

Littleton Green Academy

Minutes of the Meeting of the Local Governing Board held in the School on Monday 25 September 2017 at 5.00 p.m.

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

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

The Principal asked for Governors approval that she Chair this meeting due to the resignation of the Mr N Snell (LAC Chair) and confirmed that Mr Snell had been invited to attend this, his final, meeting.

Resolved: Governors approved that the Principal act as Chair for this meeting and noted the agenda item for the appointment of a new Chair.

ACTION: Clerk to write to Mr Snell to thank him for his support to the school over a number of years.

The Principal then welcome everyone to the meeting and for the benefit of new members introductions were made around the table.

45 Apologies

Resolved - That no apologies for absence had been received from either Mrs R Cotton or Mrs S Sproston.

The Principal confirmed that Mrs S Spronston had not attended any meeting since expressing an interest in joining the LAC.

ACTION: The Principal to contact Mrs Spronston to clarify her intension to remain a Member of the LAC and to confirm that no further apologies would be accepted from her.

46 Election of Chair

The Principal outlined the requirements for the expectations of the Chair to meet every two weeks on a Friday at 10.15 a.m. to discuss the current situation in the school with the Principal.

The Principal also confirmed that there would be support from the NGA (free of charge) for the new Chair for the first twelve months and also that they plan to attend the next LAC meeting.

Prior to the election of the Chair, the Governing Board must determine the date on which the term of office will end.

The Governing Board confirmed that the term of office will be for a period of one year and end on 25 September 2018.

There were nominations for Cllr D Williams.

Resolved – Cllr Williams was elected as Chair.

47 Election of Vice Chair

Prior to the election of the Vice Chair, the Governing Board must determine the date on which the term of office will end.

The Governing Board confirmed that the term of office will be for a period of one year end on 25 September 2018.

There were nominations for Mr J Crossan.

Resolved - Mr J Crossan was elected as Vice Chair.

48 Governing Board Matters

a) Membership

The Principal confirmed her personal CPD through being a member of the SUA Trust Board, which gave the opportunity to share good practice, and confirmed that she had invited any members of the SUA Trust Board to join the School LAC as an Observer to broaden the skill base of the LAC.

The Principal asked Governors to approve the appointment of Miss L Fletcher, Mr L Newton and Miss S Randle as Observers to school LAC.

Resolved: Governors approved the appointment Miss L Fletcher, Mr L Newton and Miss S Randle as Observers for a period of four years.

The Clerk reported there were no further known changes to take place before the next full meeting.

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. The Principal gave an explanation, for the benefit on any new members, of the criteria for completing this document.

ACTION: Mrs Caton to forward the register of business interests form to Governors for them to complete and return.

d) Declaration of Interest Business and Pecuniary

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

e) Code of Conduct

Governors were advised that they should have a Code of Conduct in place that all serving Governors agree to and understand and that arrangements are in place to ensure that all new Governors are made aware of the code when joining the Governing Board.

The Vice Principal distributed the Code of Conduct to be signed by all Governors and they were asked to make any suggestions for changes to this code.

Resolved - That the model Code of Conduct be adopted by the Governing Board.

The Principal reminded all Governors that any discussions/conversation held outside this meeting must be a personal viewpoint only and not bring the school into disrepute.

That new Governors will in future receive a copy of the code at the time of their appointment.

49 Minutes of the Previous Meeting

Resolved - That the Minutes of the full Governing Board meeting held on 12 June 2017 be approved subject to the following amendments:

- **Attendance:** to confirm that Miss Tonks arrived late and was not in attendance for the report by Challenge Education.

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

50 Matters Arising from the Previous Meeting

- **Agenda item 31: Apologies: ongoing action:** Principal to contact Mrs Sproston in connection with her membership of the LAC.
- **Agenda item 32: Membership: action ongoing:** Principal to give consideration to filling the Parent Governor vacancy.
- **Agenda item 34: Governor email accounts: action ongoing:** Governors who were still experiencing problems with accessing the school email were invited to see the IT Technician any Tuesday morning to discuss their problems.
- **Agenda item 34: Skills Audit: action ongoing:** to be discussed at the LAC meeting in January 2018 as an agenda item.
- **Agenda item 34: Principal report: action ongoing:** Governors were asked to approve the new suggested format for the Principals Report and noted that this would be formally agreed at the next scheduled MAT meeting.
- **Agenda item 34: New School: action ongoing:** the Principal confirmed that there was no further development to report but asked for a letter of support from the Parish Council to support any possible bid for new the school.
- **Agenda item 34: School data: action ongoing:** the Principal confirmed that this data is not yet available but that the unofficial indication is that Littleton Green is the top school in the Cannock and Rugeley area and that three external Advisors have confirmed the school data. Governors received a breakdown of the excellent school results against the National Average which illustrated the ongoing improvements year by year.

Governor question: does the extra support to the curriculum make a difference to the SAT's results?

Response: the Principal confirmed that any additional push is always beneficial to the pupils and that they are trained for SAT's as it is not now about protecting pupils but for the pupils to have an expectation of their achievable targets.

Governor question: have any demographical changes to the area had an impact on these results?

Response: the Principal stated that there were no obvious changes at the moment but that there is a need to work on 'closing the gap' and Teachers are all aware of their accountability and understand their expectations in achieving targets.

- **Agenda item 37: Finance: action ongoing:** Finance report to be made to the next meeting.
- **Agenda item 39: Governor Self Evaluation and School Improvements: action ongoing:** for discussion at the meeting in January 2018.
- **Agenda item 41(b): Caretaker secondment: action closed:** the Caretaker confirmed that he is working 10 hours per week at SUAT from 7 to 9 a.m. and is able to sustain these hours of work. The Principal stated that she felt that the sharing of staff, maybe based on budgetary constraints, is the way forward.
- **Agenda item 44: Meeting dates: action closed:** all dates will be listed at the end of these minutes.

51 Review of Committee Structure / Scheme of Delegation

a) Nominated/Link 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 (SEND) Governor, Pupil Premium and Sports Premium Governor as well as someone to deal with Governor Training and Development.

It was also further noted that Governors may wish to appoint nominated Governors to cover areas of the curriculum, be attached to a year group or key stage or as a link to the School Council.

The Vice Principal reminded Governors that initially a list of suggested questions is produced for Link Governors but that, as their role develops, then their questions should relate to relevant points raised during ongoing discussions.

Resolved - That the following nominated Governors be appointed:

- | | |
|-------------------------------------|-----------------------------------|
| • Safeguarding: | Mr L Newton |
| • SEN/Looked After Children: | Mr J Crump |
| • Pupil Premium and Sports Premium: | Mr J Crossan |
| • Governor training: | Mrs L Small/Mr D Baker |
| • British Values: Phase 1: | Mrs R Cotton |
| • British Values: Phase 2: | Miss S Randle and Miss L Fletcher |
| • Health & Safety | Mr P West |
| • Web site: | Mr J Dorrance. |

Cllr Williams suggested that it may be appropriate for Mr West to receive some further Health & Safety training and that he would be in a position to support the cost of this training.

ACTION: Cllr Williams to liaise with Mrs Caton on the details and cost for any additional Health & Safety Training for Mr West.

The Principal confirmed that appropriate staff will contact the Link Governors directly to arrange visits.

ACTION: Lead Staff to contact Link Governors to arrange mutually convenient dates and time for visits.

52 Reports

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

Governors noted that no actions had been undertaken on behalf of the Governing Board since the last full Governing Board meeting.

53 INSET Days and School Closures 2017-2019

If appropriate and in line with the Scheme of Delegation, the Governing Board were advised to note the dates provided by the Local Authority and the following dates were noted -

- 20 October 2017
- 13 and 14 April 2018
- 7 July 2018

Resolved – Governors approved the above Inset Dates.

Governor question: as a local school has recently closed their After School Clubs with only one week notice is there any possibility that Littleton Green may find itself in a similar situation?

Response: the Principal explained that any Headteacher has the right to decide to support or close After School Clubs but that, as most support to these clubs at Littleton Green is by in-house staff, then only the costs relating to staff actually based in After School Clubs is deducted from the profit.

She confirmed that this ensures that the clubs remain in profit and that this profit then goes directly back into the school budget and is currently very beneficial to the school.

The Principal confirmed that as additional support service for the After School Clubs is covered by either herself or the Vice Principal then it may be appropriate to amend these Job Descriptions to reflect these extra duties.

ACTION: the Principal to give consideration to amendments to the above Job Descriptions.

Governor question: are there still any plans to build an extension to school buildings?

Response: the Principal confirmed that a Capacity Survey by the LA had confirmed that there was available space on the school grounds to build an extension but that there are no final details currently available and no plans to change the PAN number from 60.

Governor question: what are the developments on offering 30 free hours Nursery provision?

Response: the Principal confirmed that the 30 hours funding had been agreed, is positive and confirmed the current increase and breakdown of numbers of children against the numbers in previous years.

56 Safeguarding Updates

Governors were advised that information regarding carrying out the statutory duties has been updated and that this information is included in the Entrust Governor Information Pack from Page 16-18 and Appendix 2. Governors were also made aware of the following safeguarding updates –

a) Safeguarding reminder on personnel – Governors were asked to note that this policy is not currently available and the Vice Principal outlined the plan for Governors to receive a one page Safeguarding update once per week together with a related scenario. He confirmed that Governors will then be asked to demonstrate a level of safeguarding understanding at the following LAC meeting and that all staff also need

to prove they have read these updates by giving a 10 minute presentation at their meetings.

Governor question: do all staff, including Dinner Ladies, receive similar safeguarding updates?

Response: the Principal confirmed that all staff receive safeguarding updates as the school staff have a duty of care to raise any concerns by using the online process to inform either herself or the Vice Principal of any issues which will then enable appropriate actions to be taken.

Governor question: is it correct that the Vice Principal can now deliver Level 1 Safeguarding in house?

Response: the Vice Principal confirmed that both he and the Principal are now qualified to cover in-house training for level 1 Safeguarding.

Governors were advised to note the following information included in the Governor Information Pack -

- b) Single Central Record
- c) Working Together to Safeguard Children (March 2015) – updated.
- d) Children Missing in Education.
- e) Online/E-safety issues.
- f) Example proforma of a Governor's termly safeguarding monitoring form.

Resolved - Governors noted the above information.

57 Strategic Leadership

That the following information on the items included in the Entrust Governor Information Pack from Page 3-5 be noted as followed -

- a) What Governing Boards should expect from school leaders and Ofsted focus for the future.
- b) Reflecting on vision.
- c) Voices of Stakeholders.

Resolved - Governors noted the above information.

58 School Development/Improvement Plan

Governors received a tabled copy of the SEF/Milestone document and the Vice Principal highlighted each six week block of data, with each section using a colour code to identify current progress, and that these were the key headlines for each section.

The Vice Principal confirmed that the Millstone document will be included in the password protected section of the governor email page and will contain all the background information against each section.

Governor question: where are the final results for last year?

Response: the Vice Principal confirmed that these are included in Block 6 of the Milestone document.

During discussions it was agreed that a Health & Safety Section should be added to the Milestone document.

ACTION: the Vice Principal to add an additional section for Health & Safety to the Milestone document.

ACTION: Governors to email any questions relating to the Milestone document directly to the Vice Principal.

59 Accountability

That the following information on the items included in the Entrust Governor Information Pack from Page 5-8 be noted as followed -

i) Creating Accountability for Educational Performance – Governors were advised to ensure that appropriate arrangements are in place for the performance management of school staff including the -

a) Principal Performance Management: Governors were asked to note that a review of the Principal Performance Management had taken place with three targets set and agreed.

ACTION: the Principal to forward details of the set targets to the Governors.

Resolved – the Principal Performance Management committee approved a one point salary increase for the Principal based on achievements of the set targets.

The Principal confirmed that a Principal Performance Management committee is required for the next review scheduled for February 2018 and this was confirmed as Mr J Crump, Cllr D Williams and Mrs C Nelson.

b) Staff Performance Management: Governors were asked to note that the Performance Management of all staff was set for next week and the Vice Principal highlighted the UPS staff who were at their top of their pay scale and suggested that these staff should be offered a lead project at TLS scale for a fixed year period after which they would return to their current pay scale.

The Vice Principal confirmed that these projects would be included in the School Development Plan areas of responsibilities.

Resolved - Governors approved the following pay rises –

- Every member of staff awarded a 1% pay increase and confirmed that -
 - MI staff awarded a 2% pay increase
 - UPS staff to remain at the top of their pay scale
 - Vice Principal and Assistant Heads awarded a 1% pay increase

ii) Education Performance

i) Data for 2017: Governors noted that this information is found on page 28 of the Governor Information pack.

iii) Assessment – Questions Governing Boards might like to ask.

e) Staffordshire e-PEP (Personal Education Plan). Governors noted that this information is found on page 6 of the Governor Information pack.

iv) Replacement for RAISEonline – Analyse School Performance: Governors were asked note that there is no information on the replacement RAISEonline available.

v) Finance Accountability: to be presented at the next meeting.

vi) Pupil Premium Strategy Reports – Primary and Secondary. Governor were asked to note that this information is included on the School web site.

60 People

That the following information on the items included in the Entrust Governor Information Pack from Page 8-10 be noted as followed -

- i) Inspiring Governance – Need help recruiting new skilled Governors and Trustees?
- ii) Governor Training.
- iii) Chair of Governors Review.
- iv) Clerking Competency Framework.

Governor question: should the LAC be responsible for ensuring the Clerk Competency Framework?

Response: the Principal confirmed that the Clerk is appointed and trained by Entrust to ensure competency.

Resolved – Governors were asked to read appropriate articles included in the Governor Information Pack.

61 Compliance

That the following information on the items included in the Entrust Governor Information Pack from Page 10-22 be noted as followed –

- i) **Governance Procedures** – Governors were advised to approve any new policies or any other policies due for review, paying particular attention to those policies that should be reviewed annually i.e. Charges and Remissions policy. Governors were asked to consider a more consistent format for dating the acceptance by Governors and staff, as well as ensuring that there is a future date for review for all policies.
 - a) Planning Calendar – Governor Checklist for 2017-18.
 - b) DfE Guidance: Mandatory Timelines and Statutory advice.
 - c) What Maintained and Academy schools must publish online – SEND.
 - d) What Academies have to publish online – general update.

Resolved – Governors noted these recommendations.

- ii) **Education – included in section 6.4 of the Governor Information Pack**
 - a) SEND Strategy.
 - b) Medical Policy Update.
 - c) Dignity and Care Update.
 - d) Access Strategy and Pathway.
 - e) Autism.
 - f) PDSS Information Sharing.

Resolved – Governors noted these updates

iii) Finance

Governors were asked to note that all finance information will be discussed at the next LAC meeting,

61 Our Voices: Our Values (Supporting Schools to tackle Extremism)

Resolved – noted by Governors

62 Pupil wellbeing – included in section 6.8 of the Governor Information pack.

- a) Permanent exclusions: noted

- b) OECD Programme for International Student Assessment (PISA) on pupil wellbeing: noted
- c) Anti-Bullying Week 13th-17th November 2017: Governors were asked to note that there is no anti-bullying week in the school as this is addressed all year every day.
- d) All schools to be offered mental health training by 2020: noted
- e) Medication and Supporting Medical Needs Guidance for Children and Young People (May 2017): Governors were asked to note that the School Nurse ensures that the requirements are all up to date.
- f) Paediatric First Aid (PFA): Governors were asked to note that this completed.

63 Admissions

The Principal confirmed that the school numbers are controlled by the MAT and that there have been 6 new applications in recent days from people who have moved into the area or who are not satisfied with their current school.

64 Health & Safety

That the information included in the Entrust Governor Information Pack from Page 20-21 be noted as followed, Governors were referred to Appendix 7 for further information from the Health & Safety Team.

Resolved – Governors noted this information.

65 Information Sharing

That the following information on the items included in the Entrust Governor Information Pack from Page 21-22 be noted as followed, Governors were referred to Appendix 8 for further training details.

- a) Data Protection in the Digital World: Is your school preparing for the GDPR changes?
- b) Staffordshire County Council's Information Governance Unit Training Programme.

The Principal also confirmed that there is also some sharing of information and training by the MAT.

66 Evaluation

New Intervention Research Reports from the EEF.

That the information on this item included in the Entrust Governor Information Pack on Page 22 be noted.

Resolved – noted by Governors.

66 Other Information

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

- a) Ofsted Update
 - i) Proposed Changes to Ofsted – Short Inspections.

- ii) Music Hubs – How they can help you meet the requirements.
- b) Replacement for Ben Adams Letter.
- c) Local Authority Categorisation 2017-18.
- d) Holidays
 - i) Holiday Lists.
 - ii) Holidays during Term time – update on review.
- e) Employing a Newly Qualified Teacher (NQT).

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

67 Any Other Business

a) Erection of two plaques: Principal confirmed a request from local Minors to erect two plaques on the school ground where the two mine shafts were located.

Governors had the opportunity to view the design and location of these two plaques with one being by the side of the football pitch and the other close to the school car park.

Resolved – Governors approved the erection of the two plaques in the school grounds.

b) School Meals: Miss Tonks reported on the positive pupil comments in respect of the school meals as it is felt that they are now healthier and much nicer.

The Principal stated that it was very good to receive these positive pupil comments as hot meals had been made compulsory and followed the proposals made by the Government for free school meals. She also confirmed that all staff spent 15 minutes during dinner time to support and encourage pupils to try different food and develop table manners.

68 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 no items were identified as requiring to be recorded in a confidential appendix to the minutes.

69 Dates and Times of Future Meetings

Resolved - That the full Governing Board meetings for 2017/18 will take place as follows:

- Monday 6 November 2017 at 5.00 p.m.
- Monday 8 January 2018 at 5.00 p.m.
- Monday 5 March 2018 at 5.00 p.m.
- Monday 11 June 2018 at 5.00 p.m.

Chair

Date

Action Checklist

Agenda Item	Action required	By whom
Item 50	Attendance: to write to Mr Snell to thank him for his support to the school over a number of years.	Clerk
Item 50	Apologies: to make contact with Mrs Sproston to identify if she is committed to being a Governor.	Principal
Item 50	Business interest forms: to forward a copy to all governors for them to complete	Mrs Caton
Item 50	Membership: to give consideration to filling the Parent Governor vacancy,	Principal
Item 50	Governor email accounts: to check with the IT Technician on the status of their Governor email accounts.	Governors.
Item 50	Skills Audit: to give consideration to completing the Skills audit at the meeting on 8 January 2018 to identify key areas for improving Governor knowledge.	Vice Principal
Item 50	Principal report: the Principal to confirm the format of the Principals Report following the MAT meeting.	Principal
Item 50	<p>New School:</p> <p>a) to keep Governors updated on the progress and involvement of Littleton Green for this new school.</p> <p>b) to produce a letter of support from the Parish Council for any possible school bid for the new school.</p>	<p>Principal</p> <p>Parish Council.</p>
Item 50	School Data: to forward school data to Governors in preparation for discussions when formally confirmed.	Principal
Item 50	Finance: to produce a breakdown of the After School Club and Catering related costs to the next meeting.	Mrs Caton
Item 50	Governor Self Evaluation and School Improvements: to discuss in detail at the meeting in January 2018.	Governors
item 51	<p>Link Governors:</p> <p>a) to liaise with Mrs Caton on the details and cost for any additional Health & Safety Training for Mr West.</p> <p>b) to contact Link Governors to arrange mutually convenient dates and time for visits.</p>	<p>Cllr Williams</p> <p>Lead Staff</p>

Agenda Item	Action required	By whom
Item 54	Job Descriptions: to give consideration to amendments to the Principal and Vice Principal Job Descriptions to include any responsibilities associated with the After School Clubs.	Principal
Item 58	Milestone document: a) to add an additional section for Health & Safety to the Milestone document. b) to email any questions relating to the Milestone document directly to the Vice Principal.	Vice Principal Governors
Item 59	Principal Performance Management: to forward details of the set targets to the Governors.	Principal