



CHANTRY ACADEMY

Minutes of the Chantry Academy meeting of the Local Governing Body held at the academy at 5.00pm on Tuesday, 17th October 2017.

Present: Andy Baker (AB)
 Clare Barber (CB)
 Miles Cole (MC)
 Rob Croxson (RC)
 Aileen Davison (AD)
 Bob Dool (RD) (Chair of Governors)
 Lisa Perkins (LP)

In attendance: Rick Hanson (RHAA) - Senior Vice Principal
 Kate Thomas (KT) – Clerk to the Governors

1	<u>APOLOGIES FOR ABSENCE</u>	ACTION
1.1	RD welcomed Rob Croxson to his first meeting. Apologies for absence were received from Craig D’Cunha and Rev’d Robert Hinsley Governors consented to these absences.	
2	<u>DECLARATIONS OF PECUNIARY INTERESTS</u>	
2.1	No declarations of pecuniary or other interests were made regarding items on the agenda.	
2.2	Governors were reminded of the requirement to update their entries in the Register of Pecuniary Interests. Governors were further reminded of the new statutory requirements now required to be declared on the School website (as per Academies Financial Handbook 2017).	
3	<u>MINUTES</u>	
3.1	The minutes of the Local Governing Body meeting held on 6 July 2017 (copy in the Minute Book), having previously been circulated, were confirmed and signed by the Chair.	
3.2	<u>Matters Arising from the Minutes</u>	

	Governors were asked if they had any matters arising from the minutes, which were not already included on the agenda. The following items were discussed:	
3.2.1	<u>Item 5.1 – Cluster Funding - CD agreed that the plan would be circulated to governors at the next governors’ meeting.</u> Actioned.	
3.2.2	<u>Item 7.1 – External Governance Statement –</u> Actioned.	
3.2.3	<u>Item 8.2 - ID suggested that CD contacts Ipswich Greenways to support the outdoor learning space.</u> RD explained that this had been superseded, as Hillside Primary, had a training and outdoor specialist currently undergoing training, who CA would probably use to gain expertise and guidance.	
3.2.4	<u>Item 8.2 - ID to contact John Grose Chairman, Ian Twinley, to liaise with CD.</u> Actioned.	
3.2.5	<u>Item 10.1 - Governors agreed to continue with their link meetings in the Autumn Term but to consider an example of a monitoring half-day or full day to discuss at the next Governors’ meeting.</u> Actioned.	
3.2.6	<u>Item 12.1 - RD to discuss with CD and KT meeting dates, including the committees, with consideration of the timing of the Resources and Standards committees.</u> Actioned.	
4.	<u>ANY OTHER BUSINESS</u>	
4.1	A governor queried why there appeared to be no Parents Forum date in the calendar? Action: CD to investigate and advise when the next Parents Forum would be taking place.	CD
4.2	There was no news to report.	
4.3	RD reminded that the Vice Chair appointment was required for the meeting. RD was pleased to report that Revd Robert Hinsley was happy to continue as Vice Chair. Governors unanimously re-elected Rev’d Robert Hinsley as the Vice Chair.	
5.	<u>PAY PROGRESSION</u>	
5.1	RD explained that ALT had issued a Pay Policy requiring adoption from the LGB. RD pointed out the Pay Progression process, explaining the need to have a Pay Review Committee and an Appeals Panel. RD suggested	

