



# PART 1 MINUTES

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|----------|--------------------------|--------------|----------------------|-----------|------------------------------------|
| Meeting: | 5 – Local Governing Body | Date / Time: | 20 May 2015 at 16.30 | Location: | ISCA Ted Wragg Multi Academy Trust |
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| Attendees:                        | Initials: | Governor Type: |
|-----------------------------------|-----------|----------------|
| Gina Woodcraft                    | GW        | Trust (Chair)  |
| Nigel Watts<br>Arrived 17.30      | NW        | Trust          |
| Ian Rogers                        | IR        | Trust          |
| Helen Crossfield<br>Left at 18.43 | HC        | Trust          |
| Kate Campbell-Bellis              | KCB       | Staff          |
| Simon Weir                        | SW        | Staff          |

| Attendees:                       | Initials: | Governor Type: |
|----------------------------------|-----------|----------------|
| Brahm Norwich                    | BN        | Parent         |
| Bernard Dugdale                  | BD        | Trust          |
| Rachael Brown                    | RB        | Staff          |
| Tracey Spink                     | TS        | Trust          |
| Michael Trimble<br>Left at 17.50 | MT        | Trust          |

| Apologies:      | Initials: | Reason:          |
|-----------------|-----------|------------------|
| John Staddon    | JS        |                  |
| Anthony Boulton | AB        | Work commitments |

| Absent without Apology: | Initials: |
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|                         |           |
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| In Attendance:   | Initials: |       |
|------------------|-----------|-------|
| Jo Duffin        | JD        | Clerk |
| Moira Marder     | MM        | Trust |
| Roger Fetherston | RF        | Trust |

| Minutes To: |
|-------------|
| Attendees   |
|             |

| Min. No. | Actions & Decisions:  | Owner:   | Date Due:                            | Date Actioned:                       |
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| 5/1.1    | <b>Apologies</b><br>Apologies for absence were received from John Staddon, Anthony Boulton and John Potter.   |  |                                      |                                      |
| 5/1.2    | <b>Declaration of Business Interests</b><br>No Business interests were declared for this meeting and JD advised that if a new interest arises before the next meeting she should be notified so that the individuals form can be updated.   |  |                                      |                                      |
| 5/1.3    | <b>Correspondence</b><br>Receipt of recent correspondence was noted.  |  |                                      |                                      |
| 5/2.1    | <b>Minutes of the Meeting Held on 25 March 2015</b><br>The minutes were agreed as a correct record and signed by GW.  |  |                                      |                                      |
| 5/2.2    | <b>Matters Arising Not Included Elsewhere</b><br><u>Action 3.6/4.1</u> SW and RB noted that staff feedback on the behaviour guidelines had been positive. <b>GW asked SW to follow up on consultation with students and parents with SF.</b><br><u>Action 4.4</u> SW confirmed that Isca is using the term Pupil Premium or FSM.<br><u>Action 2.2</u> GW noted that the STEM and Communications positions are still vacant. MT noted that it's important that the LGB isn't too big for decision making. <b>GW will speak to individual governors to see if they are interested in a change in role. BD noted that he may be interested in taking on the Communications role.</b> | <b>Action 5.1<br/>SW</b><br><br><b>Action 5.2<br/>GW</b> | <b>15.7.15</b><br><br><b>15.7.15</b> | <b>15.7.15</b><br><br><b>15.7.15</b> |
| 5/2.3    | <b>Other Matters Arising</b><br><b>RF noted that Validated RAISE is now available and it was agreed this will be distributed along with RF's narrative.</b>   | <b>Action 5.3<br/>JP/RF</b>                              | <b>31.5.15</b>                       | <b>30.6.15</b>                       |

