

## COLEHILL FIRST SCHOOL

### ACADEMY COMMITTEE MEETING

<b>Minutes of meeting held at the school at 6.00pm on 14<sup>th</sup> November 2017</b>
<b>Present:</b> Katie Ramsden (Chair), Andrew Turrall (Head teacher), Helen Self, David Topping, Leela Senior, Juliet Gould, Chris Minns, Debbie Bowring, Louise Twaits, Lynnette Payne (Clerk)
<b>A. Apologies received:</b> None
<b>B. Declaration of Personal, Business and Pecuniary Interests:</b> None
<b>C. Minutes of last meeting:</b> The minutes of the local governing body meeting held 26 <sup>th</sup> September 2017 were formally approved and signed.
<b>D. Matters Arising:</b> <b>Actions:</b> <i>G (K) &amp; J. All governors to arrange a meeting with their class or subject link before the November meeting- this will be covered under agenda item L</i> <i>G (L). DT to complete joint Science report and send to Clerk – action completed</i> <i>H. Date to be set for the Head’s performance review - action completed (Friday 17/11/17)</i> <i>All governors to attend either the Trust data training or the in-house training; AT to arrange a date – this will be covered under agenda item I</i> <i>Clerk to arrange NSPCC training for LT with the Trust; LT to complete – action completed</i> <i>J. Clerk to invite one of the Trustees to give presentation at the next meeting- action ongoing</i> <i>AT to finalise SDP – will be covered under agenda item F (now called SAP)</i> <i>Clerk to add schedule of visit reports to next agenda- action completed</i> <i>Clerk to update all documentation as required, including governor photos - action ongoing – important documents have been updated; the remainder will be actioned as and when due for review</i> <i>Governors to arrange a visit date by the next meeting- see agenda item L</i> <i>K. Clerk to add English policy to next agenda- action completed</i> <b>Matters arising:</b> The clerk advised that governors would be referred to as academy committee members, (ACM), in future and documentation would be changed to reflect this. It was decided that the school community should also be informed of the change, although concern was expressed over whether the children would understand the meaning of the new title. <i>Action Head/Clerk</i> The chair advised the AC that the new Scheme of Delegation had been formally adopted. She has queried the fact that the Trustees appoint the Chairs to the Academy Committees. She brought this up at the recent meeting and was told that this had always been the case. She has emailed to confirm whether or not the AC nominates the candidate for the Trustees to approve, so that the procedure is understood for the next academic year. (Question for Trustees). There were no further matters arising.
<b>E. Chair’s report on Governance Update Meeting:</b> KR and AT attended this meeting, that was presented by the CEO and the Trustees. The new SOD was discussed, along with the new skills audit and a new, annual report to be produced by each Chair to the AC. There were fourteen attendees from the seven trust schools, and AT said that the Trustees would not be visiting any AC meetings, as committee members were invited to attend this meeting if they wanted more information. However, they do want a more transparent relationship between the Trustees and the AC’s and there are plans for this going forward. An ACM <b>questioned</b> who was responsible for checking the compliance of the school’s website. The head said that the school does this, i.e. the head teacher and office staff, but the challenge partner also carries out periodic compliance checks. He added that it was not the responsibility of AC members to monitor the website per se, but if anyone did spot a mistake or omission to let him know. An ACM <b>queried</b> what ‘management of risk’ was, identified as the responsibility of the AC in the new SOD. AT explained that the Trust’s Health and Safety policy contains a list of risk assessments that

## COLEHILL FIRST SCHOOL

### ACADEMY COMMITTEE MEETING

can be used, where appropriate to the individual school. HT added that there are also in-house, class specific risk assessments, and also one for each trip or outing.

