

Five Spires Academy

Minutes of the Meeting of the Local Governing Board (LGB) held in the Academy on Friday 2nd February, 2018 at 5.30 p.m.

Present: Miss. Bye (Headteacher)
Mrs. Davies (Vice Chair)
Mrs. Downie
Mrs. Motorny
Mr. Murray
Mrs. Van Dreumel (arrived at 17.40)
Mrs. Winson (Chair)

In attendance: Mrs Rice (Clerk to Governors)

Governors were welcomed to the Spring Term meeting by the Chair.

69 Apologies and Attendance:

There was an apology from Mrs. Chan which was accepted by the LGB.

70 LGB Matters:

a) Membership

Due to the resignation of Mr Campbell there is a vacancy in the LGB.

Resolved: That the Headteacher will look to fill the vacancy with an appointment from the Local Authority. She confirmed that the appointee should have the skills to meet the gaps identified in the skills audit. The areas to be met are finance, IT and business.

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

Governors confirmed that they had updated the register of business interests.

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

The Chair confirmed that the Code of Conduct is in place and has been signed by Governors.

71 Minutes of the Previous Meeting:

Resolved: That the Minutes of the LGB held on Friday 22nd September 2017 (including confidential appendix (Minute 66)) be approved. This was proposed by Mrs Davies and Seconded by Mrs Motorny and accepted by the LGB.

72 Matters Arising from the Previous Meeting:

Minute	Owner	Action Required	Action Update
57a	Clerk	Contact Mrs. Beck for constitution details. Clerk will share the information with the Chair once acquired.	To be confirmed at the next meeting.
57c	Miss. Dixon	Ensure any pecuniary interests are declared and online register is up-to-date.	Closed.
57d	Mr. Campbell	Source Code and circulate. Audit of signatures to be captured at next meeting.	The Chair confirmed that this has been completed.
58	Various	Ensure new working procedures around paperwork are implemented prior to future meetings.	Procedures will be in place for the next LGB meeting.
59	Various	Close down AMBER actions before Spring Term meeting.	Completed.
61c	Chair	Determine reporting back mechanism for Link Governors at future meetings.	The Headteacher and Deputy Head will report to the LGB.
65	Chair	Contact Mrs. Beck about agenda setting for future meetings.	To be confirmed at the next meeting.

73 Review of Committees and Nominated/Link Governors:

a) Nominated Governors

The Headteacher has reviewed the need for Link Governors and until such time that the school expands the Headteacher and Deputy Head will feed back curriculum issues. There is however, a Link Governor in place for Safeguarding and a Link Governor for SEN.

74 Reports:

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

See Confidential Annex.

b) Committees

The LGB does not operate with a committee structure at the current time.

c) Nominated/Link Governors

The SEN Governor confirmed that the report was now complete and would be circulated to all Governors.

Resolved: That the SEN Report be circulated to Governors.

75 Headteacher's Report:

The Headteacher report had been circulated to Governors in advance of the meeting. The Headteacher invited Governors to ask any questions or clarifications they may have.

a) Maths Scheme,

A number of Governors asked about the impact of the new maths scheme. The Deputy Headteacher replied that the scheme is having a positive impact on assessment and marking.

A Governor challenged whether the scheme meets the needs of high achievers. There was a discussion about the method of teaching that allows skills to be embedded in key steps which ultimately leads to providing high achievers with further skills. The maths scheme builds on knowledge, providing a structure for teaching but, to provide differentiation other methods are used.

Governors went on to question whether clear interventions were in place for underachievers. The Headteacher assured Governors that staff were trained in precision teaching which is needs driven. Reach2 will be looking at effectiveness of the maths scheme next term.

b) Playground Buddies,

Governors questioned the role of Playground Buddies. The headteacher explained what the term meant and how it would work in practice. It was stressed how this built personal responsibility, PSHE targets and established positive values amongst the children. In addition, Class Dojo is being employed as a motivational tool and is working well.

c) Outcomes for pupils,

The Headteacher added that these are all on target.

76 Safeguarding Updates:

a) Confirm that any new members on the LGB have a DBS certificate,

The Chair asked if all Governors had DBS checks in place and it was confirmed that they had.

b) Safeguarding reminder on personnel,

The Headteacher confirmed that all staff would be asked to sign a "Declaration by Association. "

Resolved: That the Headteacher would ask all staff to sign a "Declaration by Association. "

77 Strategic Leadership/Accountability/People/Structure/Compliance/Evaluation:

a) Review of School Effectiveness, ROSE Report.

The Headteacher commented that this had been a thorough and detailed review with positive results. The Chair advised that in the light of the report the Headteacher may wish to review the judgement of the likely performance category of the school.

Governors questioned whether Special Educational Needs (SEN) would be given more rigorous monitoring and the SEN Link Governor responded that that would be the case. Governors asked if any system was in place to share best practice across the key stages. The Headteacher responded by saying that there is cross/key stage referencing and reinforcement with mentoring and coaching of staff to embed good practice. She added that they were looking for a consistent approach across the school with non-negotiables expected of teachers in place.

The Chair suggested that further to this report the role of the governing body be reviewed and at the next meeting of the LGB the requirements for Governor's training be considered.

Governors asked about the challenge to the most able students and what evidence is there to show that they are being challenged effectively. The Deputy headteacher responded that assessment procedures are being reviewed and books are being annotated. In addition, children are being taught to ask challenging questions and that the school is engaged in a visible learning project.

All Reach2 schools are involved in the project to enable children to take responsibility for their own learning and to understand their learning targets.

Governors questioned whether there was a workload issue for the Headteacher and the deputy headteacher. The Headteacher responded that there was a strategic plan in place.

Resolved: That Governors look at the data compared with the national figures at the next meeting.

b) Review of SES/SDP

No changes as under ROSE, development is ongoing.

78 Accountability;

a) Raise on Line replacement

As yet limited data is available on ASP (which is the replacement for Raise on Line).

b) Inspection Data Summary Report (IDSR)

Resolved to be considered by Governors at the next meeting.

c) Attendance data,

Attendance is good but given the small numbers of pupils any absence has significant effect on the overall figures.

79 Compliance;

The Headteacher advised Governors that the web site was compliant.

The Headteacher also said that there had been no exclusions and that in terms of future admissions they were full with 30 new pupils registered. This meets the PAN.

The Headteacher and Deputy Headteacher will be undertaking training into General Data Protection Regulation (GDPR.).

80 Other information,

a) OFSTED update,

The school is due for an Ofsted inspection but the Headteacher thought that it may not happen until key stage 1 SATS had been completed.

b) Changes to penalty notices code of conduct,

The Headteacher confirmed that the advisory letter had been sent out to parents.

81 Any other business.

A Governor questioned whether there should be a skills audit for new governors and was advised that this had been discussed at the beginning of the meeting.

A Governor asked who would be undertaking the risk assessment for the proposed residential trip. The headteacher advised that a full risk assessment would be carried out by the school and by the provider. She added that the take up for the residential was high.

A Governor asked about what had happened with the programme for computers. The Headteacher answered that the Reach2 staff member responsible for the programme had left and that Reach2 will deal with the programme once they had a replacement.

The Chair advised that the reach2 Governors conference would take place on Friday 16th March in London and that if anyone would like to go Reach2 would refund travel costs.

82 Confidentiality,

See Annex.

83 Date and time of future meetings,

20th April 2018 17.30 Topic: Data and Ofsted
26th June 2018 17.30 LGB

The Chair thanked everyone for their contribution and the meeting was closed at 19.12.

Chair

Date

Five Spires Academy

Minutes of the Meeting of the Local Governing Board (LGB) held in the Academy on Friday 2 February 2018 at 5.30 p.m.

Action Matrix

Minute	Owner	Action Required	Action Update
70a	Headteacher	To liaise with the Local Authority to recruit a new Governor.	
74c	SEN Governor	To circulate the SEN report to Governors.	
76b	Headteacher	That the Headteacher would ask all staff to sign a "Declaration by Association.	
77a	All	That Governors look at the school data compared with the national figures at the next meeting.	
78b	All	Inspection Data Summary Report (IDSR) to be considered by Governors at the next meeting.	

Minute	RAG Status	Update
388	AMBER	The status of the Code of Conduct was discussed in the meeting and actions have been agreed.
39	GREEN	The minutes of the meeting on 03.02.17 are available for public consumption.
40	GREEN	Aside from circulating the Link Governor Proforma and including an article on CSR in a future newsletter all previous actions have been moved on or closed down.
41	AMBER	Statutory Link Governors for safeguarding core curriculum subjects and SEN are in place. The Chair will ensure a full listing of Link Governors is provided for the next meeting.
42a	AMBER	The monitoring schedule is extremely fluid and dynamic. That said, there will be opportunities for Governors to engage with some designated engagement activates over the course of the next 12 months.
42a	AMBER	The outgoing Chair asked that Governors contact Mrs. Beck if they continue to experience problems accessing Gel online.
42c	GREEN	Governors are aware that following any completed CPD they should provide a copy of certificates for the office.
42c	AMBER	Covered above.
43	AMBER	Whilst a Governor Annual Statement is not mandatory, it was felt a Governor newsletter should be sent out to inform parents of the change in strategic lead. The Clerk also agreed to supply the Chair with the Governor attendance record over the course of the last 12 months. The Chair can then use this information as she sees fit.
43	GREEN	Work on learning journals has been completed.
45	AMBER	The Annual Safeguarding Audit will be provided to Governors by the end of the Autumn Term.
46	GREEN	A skills audit was completed by the LGB membership some time ago. This information is on record should it ever be needed.
48	GREEN	All ratified policies, listed in the previous set of minutes, have been published online.
49	GREEN	Governors know they can contact the Clerk should they have any questions in relation to the Governor Information Pack.
50	GREEN	The outgoing Chair had sought a perspective on the Apprenticeship Levy from the Trust. This was relayed to the Governors.
53	AMBER	Whilst a schedule of dates for 2017-18 has been agreed the Spring Term date is going to need to be rearranged. The Clerk will liaise with the Principal/Chair and a new date (along with the summer date) will be communicated to the LGB members.

absent Governors to be informed.