	<p>that the Pay Review Committee had 3 members and the Appeal Panel had 3 members. RD explained that the membership of the 2 committees could swap round after the first year.</p> <p>Governors approved the following members of the Pay Review Committee and Appeal Panel:</p> <p>Pay Review Panel: Rev'd Robert Hinsley Miles Cole Iain Dunnett</p> <p>Appeals Panel: Lisa Perkins Bob Dool Aileen Davison</p>	
6.	<u>PRINCIPAL'S REPORT & SCHOOL IMPROVEMENT</u>	
6.1	<p>RD reminded that the Principal's report did not include the GCSE outcomes and forward plans, as this information would be made available to all governors on 8 November.</p> <p>RD highlighted 2 key points regarding the Report:</p> <ol style="list-style-type: none"> 1. There was a replacement for pages 10-14, due to a column being missing. 2. The Budget Update was included in the report rather than separately <p>RHA presented the Principal's Report and highlighted some key points:</p> <p><u>Science Department</u> – had been reviewed and also had visited other academies to develop good practice.</p> <p><u>Student numbers</u> – were growing on a daily basis, Year 7 was full, with Year 8 close to being full. RHA explained that there were challenges with an increase in students, particularly during the year, regarding mapping of options and the timetable.</p> <p>A governor queried if there was sufficient physical space? RHA confirmed that there was but that it was tight, and that there was less space for workrooms as the majority of rooms were needed as teaching spaces. RD reminded that CA was on the list at the Local Authority as a school requiring further extensions to buildings.</p> <p>A governor questioned whether the prior attainment of students joining CA was higher than previous years? RHA explained that students joined from outside the catchment area and prior attainment appeared to be higher and in particular in Year 9 the cohort was very</p>	

	<p>strong.</p> <p>A governor challenged whether behaviour was worse in the younger year groups than older? RHA acknowledged that behaviour appeared worse for the younger year groups, but reminded that there was less tolerance of behaviour than previously.</p> <p>A governor queried whether any year group had a particular variance? RHA replied that all year groups were similar and consistent.</p> <p><u>Budget</u> – RHA reminded that the funding from the reserves had been earmarked for specific projects.</p> <p><u>Resources including staff</u> – RD requested some feedback from Exit interviews including any trends or issues highlighted.</p> <p>A governor questioned whether there was sufficient staffing for the vulnerable student groups? RHA confirmed that there was sufficient staffing in place and there was also a full time member of staff for English as an Additional Students (EAL).</p> <p>A governor challenged whether there was a space issue for young people to meet with a professional, i.e. for counselling. RHA acknowledged that at times space was difficult to find. Governors asked that further consideration be given to the adequacy of space available for discussions including 1:1, specialist support, counselling and guidance.</p> <p>LP arrived at 5.31pm</p> <p>A governor queried how many people had applied for the Transition Support Assistant role? RHA confirmed that so far 17 had applied.</p> <p>Action: Governors requested that in future the information captured from the Student Perception Surveys should be included in the Principal’s Report.</p> <p>RHA explained that the Student Parliament also meets regularly to discuss issues raised with them and the actions taken.</p> <p><u>Staff Absence Management</u> – RHA reported that the statistics were better than the previous year and it was an improving picture over the last few years.</p> <p>RD pointed out that on the table on page 5 one of the columns should show Summer Term not Winter Term.</p> <p><u>School Data</u> – a governor questioned whether the data shows that at the end of year 10, students were a grade and a half away from where they should be? RHA confirmed that this was a correct interpretation</p>	<p>CD</p> <p>CD</p> <p>CD</p>
