

Five Spires Academy

Minutes of the Meeting of the Local Governing Board (LGB) held in the Academy on Friday 22 September, 2017 at 5.30 p.m.

Present: Mrs. Winson (Chair), Miss. Bye (Principal), Mrs. Davies, Mr. Campbell, Mrs. Downie, Mr. Murray, Mrs. Van Dreumel, Mrs. Motorny, Mrs. Chan

In attendance: Mr. Davies (Clerk to Governors)

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

54 Apologies and Attendance:

There were no apologies at tonight's meeting. All Governors were in attendance.

55 Election of Chair:

Mr. Campbell began by informing Governors that he would be emigrating to Australia in the coming months and was therefore stepping down from the LGB, both as Governor and Chair.

Resolved: That Mr. Campbell be thanked by all those present in the meeting for his contribution to what is a key strategic role on the Board and he be wished every success in his future endeavours.

Before an election for a new Chair took place, Mr. Campbell provided an overview of the role and the types of interactions he had had with the Academy over the course of the last 12 months. He acknowledged that whoever takes on the role would need to commit to supporting the SLT in a variety of different ways including playing a prominent role in a future Ofsted inspection, whenever it is scheduled.

Governors felt that the post should be filled for a period of 12 months before the position of Chair is revisited and it was also felt Parent Governors should not stand for election given the need to safeguard against any possible conflict of interest. At this point Mrs. Winson was welcomed onto the Board as a new Governor to ensure she could participate in the Chair/Vice-Chair election.

Nominations were sought for the post of Chair and Mrs. Winson intimated she would be interested in such a role. As a retired Headteacher there is no doubt Mrs. Winson has the professional experience and expertise to fulfil this role and all Governors were unanimous in their support for Mrs. Winson taking on the chairmanship of the LGB.

Resolved: That Mrs. Winson be appointed as Chair of the LGB up until the first meeting of the Autumn Term 2018.

56 Election of Vice-Chair:

Mrs. Van Dreumel has been serving as Vice-Chair on the LGB for the last 12 months and, as was the case with Mr. Campbell, she was thanked for the support she has provided to the SLT over this period. For personal reasons, Mrs. Van Dreumel informed Governors that she was more than happy to stand aside and let another Governor have the experience of the Vice-

Chair role. Mrs. Davies intimated she would interested in the role for 12 months and Governors were happy for this change to be made.

Resolved: That Mrs. Davies be appointed as Vice-Chair of the LGB up until the first meeting of the Autumn Term 2018.

At this point in the meeting, Mrs. Winson took over the chairmanship of the meeting.

57 LGB Matters:

a) Membership

The following membership update was reported to Governors:

- New Governor, Mrs. Winson, was formally welcomed onto the Board membership.
- Mr. Campbell resigned from his post as Governor and Chair for reasons already explained.
- It was confirmed that Miss. Dixson would not be attending future LGB meetings.

Resolved: That the Clerk inform Mrs. Beck (Senior Governance Advisor – REAch2) of these updates. The Clerk will also contact Mrs. Beck to get information on Governor terms of office (start/end dates) as well as the intended constitution of the LGB membership. This will ensure any recruitment activities can be targeted to when terms of office are coming to an end. This information will be emailed to the Chair and Principal once it is obtained.

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 were reminded of the requirement for them to update the register of business interests on an annual basis. The Clerk informed Board members that all Governors need to carry out this task before the end of the Autumn Term. The paperwork is held in the Academy office and it was suggested Miss. Dixson would ensure a full set of forms is completed and returned by LGB members.

Resolved: That Miss. Dixson progress this action between meetings.

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 LGB.

REAch2 has a Code of Conduct that all Academy schools need to accept. The outgoing Chair agreed to source a copy of this code, contextualise it to the Academy

and email it around the membership. An audit of signatures will then be captured at the next meeting as confirmation Governors will comply with the protocols listed in this document.

Resolved: That the outgoing Chair progress this action between meetings.

58 Minutes of the Previous Meeting:

Resolved: That the Minutes of the LGB held on Friday 19 May 2017 (including confidential appendix) be approved.

A Governor challenged over the despatch of documentation prior to an LGB meeting as some members did not receive all supporting paperwork this time around. The Clerk confirmed the administrative arrangements of a silver SLA with Governor Services and the following changes in working practices were agreed:

- The Governor Information Pack will be sent to the Chair at the start of each term so she can forward it to the membership.
- Once the draft minutes are finalised they will also be emailed to the membership. This way actions can be progressed and closed off prior to future meetings.
- The Clerk will liaise with the Chair over the agenda and any additional copying requirements for meetings.

