



## Minutes of the Local Board Meeting

Held at the Academy on Wednesday, 4<sup>th</sup> July 2018 at 7:00 pm

**Local Board Members Present:**

Mr Bill Steele (Chair)	Mr Adrian Alcock ( <i>AdA</i> )
Mrs Alice Allen ( <i>AIA</i> )	Mrs Claire Cleverton
Mr Nick Heath	Mrs Val Pinfield
Mr Jon Roderick	Mr Marcus Still (Principal)
Mrs Claire Stone	

**In attendance:**

- Mrs Kathy Jerbi (Clerk)
- Mrs Vanessa Smith (Vice Principal)
- Mr Stephen Sowden-Mabbott (LB Member Designate)
- Mrs Hannah Baty (LB Member Designate) (*arrived 7.05pm*)
- Miss Rachel Crosbie (Pupil Premium Co-ordinator)

### 1 WELCOME & APOLOGIES for ABSENCE

No apologies.

### 2 DECLARATION of INTERESTS by LB MEMBERS in ANY ITEM on the AGENDA

None.

### 3 PUPIL PREMIUM (PP) UPDATE

Mrs Cleverton welcomed Miss Crosbie, PP Co-ordinator, with whom she meets regularly. She informed the LB that Miss Crosbie performed brilliantly at the recent external PP review.

Miss Crosbie began her update by tabling a questionnaire for all members to complete to test their knowledge of PP & use of PP funding.

*(Mrs Baty arrived at this point, 7.05pm)*

Main points of Miss Crosbie's presentation:

- 6% of our pupils are in receipt of PP – 1/3 of these are on the SEN register
- academic provision
- other provision includes: breakfast club, extra-curricular activities, cost of educational visits, resources, life skills experiences, both on & off site
- each child has a 'superhero' – evidence shows that this motivates them
- PP external review, paid for by the locality, conducted by 2 national leaders for excellence in PP provision (*report entitled 'NLE Pupil Premium Review - 19April 2018' circulated prior to the meeting*)
- 'Summary of the Year 2017-18' tabled, showing that lots has been achieved this year
- training of Mrs Cleverton as LBM responsible for PP has been very positive

Questions from members & responses from Miss Crosbie:

Q. are the maths games for Year 1 children different to those in EY?

A. the classroom ones now are different, however, the PP team are using old ones which are not

Q. the report states that in 2017 none of the PP children achieved expected progress for RWM (*page 3*)?

A. the progress of PP children was phenomenal; they might not have achieved all three subjects combined, but they did reach expected progress in some individual subjects. Mrs Cleverton added that the starting point for these children was very low. The 3-year trend analysis suggested will not show anything useful as we do not have big enough numbers of PP children. There are also issues with the way data is presented. Children have made great progress in other ways. Some have endured a lot of change in circumstance throughout the

year – the school has been their constant. School staff know the children well – this comes across.

Q. will the 'superheroes' & volunteers working with each child remain the same as they move up year groups?

A. yes

Mr Steele thanked Miss Crosbie on behalf of the LB for the amazing amount of work that she has done.

Miss Crosbie finished by tabling the same 'quiz' to members again to show the impact of her presentation.

*(Miss Crosbie left the meeting at this point, 7.40pm)*

Mr Steele officially welcomed newly elected parent LBM's Mr Sowden-Mabbott & Mrs Baty, who will take office with effect from 1<sup>st</sup> September. Their mentors are to be Mrs Pinfield & Mrs Cleverton.

#### 4 **MINUTES of PREVIOUS MEETING – 2<sup>nd</sup> May 2018**

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

#### 5 **ACTION POINTS from above meeting and MATTERS ARISING not on the agenda**

1 Explore 'wishing tree' fund raising idea – Mrs Stone to email an update to Mr Still.

**Action 1: CS**

2 Co-ordinate a review of CPVA policy – COMPLETED. Mrs Jerbi to update policy with the changes & circulate to members.

**Action 2: KJ**

5 Correspond with Dr John Smith regarding Mr Steele serving another term of office as co-opted LBM - COMPLETED

6 Put a note on the fortnightly newsletter re staff survey - COMPLETED

8 Mention in a staff meeting that members would be willing to assist on off-site visits – COMPLETED. Mrs Pinfield was invited to attend the EY visit to Oathall Farm

10 Co-ordinate with Mr Still & Mrs Pinfield to collate, document & publish our community engagement activity – COMPLETED and now on the website.

