

LINDFIELD PRIMARY ACADEMY

Minutes of the Local Governing Body Meeting

Held at the Academy on Wednesday, 1st February 2017 at 6:00 pm

Governors Present: Mr Mike Brand (Chair), Mrs Alice Allen, Miss Rachel Anscombe, Mr Jonathan Roderick, Mr James Smyth, Mr William (Bill) Steele, Mr Marcus Still, Mrs Claire Stone and Mrs Claire Williams

Officers Present: Mrs Vanessa Smith (Vice Principal)

In attendance: Mrs Kathy Jerbi (Clerk)

Apologies: Mr Nicolas Heath

Ensuring clarity of Vision, Ethos and Strategic Direction:

In order to re-consider this core responsibility it had been earlier agreed that Governors convene before the LGB meeting to commence work on compiling a Three Year (2017/19) Strategic Plan. After a short introductory presentation by Mr Steele (WS), the LGB split into four sub-groups, each pair/trio being tasked to:

- review the current Mission, Vision & Values statements to ensure these are still relevant going forward to 2019
- establish the strategic impact of these statements on Academy resources, both human & physical
- devise one or two appropriate strategic goals/objectives covering this period

The outputs from each sub-group are to be collated by WS & a "first draft" of the Plan produced. This will then be distributed (within 14 days) to each LGB member for further consideration. At this time, copies of the first draft will then also be forwarded (by Mr Still) to the Senior Management Team, the PTA Chair & the School Business Manager seeking their input.

Although no firm deadline was set for finalising the Plan, the aim is the finished article will be available before the summer break.

Action 1: all

1 APOLOGIES for ABSENCE

Apologies received as above – reasons accepted by the Local Governing Body (LGB).

2 DECLARATION of INTERESTS by GOVERNORS in ANY ITEM on AGENDA

Item 8 - Mrs Allen knows one of the nominations for the co-opted governor position
Item 8 – Mr Roderick knows one of the nominations for the co-opted governor position
Item 8 – Mr Steele knows one of the nominations for the co-opted governor position

3 MINUTES of PREVIOUS MEETING – 7th December 2016

Were agreed as being a true record by the LGB & signed by the Chair.

4 MATTERS ARISING from PREVIOUS MEETING not covered elsewhere on the agenda

Action 3: Advise Mr Still what information is required to be reported under the 'safeguarding' standing item at future LGB meetings. The Clerk reminded the LGB that the Trust require 'safeguarding' to be a standing item on LGB agendas. Notable safeguarding items are reported in the Principal's report to governors. The LGB agreed that it would be sufficient to have 'safeguarding' as a bullet point on agendas under the 'Principal's Report' item.

Action 5: Complete review of Sex Education Policy & present to LGB. PSHE co-ordinator Miss Dewdney led a working party to conduct this review. They looked for recent government guidance & could find none. Then new guidance was published in December 2016. The academy has received funding from the PTA to purchase new PSHE resources, therefore the policy will be reviewed again to ensure best use of the new resources. Governors asked is the policy on the academy website. Miss Dewdney has posted a holding paragraph. It is intended that the revised policy will be available by 26th May 2017. The Clerk reminded the LGB that the revised policy will need to be sent to the Trust.

Action 2: MS/VS

5 URGENT MATTERS NOT ON AGENDA

WorthLess? Campaign. Mr Brand reported that he had received a letter from another local school regarding the WorthLess? Campaign, asking him to sign it on behalf of the LGB & to send it to our local MP. He & other governors he had shared the letter with feel that it is highly political & do not feel happy signing it. He will circulate the letter to governors & send it to the Trust for their reaction, feeding back the response of governors. Governors held a brief discussion about the aims of the campaign to highlight to the government the need for increased funding for schools, what it will take for the government to take notice, as well as the need for the LGB to show support of the campaign in some way. Mr Still is including an item in the next academy newsletter stating that we support the campaign. The LGB are happy with this response & will await the reaction of the Trust.

Action3: MB

Board of Directors Visit. Six Directors of the Trust Board visited the UoBAT academies on 19th January. They were all university people rather than Chairs of other academies. At LPA they enjoyed a tour of the academy & we hosted lunch for them. Mr Still has received a letter from Liz Gray, Director, thanking him for the visit & stating she can now picture the funding challenges we have as a large academy. The Directors asked questions about staff turnover, how the Trust has supported us, how they can improve their support of us & by what elements of the Trust are we best supported. We hope the responses will be reported back to the Board.

