

**Minutes of the Autumn Meeting of the Local Governing Committee
held in the School
on 17.10.2019 at 1.00 pm**

Present: Mrs S Camacho, Mr I Hunt, Mrs C Jones, Mrs A Davies, Mrs B Mann,
Mrs C Wright

In attendance: Kathie Farley Office Manager (minutes)

1. Welcome and Apologies

The Chair welcomed everyone to the meeting.

Apologies for absence had been received and accepted from Mr S Thomson.
The Chair advised we had received resignations from Mrs C Wilkes & Mrs S Wilkes.

2. Election of Chair

Mrs C Jones will continue as Chair

3. Election of Vice-Chair

Mrs A Davies will continue as Vice-Chair

4. Matters to be raised under Any Other Business

The following items will be discussed under Any Other Business:

- 1) Admission arrangements

5. Reminder re: Confidentiality

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

6. Declarations of Interests

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 at the Academy and should be included on the Academy's website.

Resolved - That Governors completed their declaration of interest form at the meeting.

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

7. Chairperson

The Trust Board of the St Bart's Academy Trust, resolved that by virtue of the Office of Chairperson of the LGC, that they delegate the 'Power to Act' on their behalf in circumstances where the Chair of the LGC is of the opinion that a delay in exercising the function would be likely to be seriously detrimental to the interests of; (a) their academy; (b) any pupil at their academy, or their parent; or (c) a person who works at their academy.

The Cahir noted the delegation.

8. Minutes of the last meeting & Matters Arising

The Minutes of the Local Governing Board meeting held on 27th June 2019 were approved as a true and accurate record of the meeting.

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

- **Matters Arising from the last meeting**

It was noted that the Action Point from the last meeting still needed to be actioned

- Review of Charging & Remissions.

Action (Head of School)

9. Head of School's Report

The Principal's Report had been circulated with the agenda papers and covered:

- a) Characteristics of the School
 - Pupils on roll
 - Groups
 - Attendance
 - Notifiable accidents
- b) Quality of Education
 - Curriculum
 - Monitoring and Evaluation
 - Performance Management
 - Outcomes for Pupils
- c) Personal Development
 - Attendance
 - Special Educational Needs (SEND) and Additional Support
 - Pupil Premium, including Spend Plan
- d) Behaviour And Attitudes
 - Behaviour
 - Exclusions
- e) Leadership and Management
 - Safeguarding
 - Staffing Update and Continuing Professional Development (CPD)
 - Building and Environment including Health and Safety Breaches
 - Governing Body Challenge and Support to the School
 - SBMAT Support and Challenge
 - Progress against School Development Priorities

The Head of School gave an overview of her report and there were discussions about:

- Pupil Numbers 169 including Nursery. There were 156 on roll for the Census (last year 147).

- **A Governor asked** if numbers are improving Head of School advised that on role numbers are higher than the previous year and the October census gave 153 pupils compared to the previous year of 147

- **A Governor questioned** what knowledge & skills will pupils need in Maths & ICT? Head of School indicated that work is being done with all staff to ensure they are aware of end of year expectations for all subjects for the year groups in which they teach but also that as a subject leader they are also aware of the end of year expectations. Children are all exposed to at age expected teaching.

- **A Governor questioned** if the structure of teaching and learning appropriate for all children?

Head of School advised that all pupils are being given access to high quality teaching and there are no pupils being taught out of year group or out of the normal class environment. The pupils in school who are receiving one-to-one support are having this delivered within their main class. Individual support work is weaved into main lessons and children as much as possible are not withdrawn from lessons for intervention work. SBMAT questioned the tracking of pupil premium children and that this be presented to governors as well so that they can see progress of these pupils against the rest of the school. Head of School explained the progress of these pupils and agreed to ensure data on PP and others was shared with governors

- **A Governor questioned** on the accountability of post holders/subject leaders?

Head of School replied that this is much higher on the agenda for Ofsted and for us as a school. Staff are undertaking additional training with the support of St Bart's on Effective Subject Leaders and as a school we are devising a method of ensuring all are aware of all the expectations for children and held to account.