#### 6 **URGENT MATTERS NOT ON AGENDA**

• **GDPR Training.** Mrs Jerbi reminded members if they have not yet completed this on-line training they need to do so.

**Action 3: all**

• **Email addresses.** Trust email addresses need to be allocated to the new members.

**Action 4: KJ**

• **Contact no's.** Contact tel nos for all members to be circulated amongst members.

**Action 5: KJ**

#### 7 **MEMBERSHIP MATTERS**

• **End of term of office of JR/CS.** Parent LBM's Mr Roderick & Mrs Stone reach the end of their terms of office at 31<sup>st</sup> August.

• **Results of parent member election.** To ensure continuity in the new academic year, parent elections have been held this term to replace JR/CS. There were 4 candidates, with Mr Sowden-Mabbott & Mrs Baty being duly elected by the parent body.

• **Nomination of Mrs Allen to the BoT as Chair.** Mrs Allen's nomination as Chair of the LB has been passed to the BoT for approval at their next meeting.

• **Nomination of Mr Steele to BoT as co-opted member.** Mr Steele's nomination as co-opted member for another term has been passed to the BoT for approval at their next meeting.

• **Skills audit.** Members performed a skills audit by completing a pro forma tabled by Mr Steele, indicating which main skills listed they possess. Mrs Allen collected these to evaluate. Members discussed the possibility of offering the co-opted member position which will become vacant when Mr Steele stands down to one of the other parent candidates if they have the skillset that we will be looking for. Members agreed to this, but noted the following:

- that there would be an advantage to co-opting an outsider – not from within the academy community;
- that the commitment of time required is very important to point out to prospective candidates;
- that we may alienate the two parent candidates who have expressed an interest if we advertise to recruit externally.

#### 8 **PRINCIPAL'S INTERIM REPORT**

*(Reports circulated prior to the meeting:*

- *Principal's Interim Report to LB*
- *Academy Improvement Plan 2017-18 – interim review May 2018*
- *Peer Impact Visit Term 5*
- *SEF Summer 2018)*

Questions from members & responses from Mr Still:

Q. how successful were the year 5/6 booster groups?

A. they had a very positive impact, but even more successful were the year 2 booster groups. Statistics have been fed back to the PTA, who funded the group sessions. We now need confidence building for the girls in particular. It was suggested this is something we could ask Lloyds to get involved in.

Q. what was the follow-up to the staff survey?

A. Mr Alcock advised that the results were presented at a staff meeting & the discussion amongst staff was very similar to that which took place at the last LB meeting. Four areas were identified as requiring further investigation. Staff recognised the generally positive response.

Q. it is understood from the AIP report that there is a lot of Ofsted focus on the more able pupils. Have we shared feedback from Blackthorns C.P. Academy following their recent Ofsted inspection?

A. Feedback from individual academies is shared Trust-wide. There is a new policy for more able provision & developing our provision further will be a focus for the newly appointed Assistant Principal from September.

Q. results data is looking strong (pages 3-8)?

A. Mr Still is very pleased. Validated results are due on 10<sup>th</sup> July. EY data in particular is very good. KS1 SAT's tests were moderated – the moderators agreed with all our judgements. Year 1 phonics results have improved yet again (97% pass). Mr Still has asked staff to produce action plans stating what went well & what can be improved. The LB congratulated the whole staff team for the terrific results.

Q. the budget commentary (page 1) refers to “training & curriculum savings” – what are they?

A. things that we have asked the PTA to fund – we are still providing them. A break-even position at the end of year is fantastic after what we faced at the beginning of the year.

Q. will the “£24k of additional donation & lettings income” be on-going?

A. no, this is from the church leasing the building, which is only for a limited time.

Q. has the lease of facilities to the Brownies been withdrawn?

A. yes, this letting was not financially viable. Also, Pioneer Childcare using the facilities from September has an impact & will be long-term. The take-up for their after-school provision is greater than expected, therefore we expect to receive a higher income from them – parents would expect this.