Another ACM **asked** how staff felt about being part of a MAT, after more than two years. The head said that the benefits, such as common agreed practice with other Trust schools, and the challenge partner visits and feedback, have put the school in a much stronger position. There is often a perception in MATs of individual schools losing autonomy, as the CEO and Trustees are in overall charge, rather than the individual Head and Governing Body. However, the national education picture is evolving rapidly with far more emphasis on a school-led system and there is a danger of stand-alone (non-MAT) schools becoming isolated as LAs' support capacity dwindles. HS added that she had attended Trust schools' Maths moderation meetings which have been open to other schools across the region. These have shown that the work in Trust schools is of a higher standard than that of others. AT said that the Regional Schools Commissioner's view is that the most successful MATs are those where there is a lot of common agreed practice across schools. DB added that this was also true with regard to school office issues; she can phone other Trust schools to compare or ask for advice. AT explained that, because MAT's were relatively new, with some schools being required to academise and others doing so voluntarily, there is a range of practice across the country. He advised that Emmanuel Middle School, Verwood would be joining Wimborne Academy Trust shortly. There were no further questions.

*DT left the meeting at this point, 6.32 pm*

#### **F. Head teacher's Report:** *Papers circulated prior to the meeting*

AT said that he would summarise his report for ACM's, as it had only been loaded into the shared space that morning.

- Pupil numbers are currently an unprecedented 154. The LA have also requested an in-year fair access place for Years one and four, as a vulnerable family has moved into the area and cannot continue travelling to their existing school.

*DT returned to the meeting at this point, 6.34 pm*

- The application had been made to five local schools and the appeal panel were meeting on 15<sup>th</sup> November. AT has stated that the Y4 classroom cannot physically accommodate more children, but we will have to take the pupils if the panel chooses CFS. An ACM **asked** whether any of the other schools had spaces. AT said no, which is why it was being handled this way. Another ACM **questioned** whether the schools were parental or LA choices. The Head confirmed that the parents are consulted as to which schools they could get their children to, but the appeals panel make the final decision.
- The CPD plan for staff details the training for this academic year. AT explained that any session marked as 'network' or 'moderation' was Trust-wide.
- Attendance was down in the Summer term, by 0.2%, mainly due to pupils taking holidays in term-time. An ACM **asked** how this compares with other Trust schools. AT said that he did not have the figures to compare, but the attendance data would have to be benchmarked against other schools nationwide. However, these figures are always the last to be reported, and will be added to the ISDR in due course. He advised ACM's that he is working on a new Attendance policy, based on the LA model. This covers penalty charges and children missing in education and will be shared with ACM's once finalised. An ACM **questioned** whether the attendance figures were based on pupil numbers. The Head explained that each school day consists of two sessions, morning and afternoon. If a pupil misses one session that would give 90% attendance for that week, i.e. nine sessions out of a possible ten. If a child is present at registration, but then leaves subsequently for any reason, they will be marked as present. The new policy will be shared with parents. He added that, for a fine to be levied, there must be a minimum number of sessions missed over a twelve week period. Parents who take children on holiday for a few days in term time are unlikely to be fined if, otherwise, attendance is good, despite the negative effect on the school's absence figures. Ofsted can cite unacceptable levels of attendance as a

## COLEHILL FIRST SCHOOL

### ACADEMY COMMITTEE MEETING

reason to move schools 'into category'. The Head also advised that the 94.4% attendance figure for SEND pupils at CFS was comparatively low last year due to the attendance of one SEND pupil for whom the LA deemed specialist provision more appropriate.

- AT explained that the school had been externally audited by Judicium Education on 7<sup>th</sup> November in respect of Safeguarding. This lasted 2.5 hours and looked at site safety, the school's policies, practices and records and the Single Central Record. He advised that the school was compliant in all areas, with some 'best practice' recommendations, as detailed on his report, including amending the website to display a copy of the Child Protection policy signed by the Chair. He will share the external report with ACM'S when received from Judicium. *Action Clerk/Chair/Head/Office Manager*
- There is only one Health and Safety action outstanding which is due to be completed in December. Also, the self-audit has not been done, as there is an external audit due from Judicium. The chair asked whether there was a role for a Health and Safety committee member now, as the new SOD, states that ACM's have no responsibility for this. AT said that the role was to support the school with managing risk. As LT is new to the role, the Head will accompany her on her first visit. DB added that she has finalised the last report from PO and **questioned** whether it would follow the same format. AT said that it should focus on Health and Safety, not decoration and maintenance. *Action LT/Head*
- Current progress for 2017-18 will be updated with the December figures as soon as they are available.
- Deborah Zachary, the Challenge Partner, is visiting on Thursday 23<sup>rd</sup> November to review the school's self- evaluation framework, (SEF), now that the ISDR has been released. The document in the Head's report was written before the data was available. The Head recognised the huge progress made by ACM's.