- **A Governor questioned** how disadvantaged /SEN children are accessing the curriculum?

Head of School advised that pupils are accessing work within their year groups at a differentiated level. Disadvantaged pupils are seen to be making progress. Pupil Premium/ Ever 6 numbers are high but these pupils are also showing good progress.

- **A Governor questioned** how school is addressing academic isolation in relation to technology?

Head of School stated that pupils who do not have access to resources at home are provided with opportunities at school – ICT workshops and clubs are running at lunchtimes to support children who don't have access to ICT. Homework club runs by school staff and is not charged – it is open to all pupils to come and receive additional support and complete homework tasks and that there is a good uptake into the club.

- **A Governor questioned** how the school was addressing the issues with the Early Years baseline and its accuracy.

Head of School advised that the early years have been part of the pilot scheme for STA – it has given information on maths and English, but at this point it is very generic. Full baselines have been completed using Eexat and pupil progress meetings will take place next week to establish accuracy of these. These are being verified by the Head of School.

- Academic targets were shared and a discussion took place. Focus year groups were discussed – year 6 will be a challenging cohort this year to achieve floor results. It is expected they will make good progress but may not hit attainment.
- Reportable accidents- there had been one notifiable incident which had been investigated and deemed not reportable. Changes have been put in place- staggered lunchtimes and pupil reminders.

The Principal was thanked for her report.

10. Overseeing School Performance

Link Governor Reports

It was agreed that Governors will contact the Principal to arrange their next Link Governor visit.

Action (All)

11. Safeguarding / Prevent Update

Governors are aware of and understand their duties in relation to the Keeping Children Safe in Education Guidance – September 2019.

All governors have signed that they have read up to date information.

Action (SC update when necessary)

12. Governing Board Matters

a) Code of Conduct

Governors were advised that they need to:

- Uphold the objects of the Company and the ethos and mission of the Trust and the Academy.
- Agree to uphold the NGA Governor Code of Conduct.
- Agree to uphold the scheme of delegation and functions as set out in the Local Governing Committee Handbook.
- Agree to comply with the updated General Data Protection Regulations (GDPR) 2018.

Arrangements are place to ensure that all new Governors are made aware of this when joining the Local Governing Committee.

Governors were also reminded that Governance information is on the Trust's website and on the intranet.

Resolved – That Governors signed the Trust's Local Governing Committee Letter of Undertaking to confirm their undertaking of this.

b) Governor Membership

It was noted that there are no terms of office due to end between 01/09/2019 – 31/12/2020.

c) Appointment of Link Governors

Link Governors were appointed for Special Educational Needs, Safeguarding, and Pupil premium and to link with the school development plan priorities. Mrs C Jones. Other Governors shared the school development priorities.

d) Terms of Reference / Scheme of Delegation

It was noted that the Trust's Scheme of Delegation was circulated in advance of the meeting and is also available on the Trust's website / intranet. Governors accepted this document.

e) Competency Framework for Governance

The Competency Framework for Governance was circulated prior to the meeting for Governor's to review.

f) Skills Audit

It was noted that Governors have recently completed the National Governance Association (NGA) Skills Audit.

13. Training opportunities for Governors

Governors were reminded of the FLICK training courses available. Governors can attend safeguarding training on November 5th at Hazel Slade.

14. Any Other Business

- Admissions arrangements for 2021/22 were discussed and it was agreed that the admissions policy would be consulted on with PAN of 30

Action (Head of School)

15. Date and Time of Next Meeting

The next meeting will take place as follows:

12th March at 1.00pm

Meeting closed: 2.33pm

Chair

Date

ACTION NO:	ITEM NO:	ACTION REQUIRED:	ACTION BY:
1		Hub visit report to be sent to governors	Head of School
2		Pupil Premium data charts to be shared with governors	Head of School
3		Governors visits to be arranged in to school linked to School Development Plan	Governors
4		<ul style="list-style-type: none"> Review of Charging & Remissions. 	
5		<ul style="list-style-type: none"> Admissions arrangements for 2021/22 were discussed and it was agreed that the admissions policy would be consulted on with PAN of 30 	