Q. is the SEF an OFSTED starting point?

A. yes

Q. members found the EY section of the SEF was easier to read – the sub-headings helped.

A. Mrs Smith stated that this is the first year we have re-formatted as per the Trust requirement. She will take on board members' comments.

Q. where does our grade on the SEF come from?

A. peer reviews – they are a quality assured validation.

Q. can we access Trust-wide & WS statistics on attendance to make comparisons?

A. yes

Mr Steele gave a brief resume of the one complaint reported (page 10), as he was involved. The Trust supported us in the handling of this.

Mr Still stated that he is pleased with attendance figures (pages 9-10), that unauthorised absence is going down & feels the imposition of fines is having a positive impact.

## 9 CELEBRATION

- children's work is celebrated in school, on display & by rewards schemes
- the fortnightly newsletter & monthly Lindfield Life articles celebrate achievement in the wider community
- the LB agreed to buy ice-creams for the year 6 children on the last day of term to celebrate their results. Mrs Stone to co-ordinate.

## 10 VISION / STRATEGY

- **Strategic Action Plan 2017-20** (circulated prior to the meeting). This is a first draft of this document. Mr Still & staff working on the plan have done a lot of work. Mr Roderick met with Mr Still to go through the plan. Staff teams are to be drawn up to go through each target individually.
- **Assignment of LBM's to staff working parties.** An LBM will be allocated to each team in September.

**Action 6: BS/AIA**

Mr Steele thanked Mr Roderick for driving this forward.

## 11 PUPIL WELL BEING

Mrs Pinfield has kindly agreed to take over the safeguarding role from Mrs Stone as of 1<sup>st</sup> September. Mrs Stone, Mrs Pinfield & Mrs Allen recently met with the staff Designated Safeguarding Leads. It is evident that we have come a long way since the safeguarding peer review a year ago. The introduction of CPOMS has helped considerably.

Mrs Stone has completed the required safeguarding report to the Board of Trustees. Evidence of our effectiveness will be found in the minutes of termly safeguarding meetings & in the procedures in place in school.

## 12 LOCAL BOARD MEMBER REPORTS

The LB received reports on the following areas of responsibility prior to the meeting:

- Staff Liaison – Mr Alcock
- SEND & Pupil Premium – Mrs Cleverton

- Additional Income & PTA Liaison – Mr Heath
- Community & Parent Liaison – Mrs Pinfield
- Extra-curricular Activities & Local Policies – Mr Roderick

Members' comments:

- Mrs Cleverton added that she has raised the issue with Mrs Dixon, SENCo, that other professionals are recommending to parents that they apply for EHCP's. There is a misunderstanding between medical & educational specialists. If a parent makes a request themselves for an EHCP, the school must complete the whole application process, pulling together evidence, which is a huge amount of work & very timely. If denied, parents can appeal & go to tribunal, causing yet more work. Mrs Dixon is making her locality colleagues aware of this. Mr Still confirmed we have had incidents of this. Mr Steele asked Mrs Cleverton to provide a note for him to take to the Chairs' Forum to raise the issue.

**Action 7: CC**

**Action 8: BS/AIA**

- Members noted that Mrs Cleverton was praised in the recent external Pupil Premium review.
- Mrs Allen volunteered to attend the locality governors' meeting on 9<sup>th</sup> July in place of Mrs Pinfield – this is a very useful forum.
- Mr Steele asked Mr Alcock to look out for examples of exceptional staff performance for the LB to celebrate.
- Mr Heath pointed out that PTA support of booster group funding is still a requirement. It is important to flag to the PTA the amount of work put into budget balancing. This is a crux time – the current co-chairs of the PTA are standing down in September & no-one has yet stepped forward to replace them.

### 13 LOCAL BOARD MEMBER YEAR GROUP VISITS

The LB received reports on the following visits prior to the meeting:

- Year R visit 4.5.18 Mrs Pinfield
- Year R visit 22.5.18 Mrs Pinfield
- SEND visit 25.6.18 Mrs Cleverton
- Year R visit 29.6.18 Mrs Pinfield
- PP visit 29.6.18 Mrs Cleverton
- Year 5 visit 29.6.18 & 2.7.18 Mrs Cleverton

No questions/comments from members.