6 CHAIR'S ACTIONS on BEHALF of the LOCAL GOVERNING BODY, since last meeting

- met with Mr Steel & Mrs Stone to plan today's Away Day 'Strategic Direction' session;
- received & responded to communications from prospective nominations for the co-opted governor vacancy (see item 8 below).

7 SUCCESSION PLANNING

Mr Brand informed governors that he will be resigning from the LGB in June 2017. He added that Mr Steele has agreed to take on the role of Chair of the LGB from that time.

Mr Steele added that this will have consequences for all governors – i.e. his current role of Chair of the Resources Committee will need to be filled. Mr Steele himself plans to retire from the LGB at the end of his term of office in August 2018, so if by taking on the role of Chair he has to commit to another 3 years he will not take it on.

Mrs Stone is happy to see out her term of office ending in August 2018. She will support Mr Steele with her knowledge & experience.

Mr Steele added that as we have not been strategic in our outlook in the past, we have on occasion lost several experienced governors in close succession. He believes that the Committee Chair positions should be rolling every 12 months, so any new governors should be prepared from the beginning that in a year's time they will be a Chair, or at least Vice-Chair, of a Committee.

The Chair of LPA LGB has a seat on the Trust Board of Directors, which is made up of 5 academy people & 6 university people. Mr Steele does not want this responsibility. Mr Still also sits on the Board as Principal, but does not have voting rights. Governors discussed the value of having this seat on the Board, what would happen if we gave it up & could co-Chairs of the LGB share the roles. Mr Brand / Mr Steele to ask these questions of the Trust. There is a possibility that the UoBAT & HAT will merge, possibly as soon as Summer 2017, in which case there will be a new constitution & so these questions may become irrelevant.

Governors asked would the plan of rolling Chairs put people off joining the LGB. That is a possibility, but it may also attract the right people.

Action 4: MB/BS

8 NEW GOVERNOR APPROVAL

The LGB currently has a vacancy for a co-opted governor. Miss Anscombe intends to resign from her role as co-opted governor in June 2017, giving us a second vacancy. In the past we have struggled to get nominations. As a result of a newsletter item & an advertisement in the Lindfield Life magazine, we received communication from 18 persons interested in the positions. Mr Brand has received Expression of Interest forms from 8 candidates (circulated to governors prior to the meeting) & expects 1 further.

(Mr Still left the meeting at this point, 6.45pm)

Criteria that we are looking for:

- ideally not a current parent or member of staff, as we are well represented by both;
- not working full-time;
- have a background or interest in education (to support in particular the remit of the TLC Committee).

Mr Brand has prepared a spreadsheet of the candidates to easily compare them (circulated prior to the meeting). Governors briefly discussed candidates that stood out. Mr Brand asked all governors to have a more in depth look & respond to him via email within 1 week with their top 4 preferences. Mr Brand will collate the most favoured top 4 from governor responses, will meet with them within 10 days, give them a tour of the academy and then share his recommendations to the LGB by the week beginning 6th March. Governors to then agree via email on a candidate to appoint, in order that the appointment can be put to the Board of

Directors meeting on 22nd March for approval.

Action 5: all
Action 6: MB
Action 7: all

9 SEX EDUCATION POLICY REVIEW

Covered under item 4 (see above).

10 ITEMS to be REPORTED to the TRUST BOARD of DIRECTORS

The LGB strategic direction discussion held prior to this meeting.

11 DATE and TIME of NEXT MEETING

Wednesday, 22nd March 2017 at 7.00pm

The meeting closed at 7 p.m.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1		Work on & completion of a 3 year strategic plan	All	Summer term 2017
2	4	Ensure completion of review of Sex Education policy & present to LGB for approval	Mr Still / Mrs Smith	LGB mtg 24May
3	5	Forward the WorthLess? letter to the Trust & report their response to the LGB	Mr Brand	LGB mtg 22Mar
4	7	Ask questions of the Trust: can we give up our seat on the Board? If we had co-Chairs, could one sit on the Board? Would our seat be given to a new academy joining the Trust?	Mr Brand / Mr Steele	LGB mtg 22Mar
5	8	Send favoured top 4 governor nominations to Mr Brand	All	8Feb
6	8	Meet favoured candidates & feedback to governors	Mr Brand	Wk com 6Mar
7	8	Approve proposed governor appointments	All	13Mar

Signed as being a true and accurate account of the meeting:

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Date:

Name: Mr Mike Brand Position: Chair of Local Governing Body