



CHANTRY ACADEMY

Minutes of the Chantry Academy meeting of the Local Governing Body held at the academy at 5.00pm on Tuesday, 5th December 2017.

Present: Andy Baker (AB)
 Clare Barber (CB)
 Miles Cole (MC)
 Rob Croxson (RC)
 Craig D’Cunha (CD) (Principal)
 Aileen Davison (AD)
 Bob Dool (RD) (Chair of Governors)
 Iain Dunnett (ID)
 Lisa Perkins (LP)

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

1	<u>APOLOGIES FOR ABSENCE</u>	ACTION
1.1	Apologies for absence were received from Rev’d Robert Hinsley. Governors consented to this absence.	
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 17 October 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	Item 4.1 - CD to investigate and advise when the next Parents Forum would be taking place. CD confirmed that this item had been actioned and that 6 parents had attended the meeting on 7 November 2017 and there had been a further meeting called for 12 December 2017.	
3.2.2	<p><u>Item 6.1</u> RD requested some feedback from Exit interviews including any trends or issues highlighted. CD advised that he would be distributing the overview of the key issues at the next LGB meeting in February.</p> <p><u>Governors asked that further consideration be given to the adequacy of space available for discussions including 1:1, specialist support, counselling and guidance.</u> CD acknowledged that there were restrictions on the number of spaces available. CD advised that he had met with the Local Authority to discuss expanding the site further as the Pupil Admission Numbers increased. CD explained that there were some options to consider regarding “staggering” start times for certain year groups and also considering office space off site. CD added that there were some further options for ALT to consider in the future too.</p> <p>LP arrived at the meeting at 5.12pm.</p> <p><u>Governors requested that in future the information captured from the Student Perception Surveys should be included in the Principal’s Report.</u> CD circulated the survey results to governors. CD highlighted the results within 3 coloured areas based on the Red Amber Green (RAG) rating system. CD explained that the red scores related to any percentages below 55%, Amber was 75-85% and Green was above 85%.</p> <p>CD informed that the results showed students perceptions regarding behaviour as quite negative but explained that students were often more sensitive to this area than adults. CD acknowledged the importance of addressing student perceptions and explained that the Student Council would be involved and the feedback and strategies deployed would be included in the School Self Evaluation and discussed with Heads of Department.</p> <p>A governor queried whether an action plan would be prepared to address the areas of concern the students had raised? CD confirmed that the management of behaviour would be reviewed and in particular the individuals who were causing disruption within certain lessons.</p> <p>A governor questioned whether the students had been given feedback of the results of the survey? CD replied that they had not. A governor suggested that assemblies could highlight the positives and the concerns raised from the survey and introduce the action plan to</p>	CD

	<p>address the key concerns. CD agreed to action.</p> <p>The following actions were all completed within the Principal's Report: 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, rather than the number of students involved. RD advised that the total number for 15/16 appeared much lower than 2016/17.</p>	CD
3.2.3	<p>Item 8.2 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. KT agreed to completed in readiness for the next LGB meeting, based on the latest version of the Scheme of Delegation.</p>	KT
3.2.4	<p>Item 11.1 - RD to liaise with CD regarding the need for 2 LGB meetings in the Spring Term. Actioned</p>	
4.	<u>ANY OTHER BUSINESS</u>	
4.1	<p>CD alerted governors to a recent feature of Ofsted inspections for governors, which was to establish a link governor for Careers. Governors agreed that this area was monitored and RD, LP and MC would be meeting with Tommy Moseley regarding Careers, etc soon.</p> <p>Action: Susan Haywood to organise a meeting with RD, LP and MC and Tommy Moseley to discuss Careers, etc.</p>	SH/RD/LP/ MC
5.	<u>PRINCIPAL'S REPORT & SCHOOL IMPROVEMENT</u>	
5.1	<p>CD presented the Principal's Report and highlighted the following areas:</p> <p><u>School events</u> – CD explained that all governors in future would be invited to key events at the school. CD advised that the recent School Shakespeare performance had been excellent.</p> <p><u>Attendance and Behaviour</u> – Governors informed that the Link Visit on this area was deferred to the new year.</p> <p><u>Ipswich Opportunities Funding</u> – CD informed that the work on this project was being coordinated into an Action Plan/Strategic Plan which would hopefully be distributed to the interested parties in the new year.</p> <p><u>Student Numbers</u> – CD advised that numbers were very positive for the new academic year but that the funding would be based on actual</p>	

numbers and this would impact on the budget, hence the budget had reserves to cover the shortfall.

CD informed that the demographic of students had changed, and there appeared to be a high proportion of boys in year groups, although in year 7 the demographic was more balanced.

Budget dashboard – CD reminded that the reserves had been ringfenced for a range of spending during the current year and subsequent years. RD commented that CA’s position was much more positive than other academies. CD agreed explaining that the staffing was sustainable, with good teacher to student ratios and class sizes.

A governor asked what the average carryforward amount was for schools generally? CD replied that it was in the region of 5%.

CD explained that the Trust had produced new reporting formats for the LGBs, and that Anne Weatherby had included additional commentary for governors to clarify various spending.

Staffing – CD was pleased to report that when advertising for a Science Teacher he had received 7 applicants and shortlisted for 4, which was exceptional in the current circumstances surrounding recruitment to core subjects.

A governor asked how robust the recruitment process was to ensure that high quality staff were recruited? CD explained that the processes were robust but that unfortunately, there were always risks concerning recruitment and those colleagues who performed very well at interview.

