



## CHANTRY ACADEMY

Minutes of the Chantry Academy meeting of the Local Governing Body held at the academy at 5.00pm on Thursday, 9<sup>th</sup> February 2017.

Present:            Andy Baker (AB)  
                       Clare Barber (CB)  
                       Miles Cole (MC)  
                       Craig D’Cunha (CD) (Principal)  
                       Aileen Davison (AD)  
                       Bob Dool (RD) (Chair of Governors)  
                       Iain Dunnett (ID)  
                       Sharon Wickiewicz (SW)

In attendance:    Kate Thomas (KT) – Clerk to the Governors

1	<b><u>APOLOGIES FOR ABSENCE</u></b>	<b>ACTION</b>
1.1	<p>Apologies for absence were received from Lisa Perkins and Revd. Robert Hinsley.</p> <p>Governors consented to these absences.</p> <p>RD welcomed CB to the governing body as the new parent governor.</p>	
2	<b><u>DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
2.1	No declarations of pecuniary or other interests were made regarding items on the agenda.	
2.2	<p>Governors were reminded of the requirement to update their entries in the Register of Pecuniary Interests.</p> <p>Governors were further reminded of the new statutory requirements now required to be declared on the School website (as per Academies Financial Handbook 2016).</p>	
3	<b><u>MINUTES</u></b>	
3.1	The minutes of the Local Governing Body meeting held on 29 <sup>th</sup> November 2016 (copy in the Minute Book), having previously been circulated, were <b>confirmed</b> and signed by the Chair.	
3.2	<p><b><u>Matters Arising from the Minutes</u></b></p> <p>Governors were asked if they had any matters arising from the</p>	

	minutes, which were not already included on the agenda.  The following items were discussed:	
3.2.1	Item 1.1 - CD to organise a Parent Governor election. Actioned.	
3.2.2	Item 4 - CD and RD agreed to review the report template in light of the new style Academy Development Plan and the recent Ofsted visit. Actioned.	
3.2.3	Item 5.1 - KT to amend draft Resources minutes to show long term absence related to 2 members of staff not 3. Actioned.	
3.2.4	Item 5.2 - LP to discuss with CD and Keith Greenwood what provision would be needed for the small group of highly challenging students, and possible next steps. It was reported that the meeting had not as yet taken place. LP to report back after the meeting.	
3.2.5	Item 6.1 - RD and LP to meet with members of the leadership team during January 2017 to discuss follow up to the link visits undertaken recently. RD reported that the meeting had been organised and an update would be given to governors after the meeting had taken place.	
3.2.6	Item 6.2 - CD to update governors on the monitoring system at the next meeting. Actioned.	
3.2.7	Item 6.2 - RD and CD would discuss and include governor actions on the AIP. Actioned	
3.2.8	Item 6.2 - CD and SW to meet with the Realise Futures team to include a discussion on engaging with "hard to reach parents". CD reported that Realise Futures had started at Chantry Academy (CA) and a meeting would take place with the team after a period of working with the community.  <b>A governor asked how many members of the community had engaged with the project?</b> CD replied that 6 had attended in the first evening and 17 in the second evening.	
3.2.9	Item 8.1 - CD to provide cakes on behalf of the governing body at the end of term. Actioned.	
3.2.10	Item 10.1 - CD to share outcomes of the parent forum with parents via	

	parent mail and inform staff. CD confirmed that this would be actioned.	
3.2.11	Item 10.1 - AD to liaise with Item 10.1 - AD to liaise with CD to support and gain views from the “harder to reach parents” <b>Action:</b> AD agreed to contact CD to start the liaison process with those “harder to reach” parents.	<b>AD/CD</b>
4.	<b><u>ANY OTHER BUSINESS</u></b>	
4.1	<b>A governor queried whether ALT would be offering BUPA to staff?</b> CD advised that ALT had not yet responded to this question, but would chase for a response.  RD asked all governors to ensure that their link visits were linked to the 4 key priority areas.  <b>Actions:</b> 1. CD to chase ALT for a response to whether or not they would offer staff BUPA support. 2. KT to contact Sue Haywood to organise visits with governors on the 4 key priorities.  AD advised that she would be unable to attend 30 March 2017 local governing body meeting.	<b>CD</b> <b>KT</b>
4.2	There was no news to report.	
4.3	There was no business raised.	
5.	<b><u>ACADEMY IMPROVEMENT PLAN &amp; ACADEMY STRATEGIC PRIORITIES</u></b>	
5.1	CD presented the Academy Improvement Plan updates explaining that each key priority had been colour coded according to the progress and developments undertaken.  ID arrived at 5.12pm  CD highlighted some key areas as follows:  1. Questioning matrix – this had been introduced to every class room the matrix offered different levels of questioning and was a fundamental principle of the new curriculum. 2. Homework – CD explained that a new homework menu for students to choose from 12 areas was currently being considered. CD advised that there would also be a scoring system related to homework, to show consequences should homework not be submitted or if it was substandard	

**A governor challenged that homework was an area picked up by Ofsted?** CD replied that it was and the new proposal would hopefully address the issues raised.

