>b) to produce a letter of support from the Parish Council for any possible school bid for the new school.</p>	Principal/Governors. Chair
Item 73	School Data: to forward school data to Governors in preparation for discussions at the meeting on 8 January 2018 when formally confirmed.	Principal
Item 73	Governor Self Evaluation and School Improvements: to discuss in detail at the meeting in January 2018.	Governors

Agenda Item	Action required	By whom
item 73	<p>Link Governors:</p> <p>a) to liaise with Mrs Caton on the completion of the forms for Health & Safety Training for Mr West.</p> <p>b) to liaise and arrange Link Governor visits prior to the next meeting on 8 January 2018</p>	<p>Cllr Williams</p> <p>Lead Staff/ Link Governors</p>
Item 77	<p>Finance: to ask Mrs Caton forward a copy of the monthly finance report to Governors</p>	Principal

Littleton Green Community School

Minutes of the Meeting of the Local Governing Board held in the School on Wednesday 6 December 2017 at 7.00 p.m.

- **Agenda Item 74(a): Chairs Action: Disciplinary meeting**

The Chair reported on the Disciplinary meeting held on Friday 10 November 2017 which concluded that the contract of a Lunchtime Supervisor would be terminated due to capability.

The Chair also confirmed that a further disciplinary meeting would take place and that he would meet Governors involved to discuss the details and appropriate dates. He also outlined this process and confirmed that any staff would have the right to appeal against a decision and that under these circumstances then there could be three further meetings.

ACTION: the Chair to liaise with Governors involved in these meeting to agree a date and discuss details of any hearings.

- **Agenda item 78(d): HR issues/concerns/audits.**

The Principal confirmed that there had been an incident when a child was left unattended and the member of staff could not locate the child and that this had resulted in a parent complaint which has been investigated and will addressed via capability Disciplinary meeting.

Chair

Date