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	<p>of the data.</p> <p><u>Quality of Teaching and Learning</u> – RHA advised that at least 90% of Teaching and Learning at CA was good or better. A governor queried if there was moderation of Learning Walks and Lesson Observations. RHA confirmed that there were Teaching and Learning reviews conducted by external advisers as well as quality assurance undertaken for learning walks to ensure judgements were quality assured.</p> <p>See Confidential Note</p> <p>RHA was pleased to report that other teachers appointed had received good feedback from students, well structured lessons and progress was evident in lessons.</p> <p>RHA commended the support from SWISS for the Instructors at CA . RHA added that the SWISS programme offered support staff and unqualified teachers opportunities for training and development from a range of schools locally, engaging specialist expertise. Governors were very pleased to see the excellence of the SWISS project.</p> <p><u>Homework System</u> – RHA advised that the new system was under review with some challenging conversations with some 5% of students who were reluctant to complete their homework.</p> <p>A governor commented on how the new homework strategy had been received by students positively.</p> <p><u>Numeracy Action Point (from Ofsted Report)</u> – RHA highlighted work undertaken on tracking, numeracy, relating to behaviour for learning, accuracy and supporting evidence. A governor queried whether teachers received feedback on the review of numeracy? RHA confirmed that they did.</p> <p><u>Behaviour</u> – RHA acknowledged that the number of negative points for behaviour had increased due to the new homework system and the tighter and lower tolerance for behaviour than previously.</p> <p>A governor challenged what happened to those children who had negative points accruing? RHA replied that behaviour logs were updated, parents were asked to visit and concerns were shared.</p> <p>Actions:</p> <ul style="list-style-type: none"> ● RHA/CD to provide data on behaviour without the homework system of negative points, to offer comparison to last year. ● RHA/CD to provide further information on the number of students with high levels of poor behaviour and examples of their issues. ● RHA/CD to investigate whether there was an issue for staff focusing on Year 11s too much compared to the younger year groups. ● RHA/CD to identify the number of Prejudiced Related Incidents, 	<p>RHA/CD</p> <p>RHA/CD</p> <p>RHA/CD</p> <p>RHA/CD</p>
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	<p>rather than the number of students involved. RD advised that the total number for 15/16 appeared much lower than 2016/17.</p> <p>MC advised that the table on Page 17 should depict the axis as showing percentages, rather than 0.xx</p> <p>Action: <u>Self Evaluation</u> – RD advised that the judgements should be reviewed at the next Standards Committee meeting.</p>	CD
7.	<u>BUDGET UPDATE</u>	
	This item was discussed within the Principal’s Report.	
8.	<u>DELEGATION OF RESPONSIBILITIES TO THE LGBs</u>	
8.1	RD presented the Scheme of Delegation and the Letter from ALT.	
8.2	<p>RD explained that the structure and workings of the LGB was now needed in relation to the revised Scheme of Delegation.</p> <p>RD proposed that for HR, Finance, Premises and Health & Safety, these areas should be incorporated within the LGB meeting. RD informed that for the performance and standards of CA, it was important that the Standards Committee remained.</p> <p>RD suggested that the Standards Committee membership could be enhanced with other colleagues joining. RD invited all governors to the Standards Committee.</p> <p>Action: KT to cross-reference the Terms of Reference for the LGB and the Committee with the Scheme of Delegation and then email to RD and CD.</p>	KT/RD
9.	<u>ALT</u>	
9.1	<p>Governors discussed which other academies or schools closer in geography to CA could be identified to work with in order to share good practice and positive opportunities for CA students.</p> <p>RD informed that Suffolk One were currently applying to become a Research school and a Teaching School and had expressed a wish to work with CA to develop.</p>	
10.	<u>POLICIES: REVIEW PLAN FOR 2017/18</u>	
10.1	<p>Governors adopted the following policies:</p> <ul style="list-style-type: none"> • Pay • Safeguarding 	

	<ul style="list-style-type: none"> • DBS Ex-Offenders Policy Statement • Recruitment & Selection (a minor change to refer to the upcoming new General Data Protection Regulations) • Shared Parental Leave Policy (Birth) (a minor change to align with HMRC provisions for statutory leave/pay) • Shared Parental Leave Policy (Adoption) (a minor change to align with HMRC provisions for statutory leave/pay) • Probationary Policy for Support Staff (a minor adjustment to allow discretion for the setting of longer than a 6 month probation period to allow for longer school closure periods) • Adoption (minor adjustments relating to statutory entitlements on Statutory Adoption Pay). 	
11.	<u>DATES OF FUTURE MEETINGS</u>	
11.1	<p>Please note all LGB meetings start at 5pm</p> <p>Tuesday, 5 December 2017 – will be focused on Standards</p> <p>Tuesday, 27 February 2018</p> <p>Wednesday, 28 March 2018</p> <p>Thursday, 24 May 2018</p> <p>Tuesday, 10th July 2018</p> <p>Action: RD to liaise with CD regarding the need for 2 LGB meetings in the Spring Term.</p>	RD/CD

The meeting closed at 7.13pm.

Signed

Date