There were no further questions.

#### **G. External Challenge Partner Visit:**

Taking place next week, (see above).

#### **H. SEF: (Papers circulated prior to meeting)**

- This will be rewritten as discussed above and a date for a learning walk based on the contents needs to be agreed. *Action ACM'S/Head*
- AT said that the school action plan, (SAP), has been re-written and signed off by the CEO, and is in the shared space. It is colour coded as follows: red behind schedule, amber on track and green completed. The priorities of English and maths mirror the Trust Action plan. He suggested that ACM's read the document and then he will give a briefing on the contents, with the date decided via a doodle poll. *Action Head*  
An ACM **questioned** whether the route to 'green' was explained in the document. The head confirmed that it was and HS added that some points needed actioning each month, therefore would never be green until the end of the academic year. The chair said that this had been discussed with the CEO, and the Trust was considering changing the format to allow monthly updates. Another ACM **asked** who produced the SAP. This is done by the Head and Deputy Head.
- *(Confidential Item)* AT had also shared the performance management summary with the AC and asked for any questions. The Chair **questioned** whether there was paperwork to back up the assessment grades for the staff in the event of an Ofsted inspection. The head explained that inspectors would not ask to see personalised documentation, but may request anonymised information; the Ofsted judgement would be based not only on lesson observations on the day, but also pupil progress, as evidenced by the standard of work in the books and the contribution to learning across the whole school. For a school to be outstanding, all teaching needs to be graded as good or better. He added that the summary showed a strong profile for the teaching staff and that it would be unlikely for any teacher to be outstanding for 100% of the time. An

## COLEHILL FIRST SCHOOL

### ACADEMY COMMITTEE MEETING

<p>ACM <b>asked</b> what steps the leadership team were taking to maintain the standard of teaching at this level. HS said that they work with the teaching staff throughout the year to keep them on track, with personalised target-setting and feedback ongoing.</p> <p>There were no further questions.</p>
<p><b>I. School Data (ISDR):</b> <i>(Papers circulated prior to meeting)</i></p> <p>The Head was able to share the latest data report with ACM's via google drive and advised that it gave a strong picture, with rapid levels of progress achieved for 'middle ability' children, above the national and county figures. The next task was to accelerate the progress for lower attaining pupils, especially in KS1, as children were coming into Reception class with lower prior attainment than in previous years. AT will arrange a data meeting, in conjunction with the SAP meeting, for ACM's.</p> <p><i>Action AT/ACM'S</i></p>
<p><b>J. Finance Update:</b> <i>(Verbal)</i></p> <p>Under the new SOD, Academy Committee members have no remit to discuss the financial affairs of the school. This item will be removed from future agendas.</p>
<p><b>K. Governor Visit Updates:</b></p> <p>Some visits have taken place, but the Chair asked whether CM and JG had arranged their visits. CM confirmed that he was visiting as both maths and class ACM the next week. LS added that she will meet with the SENCO, Sarah Lemon, shortly. DT will arrange a visit with the English lead, Leah Swann, and <b>asked</b> whether any other ACM has completed the Safer Recruitment training. Both LS and DB expressed an interest and AT invited LS to attend the upcoming interview for a lunch-time supervisor. <i>Action Clerk/LS/DB</i></p>
<p><b>L. LGB Issues:</b> <i>(Papers circulated prior to meeting)</i></p> <ul style="list-style-type: none"><li>• Clerk's Update – there were no questions on this</li><li>• Future Visits and Training – AT advised that there is a need for further work on British Values prior to the PHSCE/Rights Respecting Walk. This is in the new SAP and later in the Spring term would be a better time to arrange this. <i>Action Clerk</i></li><li>• New Academy Code of Conduct – signed by all ACM'S</li><li>• New Skills Audit – the Clerk requested that these be completed and returned electronically before the end of the term. <i>Action all ACM'S</i></li><li>• The Chair said that a plaque had never been put on Gordon's Chair, which is in the school library. There was some discussion about the wording – Gordon was a governor from 1978 until his death in 2014. It was <b>unanimously</b> decided that the Chair and Head would decide on the wording and the Chair will arrange for the plaque to be engraved. <i>Action Chair/Head</i></li></ul>
<p><b>M. Policies for Review/Ratification:</b> <i>(Papers circulated prior to meeting)</i></p> <ul style="list-style-type: none"><li>• Emergency Management Plan – this has been updated to include the premises lock-down procedure and also 'external incident' now covers a variety of scenarios, rather than just a chemical incident. The policy needs to be shared with Colehill Nursery, as they are in the same building as the school. <i>Action Clerk</i></li><li>• English Policy – new policy</li><li>• Healthy Eating Policy – updated by AT and reference to being a nut-free school added.</li></ul> <p>The above policies were <b>unanimously</b> approved by governors.</p> <ul style="list-style-type: none"><li>• Physical Activity Policy – the policy has been updated by Finola Hurlstone but was not ready in time for the meeting. <i>Action Clerk</i></li></ul>
<p><b>N. Academy Committee Member questions for AT:</b></p> <p>A governor questions whether pupils were being given enough time to eat their lunch, as some children were saying that they were being rushed. The Head said that regular meetings were held with the lunch-time supervisors, and this had not been mentioned, but he would investigate the matter. <i>Action AT</i></p>

