

Littleton Green Community Academy

Minutes of the Meeting of the Local Governing Board held in the School on Monday 25 June 2018 at 5.00 p.m.

Present: Cllr D Williams (Chair), Mrs L Small (Principal), Mr D Baker (Vice Principal)
Mr J Crossan, Mr J Dorrance, Miss L Fletcher, Mr L Newton, Ms S Randle,
Mr P West.

In attendance: Mrs C Smith, Clerk to the Governors
Mrs D Caton (Finance presentation)
Mr M Thorneycroft (Stavian Education presentation)

125 Accountability (Finance report)

The Chair asked for agenda item 125 Accountability (Finance report) to be brought forward to enable Mrs Caton to make her presentation and then leave the meeting.

Mrs Caton referred to the Budget report and highlighted –

- the budget was set for a £18k surplus
- the budget was technically set with a zero balance
- the balanced budget had been set for a three year period.

Mrs Caton asked Governors if they had any questions to raise in respect of this document.

Governor question: are there any contingencies for possible increases in energy costs?

Response: Mrs Caton confirmed that any increases were built into the 3 year budget modeller and took into account the support from the solar panels but that this is a flexible model which can change and any yearly changes will be brought to Governors for them to challenge.

Mrs Caton stated that the current system used for the main budget is not clear at times but is more cost effective than the SAP system and that the budget will be broken down further next year to give more clarity.

Governor question: is it appropriate to discuss these anomalies with the MAT?

Response: Mrs Caton stated that the overall financial accountability is the responsibility of the MAT not the school and that this system works effectively for the MAT even though it is not as effective at school level.

Resolved: Governors approved the School Budget for 2018-2019

Governors thanked Mrs Caton for her report and she left the meeting,

117 Apologies:

Resolved - That apologies for absence be received and accepted from Mr Crump and Mrs Cotton. Apologies were also received from Ms Tonks and none received from Mrs C Nelson

118 Governing Board matters

a) Membership

The Chair proposed that Miss Tonks is removed as a Governor based on her poor attendance as she has now been absent since January 2018.

Governors approved this proposal and it was agreed that the Parent Governor vacancy would now be advertised in school.

ACTION: the Principal to organise an election to fill the Parent Governor vacancy.

ACTION: Clerk to notify Entrust of this change to membership and ask that they send a standard letter to Ms Tonks informing her of the Board decision.

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 interest 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 will be updated when appropriate

d) Declaration of Interest Business and Pecuniary

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

119 Minutes of the Previous Meeting:

Resolved - That the Minutes of the full Governing Board meeting held on 5 March 2018 be approved and signed by the Chair.

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

120 Matters Arising from the Previous Meeting:

- **Agenda item 106: Link Governor: action ongoing:** awaiting forms to be completed by Mrs Caton for Health & Safety training for Mr West.

Lynn – query – do you want any of the other actions from the previous minutes carried forward or shall I record them as ‘closed’ See checklist at the end of these minutes. I asked David and he stated that these were not discussed in detail.

121 Review of Committee Structure / Scheme of Delegation:

The Principal suggested that there were three full Governing Board meetings per year as listed below –

- At the end of blocks 1,2 and 3 there will be Link Governor meetings
- At the end of blocks 2,4 and 6 there will be full Governors meetings

a) Nominated Governors

Governors were asked to review their nominated Governor appointments/allocations, agree terms of reference and reporting arrangements.

Governors were also informed that they must have a Child Protection Governor, Looked After Children Governor and Prevent Governor. It is advisable to have a Special Educational Needs

(SEN) Governor, Pupil Premium Governor and someone to deal with Governor Training and Development.

Resolved: That the following nominated Governors be appointed:

Link Governor	Staff assigned	Area
Cllr D Williams	Mrs L Small	Overall effectiveness
Mr L Newton	Mr D Baker/Mrs H Edmonds	Outcomes (including SEN)
Mrs R Cotton	Mr D Baker	Outcomes (Pupil Premium)
Miss L Fletcher	Mrs B Andrews	Personal Development, Behaviour and welfare (including Child Protection, Prevent and LAC)
Ms S Randle	Miss E Kelly	Teaching and Learning
Mr J Dorrance	Mr G Davies/Mrs L Small	Website
Mr J Crossan	Mrs D Caton	Health & Safety
Mr D Baker	N/A	Governor Training

The Principal also confirmed that all Link Governor reports would be forwarded to all Governors for information at the next meeting.

122 Reports:

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

The Chair confirmed that he had been in school every Monday and Friday with a focus mainly around the staffing restructure and to discuss the emphasis for pre-reading information.

It was reported that Mr Crump had attended the NQT interviews on behalf of the Chair (as he was not available) when appointments were made and Mr Crump had also worked with Mrs Caton and Mr West to address the issue of lorries reversing onto the school grounds.

b) Presentation to Governors by Mr Mark Thorneycroft from Stavian Education

The Principal confirmed she had contacted Mr Thorneycroft for his thoughts on the aim to reduce the 'time outs' and exclusions in the school.

Mr Thorneycroft then presented his report and highlighted –

- his back ground in Health & Safety specifically where behaviour is an issue, how his role has developed and that he is now working with a Virtual School on a two year programme.
- how positive behaviour intervention and support form the basis of the new Behaviour Policy which included a three tier approach.
- that with a primary change in behaviour to 'swop don't stop' can mean that 80% of the pupils then become engaged.
- PBIS key principals included –
 - every pupil can learn proper behaviour
 - stepping in early can prevent escalation of issues.

- every pupil is different and will need different types of support
- managing behaviour should be based on research
- following pupil behaviour progress is important
- schools should gather data to enable decisions about behaviour problems to be made.
- that isolation should only be for around 30 minutes maximum and by skilled staff
- that pupils must receive intense support to enable them to re-engage
- that the Behaviour Policy had eight techniques to use
- that behaviour should be taught in the same way as other subjects
- PBIS is not a treatment or therapy it is a framework
- that most pupils are not born with bad behaviour
- BIG CHANGE - Pupils do not learn better ways of behaviour when presented with negative consequences.

Governor question: who carries out the interventions?

Response: this would be carried out, in the main, by the Principal or Vice Principal and pupils are given 5 minutes to calm down, 20 minutes on strategies to re-engage and then a further 5 minutes before returning to class.

The Principal stated that it is essential to get re-engagement and to identify the cause of the bad behaviour.

Mr Thorneycroft confirmed that isolation is great for some pupils and can reinforce the functions of behaviour as punishment does not alter the behaviour of most pupil but for it to work then the pupil must be educated to change their behaviour as punishment can be misused.

The Principal confirmed that the 'time out' system is getting out of hand, that there are far too many and these are no longer being effective.

Mr Thorneycroft confirmed to Governors the basis of behaviour, why specific behaviours occur and that most human behaviour is learned by copying others and usually for a reason. He also suggested that the schedule for reinforcing behaviour should be around 3:1 and that the majority of PBIS is effective and works.

Mr Thorneycroft then discussed the 20% required for functional analysis and the additional support which involves observing the pupils and establishing what is creating their reactions.

The Principal stated that the plan is for Support Staff to be responsible for behaviour support strategies and that behaviour elements will be added to staff meetings.

Resolved: Governors accepted the Behaviour policy.

The Principal also confirmed that a Sanctions Policy must match the Behaviour Policy and that this will be emailed to all Governors for their comments.

ACTION: Principal to email to all Governors for their comments Sanctions Policy must match the Behaviour Policy

123 Principal's Report:

The Principal tabled her report which used the MAT format and included sections on –

- Key Statistics with numbers on roll, overall attendance and pupil/teacher ratio
- School contextual data with numbers on roll capacity, FSM, Ever6, SEN and Pupil Premium information.

- Pupil Premium by year group
- Leadership, Management and finance summary
- Teacher performance and staffing data including staff absence
- Personal Development, behaviour and welfare plus a trend analysis.

The Principal highlighted that the PAN was now at 61 which is one over capacity but that this is a Looked After Child with exceptional circumstances and there may also be a further Looked After Child joining Year 4. She also made reference to the additional four pupils joining the school in year 1.

Governor question: where have these new pupils come from and why?

Response: the Principal confirmed that these pupils are from different families and had attended St Peter's where there appeared to be some issues with bullying. She also confirmed that there is an average of two meetings per week with prospective parents but will only go over 60 if forced to do so but that this may only be for one pupil over PAN and must be with exceptional circumstances.

The Principal then discussed the Finance summary including the benchmarking for 2018-2019 which gave the income per pupils against similar schools, the LA average and the National average. She also went on to highlight the cost implications of a member of staff not returning from Maternity Leave but producing a sick note and then taking her holiday entitlement.

Governor question: who undertakes the teaching observations?

Response: the Principal confirmed that she was involved together with the Vice Principal and the Educational Improvement Offer.

Governor question: what does the 18% percentage of teachers at 'Requires improvement' (RI) mean in actual numbers?

Response: the Principal confirmed that two of these teachers in RI will be leaving the school and one teacher will receive additional support from September.

Governor question: why wait until September before supporting the teacher in RI?

Response: the Principal confirmed that this teacher is currently receiving informal support and this will move to a formal basis in September.

The Principal confirmed that the School Development data will be brought to the next meeting as soon as issues are removed with the format of this report.

Governor question: is the current number of exclusions acceptable and does this relate to bullying?

Response: the Principal confirmed that there is some element of repetitive behaviour from one child with five days exclusion in total which does not appear to relate to bullying. The Vice Principal confirmed the redefinition of bullying produced by the Government.

The Governors thanked the Principal for her detailed report.

NOTE: The Governors were asked to note the following sections included in the Governor Information Pack and to raise any questions.

124 Safeguarding updates:

Governors were advised that information regarding Safeguarding has been updated and that this information is included in the Entrust Governor Information Pack.

- a) Local Authority visiting staff – Safeguarding checks

- b) Working Together to Safeguard Children and New Regulations
- c) Designated Teacher for Looked After Children

Resolved - Governors noted this information

125 Strategic Leadership:

- (i) Reflecting on being strategic
- (ii) Governance – the future

Resolved - Governors noted this information about strategic leadership

126 Accountability:

- (i) Data for 2018
- (ii) Education Endowment Foundation Latest News
- (iii) Finance Accountability – aspects referenced from the pack that may apply
 - c. Charging and Remissions Policy
 - e. School Fund
 - f. Academies Financial Handbook
 - g. HCSS Budgeting Tool

Resolved - Governors noted this information on accountability

127 People:

- (i) NJC (Green Book) Pay Award 2018/19 and National Living Wage 2018
- (ii) Governor Training
- (iii) GovernorSpace – DfE Funded Training

Resolved - Governors noted this information

128 Structures:

That the following information on structures included in the Governor Information Pack be noted as followed:

- (i) Instrument of Governance (IOG)

Resolved - Governors noted this information

129 Compliance:

(i) Governance Procedures

- a. My Health and Safety Incident Reporting System
- b. Asbestos Management Assurance User Guide released
- c. Health and Safety in Science and Technology – CLEAPSS Membership
- d. Searching, screening and confiscation advice for schools – January 2018

(ii) Education

- a. Multiplication tables check trials to begin in schools
- b. DfE announces Advanced Maths Premium for schools
- c. Attendance Policies – check update to school policy
- d. Finance
 - i) Approved School budget
 - ii) Academy General Annual Grant (GAG) allocation guide: 2018/19

- e. Safeguarding Updates- if not already covered in agenda item above.
 - i) Local Authority visiting staff – Safeguarding checks
 - ii) Working Together to Safeguard Children and New Regulations
 - iii) Designated Teacher for Looked After Children
- f. SEND
 - i) Transformation Prototypes – Update
 - ii) Accessing the right help at the right time – guidance
- g. Pupil wellbeing – Free school meals update
- h. Information sharing (6.14)
- i. Data Protection in the Digital World – GDPR changes
- j. Guidance on careers strategy – new requirement on governors
- k. Elective Home Education – Important Notice

Resolved - Governors noted this information

130 Evaluation:

- (i) Strong 'Self-Improving School System'
- (ii) Consideration of self-evaluation activities for your board / LGB

Governors were advised to note the information from the Governor Information Pack.

Resolved - Governors noted this information

131 Other Information:

- (i) Ofsted Update
- (ii) Ofsted -Pupil and Staff questionnaires
- (iii) Bold Beginnings – reception curriculum
- (iv) Ofsted Requirements (Pupils on Part Time/Reduced Timetables)
- (v) Important Alert regarding Fraud

Resolved – That the additional information provided in the Governor Information Pack be received and noted.

132 Any other Business/School items

a) Confidential Appendix actions from the previous meeting:

i) Appeal Hearing: it was noted that the member of staff in question had now resigned and that this had been accepted.

ii) Staff Appointments: it was reported that the two staff appointments were effective but that one member of staff required more support than originally expected.

iii) Staffing Structure: no issues reported and the Principal to forward the final structure to the Governors when completed.

ACTION: the Principal to forward the final Staffing Structure to Governors.

iv) Redundancy: it was noted that the ICT Technician had been made redundant and had obtained a new job which could result in him still being involved with the school.

v) Staff appointment: it was noted that the appointment of a PA had been put on hold as there was insufficient funding at the moment.

b. School Policies/documents

i) Safeguarding Policy: SUAT supplement: Governors received a copy of the programme of training to be held in school throughout the year and were also asked to note that additional training will be scheduled to meet any specific incidents which occur.

Resolved – Governors accepted the Safeguarding Policy supplement.

ii) SEN policy: Governors were asked to note two minor amendment to the SEN policy as –

- no SEN Assistant
- no assertive mentoring

Resolved – Governors accepted the minor amendments to the SEN policy

iii) Pupil Premium Impact and Spend details 2018-2019: Governors were asked to note that this included overcoming the barriers to learning with -

- improving reading skills and the library
- Accelerated Reading programme
- introducing whole class reading for next year.

The Vice Principal also confirmed the purchase of another mini bus within this spend.

Governor question: why is there a need for a second mini bus?

Response: the Vice Principal confirmed that this means that there would then be the opportunity to take out a whole class and pupils can then be subsidised for any trips.

The Principal also confirmed that trips will be formalised for next year with Teachers given the responsibility to plan these and then will then be co-ordinated centrally to ensure that every year group has the opportunity to go on a trip.

Governor question: how is the impact of the spend monitored?

Response: the Vice Principal confirmed that this is monitored by standards achieved and to ensure continuity of approach with every pupil having the same opportunity to go on a trip.

Governor question: who will be responsible for driving the mini bus and will they have the correct driving licence?

Response: the Principal confirmed that a number of staff have offered to drive the mini bus but that she will check who has a D section on their driving licences.

ACTION: the Principal to check who has a D section on their driving licences and can drive the mini bus

Resolved: Governors approved the Pupil Premium Impact and Spend details 2018-2019

iv) Pupil Premium Report: Governors received a copy of this report and were asked to note that that this will be similar next year and will follow a format to match the Headteacher's report next year to ensure there is consistency across Pupil Premium, Headteacher's and the Finance reports.

Resolved: Governors accepted the Pupil Premium Report

v) GovernorSpace self-analysis: Mr Crossan confirmed that he had completed this self analysis and that he had identified numerous actions requiring his own development but further discussion with his Entrust link had suggested that he focus on only 3 or 4 areas of development.

The Vice Principal confirmed that the NGA Self Analysis is the usual form for Governors to complete but that the school had subscribed to the DfE GovernorSpace training.

The Headteacher stated that, as an academy, the school does not need to follow the Entrust guidance and that the NGA Analysis will be distributed to Governors next academic year but that she will meet with Mr Crossan to discuss his GovernorSpace self-analysis to address any outstanding points.

ACTION: the Principal and Mr Crossan to meet to address his areas of development raised by the GovernorSpace analysis.

c) Trust information: these discussions are included in the Confidential Appendix of these minutes.

133 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.

Governors were also asked to identify any items included on the agenda which require recording in a confidential appendix to the minutes.

Resolved - That the following item be recorded in a confidential appendix to the minutes.

- Agenda item 132(4): Trust Information.

134 Dates and Times of Future Meetings

Resolved - That the full Governing Board meetings for 2018/19 will take place as follows and the Principal confirmed that these meetings will be held on Tuesdays for next academic year.

- Tuesday 27 November 2018 at 5.00 p.m.
- Tuesday 19 March 2019 at 5.00 p.m.
- Tuesday 2 July 2019 at 5.00 p.m.

Meeting closed.

Chair

Date

Action checklist

Agenda Item	Action required	By whom
Item 118(a)	Membership: a) to organise an election to fill the Parent Governor vacancy. b) to notify Entrust of this change to membership and ask that they send a standard letter to Ms Tonks informing her of the Board decision.	Principal Clerk
item 120	Link Governors: a) to liaise with Mrs Caton on the completion of the forms for Health & Safety Training for Mr West and support for these costs which will be available after April.	Cllr Williams
Item 98	Evaluation: to organise a 360-degree Review of the Chair of the LAC.	Vice Principal
Item 106	School Data: to report back staff comments to the Governors following the next Staff meeting	Vice Principal
Item 106(b)	Link Governor visits: to feedback to Governors after analysis of their Link Governor questions,	Vice Principal
Item 92	Safeguarding updates: a) to complete the online Safeguarding training. b) to feedback to Governors following staffing meeting to discuss the dress code and the final comments on the use of electronic devices in the school. c) to feedback to Governors to confirm the Chair 360-degree audit.	Governors Principal Vice Principal
Item 122(b)	Sanctions policy: to email to all Governors for their comments Sanctions Policy must match the Behaviour Policy	Principal
Item 132(a)iii	Staff Structure: to forward the final Staffing Structure to Governors.	Principal
Item 132(b)iii	Mini bus: to check who has a D section on their driving licences and can drive the mini bus	Principal
Item 132(b)v	GovernorSpace review: the to meet to address areas of development raised by the GovernorSpace analysis.	Principal/ Mr Crossan
Item 132(c)	Trust information: to confirm availability and receive documents.	Mr Crossan/ Principal

Confidential Appendix

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Mr J Crossan, Mr J Dorrance, Miss L Fletcher, Mr L Newton, Ms S Randle,
Mr P West.

- **Agenda item 132(c) : Trust Audit.**

The Principal confirmed that the Trust had volunteered to be inspected by Ofsted and that, as a result, the school will also be included as part of this inspection which will trial different types of Ofsted inspections. She confirmed that this will take place on 18 July 2018 and will take approximately 2 hours and the indication is that this will probably investigate financial accountability and Pupil Premium.

The Principal confirmed that a Governor would be expected to attend this inspection and asked Mr Crossan if he was free on this date.

Mr Crossan agreed to confirm to the Headteacher his availability.

The Principal confirmed that she would then forward the overview of this inspection to Mr Crossan and asked Governors to note that this is confidential as this is a trial by Ofsted to enable them to consider the various types of inspection of any Trust.

The Principal stated that there would then be a feedback meeting held on 17 July 2018 but that this information would also be confidential and cannot be discussed.

ACTION: Mr Crossan to confirm his availability for this inspection

ACTION: The Principal confirmed that she would then forward the overview of this inspection to Mr Crossan