



PART 1 MINUTES

Meeting:	2 – Local Governing Body	Date / Time:	10 December 2014 at 16.30	Location:	ISCA Ted Wragg Multi Academy Trust
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Attendees:	Initials:	Governor Type:
Gina Woodcraft	GW	TRUST (Chair)
Beverley Martin	BM	STAFF (Head)
Ian Rogers	IR	TRUST
Helen Crossfield Arrived 16.54	HC	TRUST
John Staddon Arrived 16.45 Left 18.40	JS	TRUST
Kate Campbell Bellis	KCB	STAFF
Nigel Watts Left 18.17	NW	TRUST

Attendees:	Initials:	Governor Type:
Brahm Norwich	BN	PARENT
Bernard Dugdale	BD	TRUST
Lewis Banfield	LB	PARENT
Anthony Boulton Arrived 16.48	AB	TRUST
Rachael Brown Arrived 17.03 Left 18.40	RB	STAFF
Tracey Spink Arrived 17.10	TS	TRUST

Apologies:	Initials:	Reason:
NA		

Absent without Apology:	Initials:
NA	

In Attendance:	Initials:	
Michelle Tedder Left 19.30	MT	Prospective Parent Governor
Vanessa Cobb	VC	TRUST
Jo Duffin	JD	Clerk

Minutes To:
Attendees

Min. No.	Actions & Decisions:	Owner:	Date Due:	Date Actioned:
2/1.1	<p>Apologies</p> <p>There were no apologies for absence.</p> <p>It was noted that TS, RB, AB, HC and JS would be late arriving.</p> <p>JS noted that he needed to leave early.</p> <p>GW welcomed VC to the meeting and explained that a Trust representative will be attending every meeting and today it is VC.</p> <p>GW also welcomed MT to the meeting and explained that Michelle is interested in becoming a parent governor.</p> <p>GW noted that this will be LB's last meeting as an Isca governor. LB explained that he will be joining the TWMAT as the Principal Finance Officer as VC will be stepping down. It would be a conflict of interest for him to sit on the LGB and TWMAT boards.</p> <p>GW thanked LB for the work he has completed as a governor.</p> <p>GW noted that she has approached Thompson Jenner Chartered Accounts to seek a replacement and is awaiting a response. GW will follow this up with LB if they are unable to help.</p>			
2/1.2	<p>Declaration of Business Interests</p> <p>NW and BN signed their forms</p> <p>No Business Interests were declared for this meeting.</p>			