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| 5/3.1 | <p><b>Introduction to New Role and Visions, Values and Ethos</b></p> <p>GW welcomed and introduced Moira Marder (MM) to the meeting as Interim Executive Headteacher. MM spoke about her vision for the TWMAT in connection with Isca and that it will be an equal, values driven partnership. MM explained that Cranbrook will be opening in September 2015 and St James is in the process of becoming an academy with a view to joining the TWMAT by January 2016.</p> <p>Both St James and Isca have strengths and can share good practice and as demonstrated by RAISE data. There are similarities between the schools, including a higher than average number of Pupil Premium and statemented students. MM expressed a strong belief that the schools are better together. A reduction in budgets is anticipated and must be prepared for. Some roles and systems could be shared between schools eg Ed Psych, SENCO, administration, CPD and could result in a reduced overall cost and a better provision. This needs to be modelled and could prevent front line cuts. With a reduction in student numbers, Isca is likely to have excess staff and they could be re-deployed across the three schools, thus preventing redundancies, whilst recognising it is critical to retain and maintain a broad curriculum to meet the needs of all children.</p> <p>GW asked how governors will operate in relation to the TWMAT and MM explained that there will be an Executive Head of the TWMAT and the three governing bodies and three principals. Responsibility will continue to be delegated to the LGB who can invite MM to attend meetings. There will be opportunities from governors at the different schools to meet and discuss strategy. MM noted that she has been spending time at Isca and will continue to do so to help SW with quality assurance, staffing and CPD. It will be a partnership and MM will be seeking guidance from SW.</p> <p>MM noted that the advert for the post of Principal at Isca will be going out to national advert. BD asked if this has to happen and MM responded that it is Trust policy. The Executive Head post will also be advertised and MM will be applying.</p> <p>IR expressed a concern about the lack of financial support staff at Isca. MM responded that St James has deliberately been kept lean and a joint structure can be looked at. GW noted that in the interim Ali and Lizzy are assisting. MM noted that there isn't an overnight solution and the future has to be defined. HC added that there may be good opportunities for staff.</p> <p>GW asked how St James governors felt about academisation. MM responded that there was fear of the unknown but that they want to join the Trust and believe in it.</p> <p><b>TS noted that it is important to allay parent concerns about results, student numbers and a temporary head.</b> SW spoke about recent and continuing work with local primary schools and how Isca needs to sell its art creativity in the same way that St Luke's has sold its sport area. MM added that it is still important to show you offer an all-round education along with this unique selling point.</p> <p>RF noted that the debates are the same as when the TWMAT was first established. There is a real desire for partnership across the city and it's now beginning to happen. HC added that this is all positive and that although clarity had previously been lacking it now felt that the School is important to the TWMAT. HC asked about other schools such as Whipton and Barton joining the Trust. MM said that this is possible but the Trust is still in its infancy and doesn't have the capacity. There has been a lot of interest in the school as its ideals appeal and it's not a business but it's important to stay within the local area.</p> <p>GW asked staff governors to comment on staff observations. KCB reported that there has been some hesitation and RF said they are worried about logistics. RB noted that staff need to be informed in the right way. SW and MM have been discussing how</p> |  |  |  |
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|       | <p>best to break the news and it needs to be alongside St James. BD noted the importance of highlighting existing success. TS noted that students have to be the primary focus. SW added that staff can see there are opportunities and are excited. TS added that it is important staff don't feel this is being done to them. BD recommended putting together the good arguments and addressing the negatives. GW noted that if it's not possible to work within the budget the three schools acting together are a more powerful resource to take action and be heard. GW noted the importance of notifying staff soon and MM confirmed that this will be done within the next couple of weeks.</p>   |                          |                |                |
| 5/3.2 | <p><b>Role of the Trust's School Improvement Partner</b></p> <p>RF reported that he had been the School Improvement Partner at St James and was the Challenge Advisor when the TWMAT was formed. He explained his current role as a critical friend, it's about working alongside Isca rather than insisting on changes as the School has to own changes. He has been able to visit the School regularly since Christmas and has spoken to senior staff and looked at documents. RF has assisted with performance management, looked at exam results, prepared reports, attends governor meetings and works in liaison with SW and MM. <b>He is keen to see the student experience, especially those in a middle to low ability group and will follow up on this.</b> He noted that if alarm bells were to ring he would raise them with the School first in an open and honest manner.</p> <p>Current and possible student feedback was discussed. <b>HC expressed an interest in seeing the analysis of the exit questionnaire.</b> TS, IR, BN, HC and RF expressed an interest in taking part in future student feedback. <b>TS added that it would also be useful to seek parent feedback.</b></p>   | <b>Action 5.4<br/>RF</b> | <b>15.7.15</b> | <b>15.7.15</b> |
| 5/3.3 | <p><b>Principal's Report</b></p> <p>SW distributed three additional documents: Progress Tracker 5 Current Data Summary, Disadvantaged Pupils and an overall summary of Years 10 and 11. HC asked for dates to be added for comparison purposes. SW guided governors through the documents and highlighted important data: 2016 5A* CEM at 50.32 (they are working at this level now), PT 5 gap has been reduced but will be higher next year. TS said that the cohort size, number of teachers, entry numbers and pupil premium numbers would be useful. SW responded that the detail should go to T&amp;L and LGB been given the general direction.</p> <p>SW noted that narrative has been added to the Principal's Report and thanked the leadership group for the amount of work they have done for this in a short period. A copy of the SEF is included but this needs to be re-written with feedback from RF and MM. RF noted that he feels the School isn't a good because of inconsistencies, although MM feels the School is a little further along the good line than before. <b>HC asked if staff realise the good is fragile. RF said that he'd been direct about this but it's difficult when T&amp;L grades don't reflect reality.</b></p> <p>SW introduced the new lesson observation system and explained that this will give a new baseline. The merits of the previous system were discussed. SW explained that regular health checks will now be the responsibility of the team leader. 24 hours notice of formal lesson observations will be given, as with OFSTED. RF noted the importance of triangulating the evidence. SW noted that a leadership and management section will be included in the report in future. GW asked that names are attributed to sections.</p> <p>SW noted that 5A*CEM is expected to be 60% but SW feels that the mid 50's is more realistic. Science will not get a good result, RE is looking more positive and English and Maths are encouraging. Narrowing the Pupil Premium gap and sustaining this was discussed. Pupil Premium students are not expected to perform well in Maths and this is part of the development plan. The results, value of and method of teaching/assessing the ECDL qualification were discussed.</p> |                          |                |                |

