

LINDFIELD PRIMARY ACADEMY

Minutes of the Local Governing Body Meeting

Held at the Academy on Wednesday, 22nd March 2017 at 7:00 pm

Governors Present: Mr Mike Brand (Chair), Mrs Alice Allen, Mr Nicolas Heath, Mr Jonathan Roderick (*arrived 7.20pm*), 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: Miss Rachel Anscombe

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

None.

3 MINUTES of PREVIOUS MEETING – 1st February 2017

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 2: Ensure completion of review of Sex Education policy & present to LGB for approval. The staff working party charged with this review has completed it (*revised policy was circulated prior to the meeting*). The policy has been brought in line with the new curriculum & with what we are actually teaching in the classroom. It no longer falls under the remit of 'Science', but instead 'PSHE'. Staff will start to use correct terminology from year 2. Governors asked if this is nationally expected – yes, it is. **The LGB approved the Sex and Relationship Education Policy as presented** & thanked the staff involved for their effort to make it succinct. Policy to be sent to Trust governance team & published on the academy website. **Action 1: MS**

Action 3: Forward the WorthLess? letter to the Trust & report their response to the LGB. The Trust response to the letter in question was similar to ours; therefore the letter was not signed or sent to our MP as requested. The academy, the Trust & the National Governors Association have all responded to the funding consultation & therefore put forward their views.

Action 4: 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? Answers from the Trust: yes, we can give up our seat; the Trust does not encourage co-Chairs; our seat will most probably not go to another academy joining the Trust. UoBAT & HAT are going to amalgamate; therefore there will be a lot of change imminently.

Action 5: Send favoured top 4 governor nominations to Mr Brand. Completed.

Action 6: Meet favoured candidates & feedback to governors. Completed.

Action 7: Approve proposed governor appointments. Completed. As a result of actions 5, 6 & 7, the LGB have agreed to appoint Mrs Val Pinfield to the vacant position of co-opted governor; also to appoint Mrs Claire Cleverton to replace Miss Anscombe as co-opted governor when Miss Anscombe steps down next term. Mr Brand to contact both ladies & invite to the next meetings. **Action 2: MB**

5 URGENT MATTERS NOT ON AGENDA

Governors noted that 'safeguarding' does not appear as a bullet point on the agenda under the 'Principal's Report' item for this meeting, as was agreed at the previous meeting. This to be rectified for the next meeting.

6 BUDGET UPDATE

Mr Still reported that the budget is currently on track to break even at the end of the financial year & that next year's budget planning is looking positive. He added that we do have high supply needs at the moment due to a number of staff being absent for medical reasons. Governors noted that compared to this time last year, to be in this position now is a fantastic achievement by the academy. They also noted that the financial forecast for 2018-19 looks to be challenging, but that this will be the same for all schools. Our current budget is streamlined & stripped right back – any additional unexpected costs would cause a problem. Governors noted that now is the time to focus on sourcing additional income. Staff governors stated how hard staff have had to work because of financial pressures, e.g. planning lessons for their PPA sessions for TA's to deliver, rather

than having a teacher who would plan for themselves. However, the children are happy & extra-curricular activities are still being provided, so they are succeeding.

7 UoB ACADEMIES TRUST MATTERS

Risk Management. The Risk Management Group next meet on 23rd March to update the risk register, which will be forwarded to the Trust. The regular meetings are to the academy's benefit, making the group consider potential risks & the wider picture. Governors asked Mr Smyth if it works for him being part of the group, being both a staff member & a governor. Mr Smyth replied it works logistically as he is on site to attend the meetings & that he sees his role more as a staff member than as a governor. Governors suggested with 2 new governors soon to join us, perhaps one of them could be given this role.

(Mr Roderick joined the meeting at this point, 7.20pm)

Trust Finance Review. Mr Brand reported that an in-depth 80-page document has been produced as a result of the Trust Finance Review. The Board of Directors has considered the report & it has been shared with the academy Principals, but not yet discussed with them. The high level view is to abide by the recommendations made, one of these being to merge the UoBAT with the HAT. A service review is also now being carried out. Governors asked will Finance be likely to continue under the remit of the Director of Operations. Mr Brand stated that the Trust hope to appoint a Chief Finance person & that changes are expected at all levels following the amalgamation. A working group of the academy Principals has been set up. Governors asked if the finance management charge was considered in the Finance review. Mr Brand replied that this review did not consider 'value for money', but that the service review will. He also stated that the new Interim Chief Executive of the Trust, Dr John Smith, is very passionate about saving every penny wherever possible in order to spend it in classrooms, which reassured governors.