## COLEHILL FIRST SCHOOL

### ACADEMY COMMITTEE MEETING

There were no further questions.

#### **O. Academy Committee Member questions for Trustees:**

- Could Trustees ensure that the dates for LGB meetings next year are not immediately after a holiday, to help with meeting preparation (no answer yet)
- Do the Academy Committees recommend their candidate for Chair to the Trustees each year?
- What is the term of office for the Chair of Trustees (no answer yet)
- Will the NGA membership be renewed for all Trust schools?
- ACM's would still like a Trustee to attend a meeting to give a 30 minute presentation on the Trust

#### **LGB response to Trustee referrals:**

- None

#### **P. Premises Update:**

DB advised that all items identified in PO's final report have now been actioned, ready to hand the role to the new Health and Safety Committee Member, LT. The Head will work with LT to fine tune the report to make it more appropriate to the new SOD. DB requested that a H&S visit take place before the end of the Autumn term. *Action AT/LT*

It was also decided to hold a SAP/ISDR briefing for ACM'S on 10.30am on Thursday 14<sup>th</sup> December. JG was unable to make this date, so will arrange a separate session with the Head. *Action – AT/JG*  
AT also invited all governors to help with the Christmas lunch on 14<sup>th</sup> December.

**Q. F.A.I:** Rights Respecting Learning walk for late spring.

**R. Date of next meeting:** Tuesday 20<sup>TH</sup> February 6 pm

**Meeting closed 08.01pm**

#### **Actions:**

*D. Head/Clerk to share change of title with wider school community*

*H. Head/Clerk/Office Staff to implement recommendations in Judicium report*

*Head to rewrite SEF; ACM'S to arrange learning walks*

*Head to arrange doodle poll to decide date of SAP meeting*

*I. Head to arrange data meeting for ACM'S*

*K. Clerk to request Safer Recruitment training link from RB; LS & DB to complete*

*L. Clerk to add SAP and related learning walks to Spring agenda*

*ACM's to complete new skills audit and personal statement and return to clerk*

*Chair/Head to organise plaque for Gordon's chair*

*M. Clerk to share EMP with Colehill Nursery*

*Clerk to add Physical Activity Policy to next meeting agenda*

*N. AT to investigate lunch timings*

*P. AT/LT to arrange H&S visit and fine tune the report for future use, (also action under 'H')*

*AT/JG to arrange an ISDR session asap*