**A governor queried whether there was an issue with inconsistent planning generally?** CD replied that there was and that much work had been undertaken to ensure consistency, including monitoring from Heads of Department, Leadership team, etc with lesson observations, work scrutinies, data reviews and student voice. CD added that where staff need further support, clearly identified training was offered to them.

**A governor questioned how student voice was captured.** CD explained that staff chose 3 star pupils and 1 pupil who they would wish was a star to be interviewed regarding their learning. CD advised that this information was gathered and reported back to the Head of Department and proved very helpful.

**A governor queried how key skills were being addressed?** CD reported that there had been some progress in this area where Christina Fielding had identified numeracy and literacy opportunities across the curriculum.

**A governor questioned regarding Behaviour for Learning how students gained resilience and determination?** CD explained that the "Valued" system as a whole school approach helped all students gain further skills. CD acknowledged that further work was needed in order to completely embed the passport within the system.

CD highlighted that outcomes for disadvantaged boys was a particular priority. AB advised that he was working with groups of students to help build resilience and encourage progress. AB worked with 10 x Year 8 students and 10 year 10 students, with the Year 10 boys mentoring the Year 8s. AB explained that the Year 10 boys would gain qualifications from the mentoring performed. AB added that it was hoped that the initiative would be introduced eventually to Year 7s and 9s.

CD reported that within the Business and Community section there had been 3 effective developments, including the Arts development project. CD advised that CA was the lead school for the trust to work with Festival Bridge, an organisation based in Norwich, who helped bridge the gap to develop key Arts into more deprived areas.

ID reminded that the College Area Reviews were currently taking place and should look at the wider perspective of the feeder secondaries. ID added that the report was due in March and he hoped that there would be some potential links provided.

CD advised that of the 25 students attending Suffolk One only 9 went

	<p>onto University. CB explained that the children who had the opportunity to visit a university benefited from the experience.</p> <p>AB advised that one school in the UK used their Year 6 transition day at a university to encourage more aspirational thinking for students at a younger age.</p> <p>MC explained that he had asked for a report on the Alumni from the University in Ipswich to ascertain which schools students had graduated from.</p> <p>CD suggested that a regular timetabled lesson at the Suffolk University every week could actively encourage students to aspire. ID suggested that the Innovation Centre could be an appropriate venue.</p> <p><b>A governor questioned whether the external services were improved from previously?</b> CD advised that in catering the variety and flavour had improved but discussions were on-going regarding the quantity for students. SW agreed that when meeting with the catering team recently, the issues raised were being addressed.</p> <p><b>Action:</b> MC and CD to liaise regarding establishing a regular lesson at the University of Suffolk on a weekly basis. This item to be added to the Improvement Plan under Business and Community.</p>	MC/CD
5.2	<p>RD presented the Governor Action Plan.</p> <p><b>Action:</b> MC requested a new password for his log in for the One Drive.</p>	CD
6.	<p><b><u>RAISE ONLINE REPORT AND PROJECTIONS TOWARDS 2017 OUTCOMES</u></b></p>	
6.1	<p>CD presented both the Raise Online Report and the Inspector Dashboard to governors.</p> <p>CD circulated a notes document identifying key areas regarding the report.</p> <p><b>Action:</b> KT to ask Sue Haywood to circulate the ROL and Inspector Dashboards for governors relating to last year in order to compare to this year.</p> <p>CD reminded governors that the key area to address was the middle lower prior attaining students.</p> <p><b>A governor questioned whether the feeder primaries were aware of the impact on students reaching high school with low prior attainment.</b> CD replied that he was working with the primaries to</p>	KT