### 14 CHILD LOOKED AFTER ANNUAL REPORT to LB

*(Circulated prior to the meeting)*

The annual CLA report from the designated member of staff has been received by the LB. Nil return.

It is clear from the report that we should have an LBM with responsibility for CLA. The obvious choice is the LBM with responsibility for SEND & PP. Mrs Cleverton agreed to take on this additional responsibility.

Mr Steele pointed out the 'Recommendations for areas of development / action the next academic year' (page 2) - & stated that no 1 re the Trust policy being personalised to LPA is already happening.

### 15 POLICY APPROVAL

- **Behaviour Policy.** Mrs Smith reported that a working party has conducted an annual review of the 'Behaviour Policy' *(circulated prior to the meeting)*. The LB like the changes. Members asked if the reference to children's behaviour when in uniform off-site means that if a member of the community should complain about the behaviour of a pupil off-site out of school hours but in uniform, we would have to investigate the complaint – Mrs Smith confirmed this is correct. Members asked if children & parents are aware of this. The children are told in school. Mr Still to put a note in a September newsletter to remind parents.

**Action 9: MS**

**The LB approved the Behaviour Policy as presented.**

- **Accessibility Plan** *(circulated prior to the meeting)*. Thanks to Mrs Cleverton & Mr Jantasz, Premises Officer, for putting the plan in place. Mr Jantasz is already working on it, overseen by Mrs Dixon, SENCo.

**The LB approved the Accessibility Plan as presented.**

### 16 REPORT from the BOARD of TRUSTEES/CHAIRS FORUM

The LB noted receipt of the following:

- Report from the BoT: 21<sup>st</sup> March 2018
- Minutes of the Chairs Forum: 14<sup>th</sup> June 2018 & associated papers

Mr Steele confirmed he has submitted this term's LB report to the BoT for consideration at their forthcoming meeting.

Mr Steele reported that in relation to the 'Finance Project', the Finance Assistant at LPA has been offered 3 days p/wk at LPA doing non-finance related duties, 2 days p/wk at the Burgess Hill Academy finance hub. Mr Still has informed the Trust SMT he feels this will have an impact on teachers, but they do not agree. Mr Steele is concerned this action could increase workload for our SBM, a situation which must be avoided.

**17 REPORT from the ADMISSIONS SUB COMMITTEE**

The Committee reported that they have met to consider a delayed entry request, which we denied. Guidance from the Trust was not clear & we had to seek clarification. New Trust guidance should help with any future cases.

**18 Agree items to be brought to the attention of the Board of Trustees**

The advice from Mrs Cleverton re EHCP applications by parents being encouraged by medical professionals.

**19 MEETING DATES for 2018-19**

Mr Still and Mrs Jerbi to meet & agree dates – to be distributed to members.

The meeting closed at 9.15 p.m.

A presentation was made to Mrs Stone & Mr Roderick to thank them for their dedication to the LB and the Academy during their years of voluntary service on the LB.

**ACTION POINTS:**

<b>ACTION POINT NUMBER</b>	<b>MINUTE ITEM NUMBER</b>	<b>DETAILS OF ACTION</b>	<b>RESPONSIBILITY</b>	<b>DUE DATE</b>
1	5	email an update on findings re the 'wishing tree' fund raising idea to Mr Still	Mrs Stone	LB Sep mtg
2	5	update CPVA policy with the changes & circulate to members	Mrs Jerbi	LB Sep mtg
3	6	complete on-line GDPR training	All	LB mtg Sep
4	6	Set up Trust email addresses for new LBM's	Mrs Jerbi	LB mtg Sep
5	6	Contact tel nos for all members to be circulated amongst members	Mrs Jerbi	LB mtg Sep
6	10	Allocate an LBM to each team working on the Strategic Plan	Mr Steele/Mrs Allen	LB mtg Sep
7	12	Provide an explanatory note to Mr Steele re the issue of EHCP's	Mrs Cleverton	asap
8	12	Take the issue of EHCP's to the Chairs Forum	Mr Steele/Mrs Allen	Next Chair's Forum mtg
9	15	Put a note in newsletter reminding parents that the Behaviour Policy applies to children in uniform off site out of school hours.	Mr Still	September

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

..... **Date:** .....

**Name:** Mrs Alice Allen      **Position:** Chair of Local Board of Lindfield Primary Academy