2/1.3	Correspondence Receipt of recent correspondence was noted.			
2/1.4	Code of Practice The updated Code of Practice was distributed for all governors to sign.			
2/2.1	Minutes of the Meeting Held on 22 October 2014 The minutes were agreed as a correct record and signed by GW.			
2/2.2	<p>Matters Arising Not Included Elsewhere</p> <p>Minute 1.3/1.5 GW referred governors to the previous item about a Trust member attending each meeting. GW noted that the Comms, STEM and Finance governor role are vacant. GW will speak to Debra Myhill for assistance.</p> <p>Minute 1.5 GW noted that BD, HC and GW had met to discuss a governor recruitment strategy. They envisage a wider representation across the community. There were 3 main ideas:</p> <ul style="list-style-type: none"> • Talk to ward councillors to see if they can suggest a community-minded person who may be interested in becoming a governor • See if a Wynstream governor may also be interested in becoming a governor at Isca. • When the Children’s Society conducted research at the school there was a keen parent. KCB will contact the parent. <p>Governors noted a range of potential governors. KCB will contact Andy Hannan to obtain names.</p> <p>GW asked for volunteers to assist with governor recruitment.</p> <p>LB queried why only Wynstream should be involved. BD noted that others would also be good</p> <p>BM reported that she had met the new Acting Head at Wynstream and the Head at Clyst Heath. They discussed moving things forward and challenges over their data. BM will make contact to discuss governor recruitment.</p> <p>Minute 3.1 BM reported that the Year 11 Wynstream data is 5 A*-C is 18.2%, 3 levels of progress in English 77.3%, 3 levels of progress in Maths 31.8%. Governors discussed challenges specific to Wynstream students and asked for details of action being taken. BM confirmed that ISCA SLT is working with the Acting Head.</p> <p>Minute 4.5 This item will be considered in the policies section of this meeting.</p>	<p>Action 2.1 GW</p> <p>Action 2.2 KCB</p> <p>Action 2.3 BM</p>	<p>11.2.15</p> <p>11.2.15</p> <p>11.2.15</p>	<p>11.2.15</p> <p>11.2.15</p> <p>11.2.15</p>
2/2.3	Other Matters Arising There were no other matters arising for discussion.			
2/3.1	<p>Principal’s Report</p> <p>BM distributed answers to the questions raised via email by governors, the Codicil to the Rapid Improvement Plan, Summary: Overall Effectiveness, Achievement, Quality of Teaching, Behaviour and Safety, Leadership and Management.</p> <p>Core Headline Results</p> <p>BM noted that the table on P1 of the Principal’s Report is the overall picture. BM noted that this year’s results still belong to Isca College of Media Arts as Isca didn’t become an academy until October 2013.</p> <p>The RAISEonline data belongs to Isca College of Media Arts as the school did not become an Academy until October 2013. JP is working with Suzie Winter (DCC) to try and rectify this so that the data will be more worthwhile when OFSTED visit. RAISE data can usually inform you on future results but this is empty at present. GW asked if this can be back filled and BM confirmed that it can but comparisons will not be possible.</p> <p>BM reported that targets have been set at FFTA25, FFTA is expected progress based on prior attainment, gender and month of birth (postcode data is not included). FFTA25 is the same criteria but the 25th Percentile. If Isca meets the FFTA25 targets we will be outstanding. BN asked why the 2016 figures drop a little. BM replied that 2016 prior attainment was lower and to achieve the same progress levels the overall attainment figure is lower. BD queried why the 5A*-C including English and Maths figure for 2013 is 53% on P1 and 56% on P3. BM noted that P1 is the number of students that counted, whilst P3 is the number of students that attained at Isca. GW</p>			

	<p>Staff Survey BM noted that P16 are the results of the OFSTED staff survey which was anonymous. The survey was completed at the beginning of term 2. BM referred to HC's questions and noted that it's difficult to answer the questions because the survey was anonymous. HC asked if staff responding negatively had also made comments and BM advised that there had been a few comments but most had not. HC expressed concern that 30% of staff disagreed that all staff consistently apply school policies and that staff should be encouraged to highlight where this is happening. BM confirmed that where possible this is being followed up. BN asked if the staff survey results had been given to staff for discussion as this could generate ideas and BM advised that it will be considered at the next non-pupil day. Governors discussed in detail, the potential of action from the staff survey and asked BM to outline the impact of the staff surgeries.</p> <p>SEF BM advised that the SEF has been completely rewritten and should reflect what OFSTED would say if they visit tomorrow. HC queried why the text is in blue and black. BM said that everything below achievement should be in blue as this has been rewritten for this report.</p> <p>Codicil BM noted the columns requiring action by governors and senior leaders. This is the focus for improvement this year.</p>			
2/3.2	<p>Consider and Approve the RIP NB items 3.3 and 3.4 were discussed prior to 3.2 BM advised that this is not necessary as the RIP is a two year plan and this is year two. GW noted that the targets and intended outcomes are a lot to achieve in a year. BM advised that this is what is required to be outstanding. GW said that it must be sustainable and systematic and that some of it seems ambitious. GW said that Isca needs to be good but outstanding is for the future. BM advised that some targets for outstanding practice are required in order for us to be rated as good. LB queried whether they are achievable and BM confirmed that they are. GW asked if staff have seen the document and their feedback sought. BM advised that Isca needs to aim to secure the next level and some good ratings need to be moved up to outstanding. GW noted that this is fine providing staff are on board and confident with it. IR noted that it has to be maintained. BD noted that a target of 95% non-attendance should read attendance.</p>			
2/3.3	<p>Review Self Evaluation This item was integral to the Principal's Report</p>			
2/3.4	<p>Report from the Teaching and Learning Committee NW reported that the T&L Committee met on 3 December the day before the final data was published. SW provided national and local comparisons and noted that Isca is in the middle. There is a big difference between first and best entry, Isca with 10% difference is comfortably in the middle, especially as those entered sat exams whilst other schools changed the plan when the regulations changed. BD queried if zero means there was only one entry and NW confirmed that was correct. NW advised that SW also reported on the classroom visits. Consistency of marking is going well, there is inconsistent use of the Personalised Learning Checklist (PLC) although English and Maths are doing well. Weaknesses are being identified and this is being fed into the CPD provision. It was noted that PLC's are new and are taking a while to bed in. There is strong evidence of literacy being embedded but grammar and punctuation needs attention. AB queried if this is literacy across the curriculum and NW confirmed it is. NW noted that the Committee had discussed literacy mats and felt this was proactive. Governors discussed the merits of literacy mats as a teaching tool and the challenges for implementation. NW advised that in his opinion, overall grading is robust and that the Committee agreed the use of the Devon RE syllabus. The Committee took advice that students should be entered with the most appropriate exam board based on their level. NW reported that Show My Homework was demonstrated. It is working well and progress is being monitored with feedback from parents. CPD is going to be provided</p>			