8 LOCALITY MATTERS

Mr Still continues to lead the SALT locality literacy group & Mrs Smith continues her involvement with supporting SALT NQT's & NQT+1's. A SALT moderation meeting was held at LPA on 21st March with staff from Northlands Wood & Blackthorns. Teachers all brought along evidence of work, which was very useful & interesting. Mr Smyth continues to attend the SALT maths leadership group & TRG meetings -the Sussex maths hub.

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

- Many emails concerning the Trust Finance Review
- Attended the inaugural Chairs Forum at Falmer, which he found very interesting. Dr John Smith was in attendance. Governor questions & responses from Mr Brand:
 - Q. were there any common themes?
A. yes, finance & funding.
 - Q. are any academies expecting an Ofsted inspection imminently?
A. 3 academies within the Trust have had inspections this term. Senior Leadership staff from the Trust are attending meetings with Ofsted inspectors to support academies.
 - Q. what are the over-riding lessons learnt from these inspections?
A. specifically to know what the more able Pupil Premium children are doing. If these children are not making sufficient progress, the inspector will look in more detail at this group. The SLT & Pupil Premium link governor need to know our data well regarding this area. Ofsted will not consider our contextual position, they will still want answers.
- Attended 1 x extraordinary BoD meeting; 1 x BoD meeting; 1 x joint UoBAT & HAT meeting; 1 x full day on strategic direction.
- Communicated & met with potential new governors.

10 PRINCIPAL'S REPORT *(previously circulated)*

Further to his written report, Mr Still informed the LGB of the following:

- An additional child who has joined year 3 is having a significant impact on our resources, as well as an unsettling impact on other children; staff are managing the child brilliantly;
- We have an additional child also in year 6, with another due to join year 6 at the beginning of the summer term; as this is just before the SAT's tests, Mr Still would like the LGB to be aware that our results may be impacted;
- Mr Still & Mrs Smith are delivering booster sessions to year 6 children;
- Mr Still stated that he cannot praise the staff more highly – we are at full stretch;
- Recruitment to replace a TA that has left is underway;
- The Attendance Review Meeting (*page 8*) with the WSCC Pupil Entitlement: Investigating Officer highlighted how extremely high our level of unauthorised absence is compared to other similar sized schools – approximately double. The WS recommendation is that we instigate referrals for Fixed Penalty Notices (fines) for unauthorised absence & Mr Still seeks LGB approval to follow this advice. The process

is that the academy would make a referral to WS in an instance of unauthorised absence & WS follow up with the family concerned. WS receive the income from any FPN's paid. The LGB discussed the increased workload this could potentially create for academy office staff, the impact on children by missing school through unauthorised absence & parent reaction to the instigation of FPN's. **The LGB approved the instigation of referrals to WSCC for FPN's for unauthorised absence with effect from the start of the Summer Term 2017**, absences already advised to us to be excluded. Mr Still to write to all parents informing them of this decision before the end of this term. **Action 3: MS**

- The safeguarding report included in Mrs Dixon's SEN report (*page 17*) will be a regular feature from now on the Principal's report to governors.

Mr Still invited questions from governors:

Q. page 3 - who is the new NQT sponsor?

A. Pound Hill Teaching School, a member of the Trust; cost is lower to us than with WSCC & more courses for NQT's are offered.

Q. page 7 – “costly” first aid?

A. this should read “valuable” first aid.

Q. page 16 – will the School Council visit to the Houses of Parliament go ahead, in light of recent events at Westminster?

A. no, the visit will be cancelled.

Q. page 18 – governors asked for details of the racial incident reported.

A. a year 4 child made a racist comment to another child; the parents of the child who made the comment were contacted & were displeased that we felt the issue should be reported; the incident was reported to staff by other children who overheard;

Q. page 9 – governors asked for clarification of the ‘Year 6 estimated attainment’ figures, which Mr Still & Mr Smyth provided.