Resolved: That these changes in working practice come into immediate effect.

59 Matters Arising from the Previous Meeting:

As per standard practice, the Clerk captures any actions from the previous meeting in an actions log, attached as an appendix to the minutes. The following update can be reported:

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.

Resolved: That any AMBER actions be moved on or closed down before the Spring Term meeting.

Governors were thanked for their on-going support in closing down as many actions as possible between meetings. This is an example of effective governance in action.

60 Review of Committees and Nominated/Link Governors:

a) Nominated Governors

The LGB does not operate a committee structure.

Governors are assigned to key priority areas within the Academy and will, over the course of this year, be carrying out Link Governor visits with the relevant staff members to establish any areas of challenge which need to be addressed.

The final listing of Link Governor roles and responsibilities will, as already minuted, be finalised by the end of the Autumn Term.

61 Reports:

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

The Chair and Vice-Chair reported that they had not undertaken any actions on behalf of the LGB since the last full LGB meeting.

b) Committees

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

c) Nominated/Link Governors

There were no verbal reports from Nominated/Link Governors at tonight's meeting. This is not that surprising given it is the start of term and it is expected this area of governance will ramp up as the academic year develops.

As part of the agenda restructuring (matter covered later in these minutes) the Chair may want to give due consideration as to how an opportunity for Link Governor feedback is built into future meetings.

Resolved: That the Chair reflect on this point before the Spring Term meeting and before the agenda is finalised.

62 Principal's Report:

The Principal's report had been circulated to Governors in advance of tonight's meeting. The Principal pulled out some of the key highlights from the update and asked for any challenge from Governors relating to these central themes. An overview of these discussions can be reported as follows:

1.1

There was a discussion around the current levels of attendance across the different year groups. Lower down the Academy the various initiatives deployed around attendance are having a marked impact with transition days, for example, used to relay key reminders about the need for a healthy attendance record. Year 2 is currently proving to be more of a challenge and the SLT continue to monitor the situation closely, working with particular families to reinforce key messages wherever possible.

A Governor challenged over the Year 2 impact on the overall attendance record. The Principal commented that despite some challenges the overall percentage is still broadly in line with national (96%).

1.2

Governors challenged over the 'on-entry data' and whether the data had normalised this year following a blip in 2016-17. The Principal commented that the issues the Academy faced last year were cohort specific and do not represent any overarching worrying trend.

1.3

The strength of the 2016-17 data set was reflected on positively by Governors. Phonics data is above national, local and Lichfield schools and the Report indicated a series of positive trends in other areas. Governors felt the Academy should capitalise on this good news story (media opportunity) and the focus must now be on sustaining these outcomes with an Ofsted inspection not too far in the future. As the current academic year pans out Governors will have the opportunity to reflect on data and this will be important to ensure Board members can speak about data from an informed position to any external stakeholder.

A Governor did challenge at this point whether the few candidates who had failed the Phonics test in Year 1 had a poor attendance record. The Principal confirmed there was no such alignment with other reasons coming to the fore to explain why these candidates needed a Year 2 Phonics resit opportunity.

Before moving onto the next agenda item, Governors did congratulate the staff and SLT for their 2016-17 data outcomes. A lot of work and effort has gone into creating a thriving teaching and learning environmental where all pupils are given the chance to fulfil their potential and staff should be extremely proud over what has been achieved in such a short space of time.

63 INSET Days and School Closures 2017-19:

The Academy has set extra INSET days this year which have been communicated to the parent community via the Academy newsletter. The Principal explained the rationale behind

the extra INSET days and explained how the SLT had tried to align them with the main holiday periods wherever possible.

64 Safeguarding Updates:

Governors were advised that a report should be received from the Principal. Governors were also advised that arrangements should be put in place to enable the LGB to monitor incidents and responses.

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 Pages 16-18 and Appendix 2. Governors were also made aware of the following safeguarding updates:

- a) Safeguarding reminder on personnel.
- 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 pro-forma of a Governor's termly safeguarding monitoring form.

Resolved: That the information in the Governor Information Pack be noted. For minute purposes, it should be noted that the Safeguarding Link Governor is extremely active in role, working with the SLT to ensure full compliance in this area. The Principal added at this point how a Safeguarding Audit would be carried out this term with the key outcomes shared with Governors on completion.