	<p>to make more use of it. Governors discussed the implementation and impact of the program.</p> <p>GW queried when the mocks are and BM advised that they are the first week back in January and feedback on outcomes and progress towards targets will be available at the next LGB. TS queried whether entering students with different exam boards is new and BM advised that it isn't new. Maths is using OCR as the there is a lower literacy requirement than the previous home board. TS asked how this is viewed by FE and BM confirmed that it is exactly the same. TS said she'd be interested in seeing the overall percentage entering with grades and asked if Isca should be tracking progress through A Levels and onwards to see if it robustly prepares students for HE. TS noted that it's good for the school but must also be good for the student. BM noted that the IGCSE will only be available for another year. GW queried whether the IGCSE dilemma with Exeter College has been resolved and BM confirmed that it was a misunderstanding and that the IGCSE is now accepted for academic subjects but not apprenticeships. BM confirmed that analysis will be carried out.</p>	Action 2.6			
2/3.5	<p>Reports from Governors with Areas of Responsibility</p> <p>AB reported that BD, GW and AB had met with BM and SW to be trained and consider school performance and forthcoming changes in assessment and progress. AB noted that more will be done. There will be more to report on at the next LGB.</p> <p>TS reported that she had attended governor training for exclusion and that there is good reason why policies need to be more rigorous. TS reported that she feels the school treats students as individuals and is doing its best by them and the community and not excluding students without good cause. This is work in progress but the LGB should be proud of this area. AB reminded governors of their responsibilities in monitoring exclusions.</p>	BM	11.2.15	11.2.15	
2/3.5	<p>Preparation for OFSTED</p> <p>BM noted that the summary of overall effectiveness, achievement, quality of teaching, behaviour and safety and leadership and management is the most important document. This summarises the Principal's Report (including the SEF) and Codicil. GW noted that a lot of governors will need to attend and queried if everyone is happy with their role. GW asked if anyone wanted to change their role and KCB noted that she'd like to move from CPD. BM noted that there are limited governance roles for staff. BD asked if this applied to academies and LB confirmed that it is best practice.</p>				
2/3.6	<p>Approve Attendance Targets</p> <p>HC reported that the attendance target of 95% is the same as last year and noted that this was only missed due to a drop in attendance at the end of the year. The Committee approved the attendance target. KCB will thank Debbie Nathan on behalf of the LGB for her work on attendance.</p>				
2/3.7	<p>Term Dates</p> <p>JD distributed the term dates and noted that they are available on the Isca website. It was agreed all the LGB meeting dates for the year will be printed at the end of the minutes.</p>	Action 2.6			
2/4.0	<p>Policies</p> <p>JS noted that some of the policies have some typing errors and will forward the details to BM.</p>	Action 2.8			
2/4.1	<p>Physical Interventions Policy</p> <p>The Exclusions Policy was distributed. Governors extensively discussed aspects of the exclusion policy, particularly with reference to the make-up of the exclusion panel and the role of the Governor Attended Disciplinary Meeting. HC queried whether the inclusion of sample letters was necessary and BM said this was good practice. BM noted that the policy should refer to 'parents and carers', as suggested by HC. HC queried if CDPLS would be the only organisation for alternative provision and BM confirmed that it is at the moment.</p> <p>HC suggested excluding DCC and Babcock employees involved in education only. BM confirmed that she would be happy to accept HC's suggestion. BM suggested a vote.</p>	BM	12.12.14	11.2.15	