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|       | <p>SW highlighted the P8 measure which is an important new measure. Isca's score is -0.12 and OFSTED will be concerned about a score below -0.5. English is based on first entry and is positive, Maths is insignificant and EBacc is strong. The open slots such as H&amp;SC are a major concern, as expected. <b>TS asked about other schools' score.</b> SW replied that this isn't currently available but there are discussions about sharing data.</p> <p>It was agreed that governors liked the new format of the report and that questions will be asked in advance in future.</p>  |                          |                |                |
| 5/3.4 | <p><b>SEF and Academy Development Plan Update</b><br/>This was covered in minute 5/3.3.</p>   |                          |                |                |
| 5/3.5 | <p><b>Julian Baldwin's Meeting</b><br/>GW reported that the School had not had an external inspection for some time; SW had followed up on this and the School has been allocated a DfE visit on 10 June. The report will be external but is not an HMI report. GW asked when an HMI visit may take place and RF noted that this will depend on the outcome of the visit in June. There have been three reports in recent times and they all indicate inconsistencies, although they are decreasing over time. TS asked how long it may take to turn this around and RF replied that in a year's time Isca should be nearer the mark. <b>GW noted that she will feed back to governors prior to the next meeting.</b></p> | <b>Action 5.5<br/>GW</b> | <b>30.6.15</b> | <b>30.6.15</b> |
| 5/3.6 | <p><b>Report from Teaching and Learning Committee</b><br/>NW reported that the T&amp;L Committee looked at the data already covered in this meeting, the sharing of information across schools and the relationship with St James. GH has carried out a QA assessment and found inconsistencies. The link between QA and CPD is thorough. The CPD plan for next year was introduced and NW felt it to be sophisticated, broader and more in depth. The general culture is one of moving forward but there will be some issues that CPD can't resolve.</p>   |                          |                |                |
| 5/3.7 | <p><b>Provisional Dates of Meetings for 2015/16</b><br/>The dates for the meetings next year were discussed. <b>The first T&amp;L meeting and LGB meeting dates will be revised and a final copy of the document distributed.</b></p>   | <b>Action 5.6<br/>JD</b> | <b>31.5.15</b> | <b>31.5.15</b> |
| 5/4.1 | <p><b>Governor Visits Guidelines</b><br/><b>It was agreed that the guidelines will be adopted subject to a note being added that completed forms should be emailed to Jo and stored in the School.</b></p>  | <b>Action 5.7<br/>JD</b> | <b>31.5.15</b> | <b>25.5.15</b> |
| 5/4.2 | <p><b>Intimate Care Policy</b><br/>BD reported that in his opinion the policy is measured and sensible. BD recommended that the point of contact mentioned in 5.8 should read the same as 5.7. <b>The policy was adopted subject to this change being made.</b></p>   | <b>Action 5.8<br/>JD</b> | <b>31.5.15</b> | <b>25.5.15</b> |
| 5/5.1 | <p><b>Governor Training</b><br/>There was no training to report.</p>  |                          |                |                |
| 5/6.1 | <p><b>Date of the Next Meeting</b><br/>The date of the next meeting is 15 July at 16.30.</p>  |                          |                |                |
|       | The meeting closed at 19.13.  |                          |                |                |

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| <b>Next Meeting:</b> |                       |                  |                                    |
| <b>Date / Time:</b>  | 15 July 2015 at 16.30 | <b>Location:</b> | ISCA Ted Wragg Multi Academy Trust |

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| <b>Signature of Chair to Agree the Minutes</b> |              |  |
|  | <b>Date:</b> |  |