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

There was a wide-ranging discussion at this point about items 12-18 on this term's agenda which covered the six 'features of effective Governance' – strategic leadership; accountability; people; structure; compliance and evaluation. Whilst these features are critical to effective governance there was a discussion about how they could be embedded into the agenda in a meaningful way without them appearing to be an afterthought, bolted onto the end of any discussions.

Governors wanted to offer challenge to the Trust about how it could support the LGB in ensuring the agenda was more purposeful. To do this some work needs to be put into making the key accountabilities for the Trust and LGB more visible and transparent. This will deliver a more streamlined agenda which can then be finalised with the context of these six key features.

Ultimately, the LBG does not want an agenda which does not naturally provoke challenge and instead becomes nothing more than a tick box exercise. With this in mind, the Chair will contact Mrs. Beck to establish the Trust's view with regard to future agenda setting. Any agreement over changes to current practice will then be factored into the planning for the Spring Term meeting.

Resolved: That the Chair (with the support of the Clerk) progress this action post meeting.

Taking agenda items 12-18 as a collective entity, the following updates can be provided:

- An update on the SES/SDP was given. Essentially, the documentation was produced before the Summer break and it is now being road-tested by the Academy's School-Improvement Partner (SIP) to ensure that the Academy is Ofsted-ready. Governors were reassured by this move and were pleased to see that external validation

techniques are embedded with the Academy's procedure and practice. The Principal commented that the Academy has received a positive reaction from the local cluster on the quality of this strategic documentation which will be reviewed on a rolling basis over the course of the next 12 months.

Specifically in relation to these documents:

- **Governors challenged over some of the terminology in the documents i.e. AFT and a Wave 2 intervention. It was felt a jargon buster could be useful for matters of this nature.**
- The word 'stability' was queried. The Principal explained this was in the context of pupil mobility - i.e. the Academy has a relatively stable population.
- Pupil Premium impact was discussed. With only a few candidates eligible for Pupil Premium funding, the Principal felt any impact analysis lost value and whilst the SLT could account for how the allocated Budget has been spent it was felt that Ofsted would not look to carry out any meaningful analysis on this data.
- **Governors challenged over the impact of Sports Premium funding for 2016-17. The Principal was able to share a report on this issue which made the impact of this revenue stream transparent for Governors. The Report will also be posted on the Academy website to fall in line with statutory requirements on this issue.**
- **Governors challenged over the status of the Safeguarding tracker. The Principal explained this was a software package that once introduced will improve the auditing and monitoring of safeguarding issues. Some time will be spent putting existing documentation onto the new system but overall an efficiency saving should be realised.**
- **Governors challenged over how they could input directly into this strategic documentation. The Principal reassured Governors that their Link Governor visits and bespoke monitoring activities will feed directly into the SES and SDP which are available within the Academy and can be emailed as and when required. The Principal explained that whilst the data in the documents is fluid the overall priorities remain relatively fixed. This should enable Board members to ensure their Academy Link Governor visits are informed directly by this strategic documentation.**
- An update on music provision was given including news of a donation from the Parent Teacher Association (PTA) in this area.

66 Other Information:

The following additional items were shared with Governors:

- **Governors challenged over how the Academy was preparing itself for the changes to the Data Protection Act (DPA). The Principal informed Governors that unfortunately Miss. Dixson had not been able to attend CPD on this issue but another opportunity will be sought prior to the legislation change. REAch2 will no doubt have its own support package in place on this issue.**

- Governors were asked to sign a copy of the Acceptable Use and E-Safety Policy as an audit of their compliance with the protocols listed in this document. Governors duly obliged.
- Various policies had been emailed to Governors in advance of the meeting. These included:
 -

Resolved: That all stated policies be ratified with immediate effect.

At this point two confidential matters were raised – *see confidential appendix*.

67 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 identified as needing to be recorded as a confidential appendix to the minutes:

- Minute 66

There were no items/materials identified for exclusion.

68 Dates and Times of Future Meetings:

As minuted previously a new date for the Spring Term meeting needs to be agreed.

For the minute record, the Summer Term LGB meeting has been scheduled to take place on Friday 27 April 2018 at 5.30 p.m.

Chair

Date

Five Spires Academy

**Minutes of the Meeting of the Local Governing Board (LGB) held in the Academy
on Friday 22 September, 2017 at 5.30 p.m.**

Action Matrix

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

Date of next meeting: TBC

Absent Governors to be informed.