	<p>address the issues around low prior attainment, i.e. addressing the low level of basic skills, etc.</p> <p><b>A governor challenged whether the primaries receive the same level of pressure if their results are low?</b> CD explained that the primaries receive children with a low base line initially, and therefore challenges were inevitable.</p>	
7.	<b><u>REGIONAL SCHOOLS' COMMISSIONER (RSC) VISIT AND REPORT</u></b>	
7.1	<p>CD presented governors with three letters and reports relating to:</p> <ol style="list-style-type: none"> <li>1. A visit from an ex-HMI on a key priority from Ofsted</li> <li>2. A visit from a member of the RSC team</li> <li>3. A coasting schools letter</li> </ol> <p>CD explained that the visit from the ex-HMI Ian Seath had been helpful and very positive, targeting the improvement of high prior attaining students. CD advised that Ian Seath would be visiting again to focus on the progress of the middle low prior attaining boys.</p> <p>CD informed that the RSC letter identified the key data areas that were seen nationally as an issue. CD pointed out that there were no areas within the letter that were not already addressed by the Academy's own Improvement/Action Plan.</p> <p>CD advised that in the Summer Term (June), there would be a one-day mini inspection undertaken at CA by a school that CD had partnered with. The school inspecting would then receive an inspection by CD and his team as a reciprocal action.</p> <p>CD informed that the reason for the Coasting School letter was that CA had dropped into the coasting category, as a result of one student, who had subsequently left resulting in the school no longer having "coasting school" status/eligibility.</p>	
8.	<b><u>PRINCIPAL'S REPORT</u></b>	
8.1	<p>CD presented his Principal's Report.</p> <p><b>A governor questioned how TUPE impacted the cleaners in the school (page 3).</b> CD explained that there had been some concerns raised by support staff that had been "rebased" by the Trust recently. CD advised that this had led to support staff receiving a job evaluation and a standard grading, which was not always the same grade as they were currently on. Support staff had the choice of adopting the new job evaluation or remaining on their old contract. CD informed that when staff left the new job grading would be used. CD added that the Trust was building a hub of support staff that would work across the regional hub in the future.</p>	

	<p>Governors expressed their disappointment that the governing body had not been included in the process and that there had been no consultation with staff initially. A governor raised a concern that after the process had been undertaken there was a danger that staff had felt less valued as a result.</p> <p><b>A governor raised the issue of staff absence being a concern.</b> CD agreed that although the daily absences were reducing, long-term absence was still a concern.</p> <p><b>A governor queried why there appeared to be a differentiation for staff on attendance?</b> CD explained that there were different targets for absence for those staff with certain health conditions, and these were individually based, relative to need and conditions.</p> <p><b>A governor challenged how regularly the suggestion box for staff was reviewed?</b> CD advised that this was on a termly basis. CD added that staff forum was also available, but only 1 staff member turned up, but asserted that this facility would be remain.</p> <p>CD informed that the current year 11 were the weakest cohort for a while but he hoped that they would achieve 50% passes.</p> <p><b>A governor questioned why, in Year 11, there were a significantly higher number of prejudiced related incidents.</b></p> <p><b>Action:</b> CD to investigate and report back reasons for Year 11 having a significantly higher number of prejudiced related incidents to governors.</p> <p><b>A governor asked what strategies were in place to encourage improved attendance for Year 10s?</b> CD advised that students achieving above 95% would receive a variety of awards. CD added that those students in Year 11 were reminded to attend as non-attendance could have a direct impact on their exam results.</p> <p><b>A governor queried whether CA had received the £250,000 due from the Local Authority (LA).</b> CD advised that unfortunately, the money had not been received and he was continuing to chase, but with no response so far.</p> <p><b>Action:</b> ID to talk to senior Finance Director at the LA to ascertain when CA would be funded.</p>	<p>CD</p> <p>ID</p>
8.1.1	<p>CD introduced the leadership team proposal for the senior posts See confidential note.</p> <p>Staff members left the meeting for this item.</p>	

8.1.2	This item was covered earlier in the meeting.	
8.1.2.1	This item was discussed earlier in the meeting.	
8.1.2.2	This item was discussed earlier in the meeting.	
8.1.2.3	This item was discussed previously.	
9.	<b><u>ALT</u></b>	
9.1	<b>Action:</b> KT to ensure copies of the Governance Handbook and Competencies Matrix are available for downloading from the One drive.	<b>KT</b>
10.	<b><u>POLICIES: REVIEW PLAN FOR 2016/17</u></b>	
10.1	<u>Safeguarding Policy</u> <b>Action:</b> KT to add Safeguarding policy to the Sub Committee agenda to discuss at the LGB meeting agenda in March.  <u>Behaviour Policy</u> CD advised that the revised policy included the new consequence system. CD added that the policy had appendices which could be amended regularly without the need for governor approval.  Governors approved the new Behaviour Policy.	<b>KT</b>
11.	<b><u>DATES OF NEXT MEETING</u></b>	
11.1	All meetings start at 5pm:  Thursday, 30 <sup>th</sup> March 2017 Thursday, 25 <sup>th</sup> May 2017 Thursday, 6 <sup>th</sup> July 2017	

The meeting closed at 7.07pm.

Signed .....

Date .....