A governor queried whether a stakeholder panel was used as well as formal interviews and lesson observations? CD confirmed that stakeholders were involved and a formal interview was undertaken.

CD informed that at a recent TES event there were some helpful recruitment tips given to attract candidates, i.e. ensuring the first line of the advert was positive and interesting, rather than stating what the judgement was for the School by Ofsted.

A governor asked what the minimum return of service was for staff who were funded to take Masters degrees? CD replied that it was at least 18 months.

A governor questioned whether staff were given time off to complete the degree? CD responded that the degree was mostly undertaken by staff in their own time.

Staff wellbeing – CD confirmed that Cineworld were offering all staff a 40% discount and staff would be informed of this shortly.

<p>A governor asked whether the staff suggestion box was being used and working? CD replied that it was and various requests from staff were acted upon. CD explained that a further committee reviewed the requests from staff and made suggestions as to how the requests could be supported.</p> <p>A governor questioned what the take up was for free Flu Jabs for staff? CD replied that it was high.</p> <p><u>School data</u> - CD informed that the data had not changed significantly, and the current projections for year 11 GCSEs was 57% at 4+ or equivalent.</p> <p>CD was pleased that the projections so far were positive and that the Year 11 cohort were more positive and focused on revision, etc than previous years.</p> <p>RD commented that the quality of teaching was improving and a positive picture.</p> <p>A governor queried whether the subjects highlighted on quality of teaching Red and Amber were being addressed? CD confirmed that they were and that those areas were staff absence covered by supply staff who were regularly monitored.</p> <p><u>Behaviour</u> – CD explained that the number of negative points had increased due to the change in recording and the inclusion of negative points awarded to those students not completing their homework. CD advised that for Years, 7, 8 and 9 there were small cohorts of students who were accruing many negative points, whereas the overall picture for Year 10 and 11 was much more positive.</p> <p>A governor questioned whether the lack of Alternative Provision for some of the most challenging students could be a concern to raise with the Ipswich Opportunities Project? CD agreed and advised that it was already discussed with the Project. CD added that CA was shortly going to establish a Cadet Force for students to attend 1 day a week.</p> <p>CD informed that a behaviour spike had arisen which was being addressed, by including additional supervision at lunchtimes for Years 7, 8 and 9. CD advised that there were numerous issues outside of the school that were not helping but impacting on the challenging students.</p> <p>Governors asked if the data on behaviour could be seen separating out the minority of students receiving high numbers of negative points.</p> <p>A governor questioned how the spikes in behaviour could be lessened in the future, i.e. by working with the primaries? CD replied that there were many issues already embedded with the primaries but the key</p>	<p>CD</p>
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	<p>strategy was to identify those children in the primaries at transition to manage their issues and provide support to prevent behaviour spikes happening.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. CD to review what the final Ipswich Opportunities Fund/Project report states when released in January to consider further how CA could benefit from further support with the Community. 2. RD to discuss with ALT and the primaries within ALT to establish strategies regarding behaviour and transition. <p>CD reminded that only 1% of student population were removed from 1 lesson per week or more.</p> <p><u>Prejudiced related issues</u> – CD explained that in 16/17 there had been an increase in incidents due to the change of recording and therefore comparison to previous years would not be relevant.</p> <p><u>Attendance</u> – CD highlighted that generally the trend for attendance was improving year on year.</p> <p>ID left the meeting at 6.48pm</p> <p>CD advised that the only declining attendance was in Year 11 due to the high Persistent Absence figures which should improve as the year continues. CD added that CA’s Persistent Absence was above National for similar deprived area schools.</p> <p><u>Self Evaluation (SEF)</u> – CD informed that the leadership team were reviewing the document against the Ofsted criteria and were RAG rating areas. CD advised that the document would be ready for monitoring by the LGB at the February meeting.</p> <p>RD commented that the SEF and School improvement Plan were both very visual and were clearly linked to Ofsted to ensure clarity for governors.</p> <p>A governor questioned whether the SEF judgement for Behaviour was a fair reflection due to the judgement not changing from the previous inspection? CD confirmed that it was and had been validated both internally and externally.</p>	<p>CD</p> <p>RD</p>
6.	<u>BUDGET UPDATE</u>	
6.1	This item was discussed within the Principal’s report.	
7.	<u>ACADEMY IMPROVEMENT PLAN & ACADEMY STRATEGIC PRIORITIES</u>	
7.1	This item was taken within the Principal’s Report.	

7.2	<u>Health and Safety Report</u> Governors received the Health & Safety report from Anne Weatherby. RC reported that all community staff had received first aid training including all casual staff.	
	<u>Note, for item 8.1 all staff including the Principal left the meeting.</u>	
8.	<u>PERFORMANCE MANAGEMENT</u>	
8.1	<u>Principal's Performance Review</u> See Confidential Note.	
8.2	<u>Staff Performance Management Review</u> See Confidential Note.	
9.	<u>ALT</u>	
9.1	RD highlighted key points from the recent Trust governance session.	
10.	<u>POLICIES: REVIEW PLAN FOR 2017/18</u>	
10.1	Governors adopted the following policies: <ul style="list-style-type: none"> • Charging and Remission • Health & Safety 	
11.	<u>DATES OF FUTURE MEETINGS</u>	
11.1	Please note all LGB meetings start at 5pm Tuesday, 27 February 2018 Wednesday, 28 March 2018 Thursday, 24 May 2018 Tuesday, 10 th July 2018	

The meeting closed at 7.11pm.

Signed

Date