11 COMMITTEE REPORTS (*minutes previously circulated*)

Teaching, Learning & Community. Main items discussed at last meeting:

- Results of pupil questionnaire
- Current SEN numbers
- Lesson observation report Spring 2017
- Peer review: impact visit March 2017 & consequent report from our AIP
- Teacher assessment presentation by Mrs Smith
- Maths update by Mr Smyth
- Community relations
- Governor visits made since previous report

Resources. Main items discussed at last meeting:

- Flat roof replacement work update
- Cleaning contract update – transition from providers Acorn to Churchill
- Results of the annual Trust Health & Safety inspection
- Finance update by Mrs Oliver, including budget planning for 2017-18 & budget monitoring for 2016-17
- Personnel issues, including 1 x long-term sick leave, 1 x TA resignation, 1 x return from maternity leave
- Other health & safety issues
- Pupil premium link governor report
- Provision of a breakfast club to begin Summer term 2017 working with Premier Sport

Mr Steele, Chair of Resources, informed the LGB that Mrs Allen has agreed to take over as Chair of the Resources Committee & Mr Heath as Vice-Chair once he steps down. Mrs Allen will remain as the link governor for Health & Safety. Mr Heath will take on a new role as link governor for Premises, as the 3 year strategic plan has highlighted that there is quite a lot of work to do. Mr Steele will continue as link governor for Finance.

12 STRATEGIC VISION UPDATE

Following the initial strategy session on 1st February, Mr Steele collated the outputs from the four sub-groups & produced a ‘first draft’ of a 3 year Strategic Plan (2017-19). This was circulated to all & Mr Steele thanked the sub-groups for providing feedback to this first draft. Once all feedback is received, including from the SMT, the PTA & the SBM, he will collate & circulate a second draft. Mr Steele recommended moving this forward by creating a working party of himself, Mr Still & Mrs Williams to consider the second draft. This was agreed by the LGB. Mr Steele was thanked by the LGB for his work on this.

13 PUPIL PREMIUM & OFSTED

Mr Steele, link governor for Pupil Premium (PP), stated that the PP co-ordinator, Miss Crosbie, is doing a fantastic job. She has produced & circulated to staff a document entitled “PP & Ofsted – What do you need to know?” (*circulated to governors prior to the meeting*), which will be very useful for governors to read.

Mr Steele also reported that he attended the locality PP cluster meeting on 22nd March with Miss Crosbie. The

speaker, Head Teacher of St Paul's RC College, was very knowledgeable & interesting – he conducts PP Reviews around the country. PP Reviews are peer reviews, not inspections, when staff ask questions of each other to share best practice. The SALT schools were left to agree how to action this & take forward; all schools present seemed keen.

14 GOVERNANCE STATEMENT 2016-17

(circulated prior to the meeting)

Mr Steele informed governors that he has produced an up-to-date Governance Statement to replace the old one currently published on the academy website (2014-15). **The LGB approved the revised Governance Statement 2016-17.** The Clerk to replace the old with the new version on the website. **Action 4: KJ**

15 ITEMS to be REPORTED to TRUST BOARD of DIRECTORS

None.

Mr Brand took this opportunity to speak to governors about an interesting & challenging strategy session that he attended at the Trust on 22nd March. He tabled a document produced by the National Schools' Commissioner entitled 'Common Features of Successful MAT's' for governors to consider. It is clear that the role of the LGB is changing & Mr Brand asked the question of governors, does Lindfield Primary Academy need an LGB? And if so, do we need to continue with our structure of having two committees doing the work of the LGB, or could their work be done at LGB level? Mr Brand asked governors to think about these questions ahead of the next LGB meeting in May, when this will be an agenda item to discuss. He stated that the Trust will not force us to make a decision either way, it encourages us to maintain our individuality.

Governors also briefly discussed problems with the car park in the recent week – cars being abandoned on School Lane, very agitated parents, children walking between parked cars, restricted access for emergency vehicles.

16 DATE and TIME of NEXT MEETING

Wednesday, 24th May 2017 at 7.00pm

The meeting closed at 8.45 p.m.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	4	Send Sex Ed Policy to Trust governance team & publish on academy website	Mr Still	immediately
2	4	Contact Mrs Pinfield & Mrs Cleverton to invite them to next meetings	Mr Brand	immediately
3	10	Write to parents informing them of the decision to instigate referrals to WSCC for FPN's	Mr Still	7Apr 2017
4	14	Replace governance statement 2014-15 with revised governance statement 2016-17 on the academy website	Mrs Jerbi	immediately

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