	<p>The LGB voted on the proposal to exclude DCC and Babcock employees involved in education. 7 were in favour and 3 against. BM will action the changes to the policy.</p> <p>BM distributed the Behaviour Principles. It was agreed that this should be taken away and considered by a group. AB declined to be involved. BM, TS, BN and RB will meet to consider the principles, which will inform the Behaviour Policy. JD will organise the meeting. BM queried whether the Trust should be involved but GW confirmed that this wasn't the case. BM will circulate the DfE document 'Behaviour and Discipline in Schools' for governors to comment on by the first week of January.</p>	<p>Action 2.9 BM</p> <p>Action 2.10 JD</p> <p>Action 2.11 TS, BN, BM, RB</p> <p>Action 2.12 BM</p>	<p>11.2.15</p> <p>19.12.14</p> <p>11.2.15</p> <p>19.12.14</p>	<p>11.2.15</p> <p>10.1.15</p> <p>19.1.15</p> <p>10.1.15</p>
2/4.2	<p>Governor Visits Policy</p> <p>BM advised that this had been compiled following advice from Kings in Ottery, Berkshire, Oxfordshire and Middlesborough. IR noted that maintained schools have to follow this anyway, this is a standard format. BM noted that the preparation and background section should be completed by the member of staff and IR noted that the 'what you learned' section should be completed by the governor. Key issues should be forwarded to governors. GW will circulate the policy for comment. All comments to be emailed to JD cc GW by 16 January.</p>	<p>Action 2.13 GW</p>	<p>9.1.15</p>	<p>9.1.15</p>
2/4.3	<p>Admissions Policy</p> <p>This policy was approved.</p>			
2/4.4	<p>Teaching and Learning Policy</p> <p>This policy was approved.</p>			
2/4.5	<p>Pay Policy</p> <p>HC recommended this policy. IT noted that the pay scales have to be included. IR confirmed that the policy has been to the unions and staff and it is not possible to change it any further, it has already been trimmed to make it pertinent to Isca. The policy was agreed as it is.</p>			
2/4.6	<p>Freedom of Information Policy and Publication Scheme</p> <p>GW noted that this is a Trust policy.</p>			
2/4.7	<p>Best Value Statement</p> <p>BM noted we are awaiting the best value statement is part of the financial audit.</p>			
2/4.8	<p>Complaints Policy</p> <p>HC recommended this policy but suggested removing the appendices and IR agreed. BM noted that she had followed the DFE recommendations. This policy was agreed without removal of the appendices.</p>			
2/5.1	<p>Governor Training</p> <p>TS noted that she had attended training on pupil exclusion.</p> <p>BD noted that HC has attended training on safeguarding.</p>			

Next Meeting:			
Date / Time:	11 February 2015 at 16.30 25 March 2015 at 16.30 20 May 2015 at 16.30 15 July 2015 at 16.30	Location:	ISCA Ted Wragg Multi Academy Trust

Signature of Chair to Agree the Minutes	
	Date: