



PART 1 MINUTES

Meeting:	1 – Local Governing Body	Date / Time:	22 nd October 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	HC	TRUST
John Staddon	JS	TRUST
Kate Campbell Bellis	KCB	STAFF

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

Apologies:	Initials:	Reason:
Nigel Watts	NW	Unwell

Absent without Apology:	Initials:
Roger Fetherston	RF

In Attendance:	Initials:	
Simon Weir	SW	Associate
Kirsty Forbes	KF	Clerk
Jo		Clerk

Minutes To:
Attendees

Min. No.	Actions & Decisions:	Owner:	Date Due:	Date Actioned:
1/1.1	<p>Apologies Apologies were received and accepted from NW. No apologies had been received from RF so the LGB were unable to accept his absence. AB, RB, KCB all noted that they needed to leave early.</p>			
1/1.2	<p>Declaration of Business Interests All Governors attending the meeting, who had already completed forms, signed them to be an accurate record. KF will email AB & BD with copies for them to complete. COPIES SENT. No Business Interests were declared for this meeting.</p>	KF	10/11/14	23/10/14
1/1.3	<p>Election of Chair & Vice Chair Debra Myhill had sent a letter to the LGB advising that the Trust is appointing GW as Chair for another term. GW noted that she was happy to stand again providing that no one else had any problems with her appointment. The LGB were happy for GW to continue. GW asked the LGB if anyone would be interested in becoming Vice Chair or a deputy to work as part of team. IR and TS were both interested in becoming deputies in order to shadow GW to see what is required. AB noted that he would be happy to stand as Vice Chair. The LGB were asked to vote on whether AB should stand as Vice Chair. The majority were in favour of this proposal. IR asked that the LGB look at succession planning so that Governors can shadow the Chair/Vice Chair to see what work they carry out. GW agreed this could be revisited next year. KF will add a reminder to the annual cycle of works. On another note, GW mentioned that she felt it was important for a Trust Member to always attend each meeting. TS asked if a rolling program could be agreed so that someone is always here but IR thought that would be difficult when each Governor has to take on a role. BD noted that he would prefer RF to be appointed as the full time Trust Member. GW agreed to speak to the Trust about this matter.</p>	KF GW	10/11/14 10/12/14	19/11/14 10/12/14
1/1.4	<p>Reminders KF reminded all Governors of the following:</p>			

	<p>Quorum/Procedures for Absence – It is important to make sure each meeting is quorate prior to arrival. It was therefore asked that anyone who cannot attend the meeting make sure they email the Clerk in advance so she is able to notify others if a meeting cannot be held.</p> <p>How to put items on the agenda – It was asked that any issues for the agenda are raised with the Clerk 3 weeks prior to a meeting in order for them to be discussed before adding them to an agenda. If any urgent issues emerge after this time, please also let the Clerk know and these can be added if required.</p> <p>Procedure for Papers – All papers should be sent to Governors via email 1 week prior to a meeting. Sometimes papers are not available prior to the meeting and may either have to be sent closer to the date or tabled at the meeting.</p> <p>Governors attending events – All Governors are welcome to attend any school open days and events.</p> <p>Part 2 & Confidentiality – The LGB were reminded that any meeting which requires to be moved to Part 2 will be strictly confidential and must not be discussed outside of that meeting. Any staff at a meeting must leave at this point.</p> <p>Code of Practice – KF had sent the Code of Practice out to all Governors and the document had been approved by the Trust. The LGB noted that a couple of changes needed to be made to the wording and so it was agreed the forms would be signed at the next meeting once they had been amended. FORM NOW AMENDED.</p> <p>It was also agreed that a framework for Governor Visits should be agreed and BM agreed to put this together. Governors will be asked to complete a visits form to evidence their visit and this should be sent to the relevant staff for response and the Clerk for recording.</p>				
		KF	10/12/14	10/12/14	
		BM	10/12/14	10/12/14	
1/1.5	<p>Agree Instrument of Government & Committee Membership</p> <p>HC did not believe that it should be necessary to agree this document as the Trust had to establish the make up of the Governing Body. BM thought it should be that the LGB just look at whether the number of Governors is sufficient and report this back to the Trust. GW's view was that the LGB currently has vacancies and that they need to be filled in order to spread the load of work. BM advised that the LGB need to go back to the Trust and ask if they have any Governors they can put in to support the school. GW will go back to Debra and follow up.</p> <p>The T&L Committee was agreed as follow:</p> <ul style="list-style-type: none"> NW (Chair), GW, BN, RF and BM. <p>IR asked if a skills audit could be carried out. HC advised that the LGB knew which skills were required. GW noted that the LGB could be looking for direct replacements for Anne and Derfel or someone totally different. These people could come from business or could be a parent. BN also felt it could be someone who works in the community and noted that the LGB needed to plan a strategy for recruitment. TS felt that the LGB also needed to address what areas of work are required within the LGB so they can look to encourage people from those specific areas in to the school and show them what is required. GW noted that it could be possible to invite people come along and see what their thoughts are.</p> <p>BD and HC agreed to help GW with a strategy.</p>				
		GW	10/12/14	10/12/14	
		GW/BD/ HC	10/12/14	10/12/14	
1/1.6	<p>Terms of Reference</p> <p>GW is currently in the process of putting together a Handbook for Governors which will include all the Terms of Reference. GW hoped this would be ready for the next LGB.</p>	GW	15/7/15		
1/1.7	<p>Correspondence</p> <p>HC did not think that this needed to be part of an agenda as all Governors had received the correspondence. IR noted that it was important it was recorded as part of an audit trail and so that Governors are able to ask any questions about what is received.</p>				
1/2.1	<p>Minutes of the Meeting 09/07/2014</p> <p>Agreed as a correct record and signed accordingly by the Chair.</p>				
1/2.2	<p>Other Matters Arising</p> <p><u>ACTION 3 & ACTION 4</u> - BM had put together a policy for Governors to take away and digest before deciding whether they wish to be involved in the training.</p> <p>This policy will come back to the next meeting. BM thought the policy would be most applicable to BN/BD/TS/JS/AB/HC. They agreed to take away the policy and report back. AB advised that Governors do not need to be involved in the training as it is essentially for staff.</p>	ALL	10/12/14	10/12/14	

1/3.1

Principals Report

The Principals report was sent out prior to the meeting and Governors were asked to send comments and questions to BM for a response. Please see the details of these questions and responses attached to the papers for this meeting.

ACTION 2 – The up to date Rapid Improvement Plan (RIP) was included as part of the report.

ACTION 5 – Staff Survey

BM carried out a PowerPoint presentation relating to the responses from the survey. BM noted that the SLT wanted to carry out a survey and at end of the summer as they realised they were coming to end of their first year as an Academy. They had used the Challenge Partners model and BM had asked staff to put their names on the survey as the school wanted to be able to use the information and act upon issues. There was a high take up rate and 70% of staff completed the survey. 14% of staff who did not complete the survey were new to the school.

BM advised that the criteria they set were; What went well and Even better if... The following was noted and questions raised:

WHAT WENT WELL

- These items were what the staff believed went well; Uniform, Communication, Expectations, Literacy Levels, CPD, Attendance, Leadership, Support Staff.
- **TS asked if tick headings were used for these categories.** BM advised this was not the case and that staff gave the responses from what believed went well.
- BM showed the LGB some of the comments made by staff regarding the areas that did well, which were very positive.

EVEN BETTER IF...

- These were the items that staff believed could do better; Communication, Timetable, Detentions, Staff Compliance, Staff Morale, Staff and Resource Shortage, Positivity, Focus on Child, Academy in the Community.
- **GW asked what Academy in the Community meant.** BM noted that staff felt the school should have more of a presence in the community.
- **BN asked BM to explain Staff Compliance.** BM explained that it is when people have asked staff to do something but they have not carried it out. BN confirmed that it is actually therefore non compliance. BM noted that it is about consistency and following through on a job.
- **HC asked what could be done about Detentions.** BM advised that detentions had been cumbersome last year and ISCA have changed the system. This has reduced the number of detentions markedly. SW explained that students now have more of a chance for restorative behaviour. It was noted that the Duty Room is now used for those whose behaviour has been disruptive and some other students use the ARC (academic reintegration centre) where they can get support from SEND teachers.
- **BD asked how many students can be in the ARC at once.** BM advised that there are 6 spaces available but it has not yet been full.
- **BD asked if there is a rule or target for reintegration.** BM explained that the ARC can be used after or prior to exclusion in order to give a student some support to reintegrate.
- TS advised that she had visited the ARC and that it has a very calm atmosphere. The member of staff TS spoke to was right up to the minute with his data and both staff and students knew what direction they should all be moving in. TS noted that the ARC seems to be doing a great job. TS added that, on same visit, she went to the LINK and saw it in practice and at the end of year she will be interested to see how it has worked and the costs involved with running it.
- **GW asked how a decision is made to send someone to the LINK.** BM explained that there is a flow diagram they follow. KCB noted that it is those students who are 'in need' who require one on one attention. BM advised that before sending a student to the LINK they try interventions, pastoral support and enhancing their curriculum. If these fail then ISCA can provide internal alternative provision or, if not, then external provision can be sought at an approximate cost of £14,000. TS thought that by providing this resource it helps individual children but also noted that this helps the wider

	<p>school by removing some of these pupils from the class. BM explained that the LINK isn't right for all students and sometimes they are too far from help.</p> <ul style="list-style-type: none"> • BD asked what the capacity of the LINK is. BM advised that they currently have 1 teacher with 3 students and other staff are coming in to tutor a fourth. • BD asked if, as an Academy, does ISCA have to take CDPLS children. JS noted that the school is still a state funded Academy. BM explained that it is not straight forward and it depends whether a student comes with a statement and whether the school has the support and space. • GW asked how well known the LINK is to staff and do they receive communication on how the LINK is working. BM advised that staff will be getting together tomorrow on a project where this would be discussed. SW advised that other members of staff have contacted the SLT to say how well the LINK is working. RB noted that she does not have any communication with the LINK and it would be interesting to know, when students are reintegrated, what level they are working at and what they will need to carry out their work. This has not yet happened as no one has yet been reintegrated. • BM advised that Communication was high on the list with 32% of staff noting it as something that needed more attention. Of that 32%, 10% highlighted it was about the timing of communication, 25% thought it was missed information, 30% poor inter department communication, 10% poor communication from SLT and 25% poor general communication. The positives for communication included, 31% SLT to staff communication, intra department 16%, staff and students 16%, staff and staff 32%. • RB advised that the survey had been very unpopular with staff due to them having to put their names on it. HC asked if the school could carry out an anonymous survey every other year. BM advised that ISCA were going to carry out the Ofsted staff survey within the next week which will be anonymous. HC asked if BM could email this questionnaire to Governors so they are aware of what is being completed. BM advised she would but that Governors could also look this up online. • JS asked how many people saw the results. BM advised it would have been the SLT and one administrator who put together the paperwork. BM noted that there were some very personal responses which obviously required addressing. • BM will be giving staff the analysis so they are able to see the results. TS thought that ISCA should be looking at this again with staff to see if any of the issues have been addressed as it would be good for them to see which areas have been actioned. <p>WHAT ARE ISCA DOING ABOUT COMMUNICATION? BM advised that they will be introducing staff news on an intranet, circulating the self evaluation calendar in September, having update sessions each term, issuing reminders for self evaluation and sharing the Executive Principals report with staff. GW asked if Governor minutes could also be shared with staff on the intranet. HC also thought policies could be added. BM will ask for this to be added. BM wanted to mention that as part of her coaching, she has learnt that instead of complaining to a third party about something, make sure you share it with someone who can do something. The school are trying many ways to help with this, including holding staff surgeries. HC asked who would be carrying these out. BM advised it would be her and SW. HC thought this might be too daunting for some staff. BD thought the school should see how this goes.</p> <p>CHANGES IN DATA REPORTING: BM spoke to the Governors about first entry, best and final entry, the league tables and Ofsted. Due to changes in government only first entry exams are now considered to form national data. BM advised that Exeter College are currently not accepting IGCSE unless a student signs up to do further English. BN asked what the difference is between IGCSE and GCSE. SW advised that the International GCSE allows course work to be used rather than controlled assessment. The exam for the IGCSE is also very straightforward and takes only 90 minutes whereas the Homeboard GCSE is much longer. However, it was noted that both are comparable. ISCA have decided that the IGCSE will be offered again as they intend to look at which exams best suit different students.</p>	BM	10/12/14	10/12/14
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	<p>With regards to the first entry data, BD asked that if it is likely ISCA might be in some trouble when the DfE see the lower percentage. BM explained that ISCA are expecting Ofsted anytime soon and they will look at both the league table data and the best and final entry data.</p> <p>BM highlighted the following changes to the Governors:</p> <ul style="list-style-type: none"> • Years 10 and 11 will still have grades for GCSE • Year 9 will have bands for English and Maths and grades for the remainder of their subjects. • Years 7 and 8 will have bands for all their exams. <p>The following points were raised and questions asked:</p> <ul style="list-style-type: none"> • Because the school will not be comparing like with like, BM and JP are trying to get some sort of correlation between the two, but until the exams have been done under the new bands, it will be very difficult. BM explained that, for now, every student will be given a pathway of where they are when they start and where they should be when they leave. TS asked how ISCA will gauge this and would it be by levels of progress. BM confirmed this was correct and that the national expectation would be 3 levels of progress but ISCA will be expecting 4 levels of progress. BM noted that these pathways can be adjusted throughout the student's learning. • TS asked what band would be required to make sure students can access further education. SW explained that the advice, at present, is that band 4 is going to be similar to a 'C' grade but this could change. BM advised that this would be an ongoing change which the school will be working on and the information and data will evolve over time and this will be shared with Governors. • BM noted that the Standards Governor would need to learn the new system and that reporting to parents will be; On Track, Below or above. • BM advised that, to be a good school, 70% of students should be attaining in line with expectation and 30% above expectation. This is what the Governors should be focusing on. BM noted that, in a more able class, it would be 80% in line with expectation and 45% above and a less able class 55% and 25%. • BN asked how the expectation for student's is going to be set if Key Stage 2 data is no longer available. BM advised that they were currently unsure and would have to wait and see how this system progresses. • BD asked if ISCA knew how many the Year 11 students from Wynstream, which left last year, made the headline measure. SW was aware that some did but did not have access to the data. BM will do put together this data and report back. 	BM	10/12/14	10/12/14
1/3.2	<p>Report from T&L Meeting</p> <p>NW was unable to attend the meeting but sent the following report via email: 'The T&L meeting was really positive, I came away really impressed. The Isca team lead by Simon, when it comes to quality reporting, understood their data in a really sophisticated manner. They were able to create compelling 'stories' around the data to show distance travelled in one year in the context of headline data that has not changed much. The new systems being put in place to support staff when understanding progress were superb and the team were aware of the challenges for moral that go with new data sets.'</p> <p>TS advised that she felt in the dark about some of the information as she did not attend the T&L meetings. TS noted that she would like to know whether ISCA are looking at individuals who didn't achieve the expected grade and what they are doing about this. BM advised that, as part of their exams evaluation, each member of staff was asked to look at each student and see what could have been done better. BM noted that ISCA need to learn from this analysis so that they can prevent it happening again. Staff are currently in the process of completing this analysis and the information will be reported back into a booklet and will be available for Governors. GW thought this was fantastic as it gives accountability.</p>			
1/3.3	<p>Update on Staff Appraisal</p> <p>BM noted that staff appraisals were in hand and teachers will have theirs completed before 31st October. All other staff will have theirs completed by 31st December. A pay panel including HC, AB and RF will need to meet before 31st December to ratify these decisions. KF will email the panel to agree a date and advise BM. EMAIL SENT</p>	KF	10/11/14	24/10/14

	TO PAY PANEL 24/10/14.			
1/4.1	Whistleblowing Policy HC advised that the policy had been sent to the Trust for approval as it should be their responsibility to protect whistleblowers. Debra Myhill has approved the policy and HC recommended it for adoption. The LGB agreed to adopt the policy.			
1/4.2	Flexible Working Policy HC noted that this policy was a model from the LA that has been adapted for ISCA use. HC recommended the policy for approval. The LGB agreed to adopt the policy.			
1/4.3	Attendance Policy GH had put together the policy and the LGB were happy to approve it for adoption.			
1/4.4	Health & Safety Policy JS advised that he had viewed this policy and thought it was excellent. JS was happy to recommend the policy for approval. The LGB agreed to adopt the policy.			
1/4.5	Exclusion Policy HC had reviewed this policy and had asked GH who would see this policy. GH had advised that it would be seen by staff and parents. HC noted that she was concerned about sharing the policy with parents as it is currently not very accessible. BM agreed and thought this policy would be better as part of a Behaviour document. BM agreed to work with GH to make some changes. The LGB agreed to adopt this policy for use now whilst changes were a work in progress.	BM/GH	10/12/14	10/12/14
1/4.6	SEND Policy BN updated the LGB on the situation and advised that the Devon model policy does not cover some of the items set out by NASUN. BN has made comments on the policy and will pass back to Greg for changes to be made. This should be completed by April 2015. BN still felt that some consultation with parents and staff was required. BM advised that she and GH alongside Greg are currently meeting weekly to discuss SEND and they are working on pulling together all the information for a policy.	Ongoing	April 2015	25.3.15
1/4.7	Child Protection Policy BD advised that GH had put together a sizeable document but even though it was large it was still very approachable and easy to understand. BD congratulated GH on the policy and was happy to recommend it for approval. The LGB agreed to adopt the policy.			
1/4.8	DBS Register BD advised that all checks are up to date and signed off. GW asked how long the checks last. BM explained that they are valid for the entire time someone is in continuous work at one place.			
1/5.1	Audit of Governor Training KF will email all Governors to ask whether any of them have attended training that is relevant to their position as a Governor. KF will then put together a record so that the LGB are able to highlight where training is required. GW advised that if any Governor wants to book training, they can do so through KF or the new Clerk.	KF	10/11/14	23/10/14
1/6.1	Part 2 Minutes of the Meetings 21/05/2014 & 09/07/2014 All Staff left the meeting. The minutes of the meeting on 21/05/2014 were agreed as a correct record with one amendment to wording. KF will change and ask GW to sign them off. The minutes of the meeting on 09/07/2014 were agreed as a correct record but BM wanted to record that it was only HC opinion (not fact) that it was inappropriate for someone to sit an interview without sharing certain information, when BM had actually taken the advice of Human Resources. GW asked BM if she wanted the minutes changed or if she was happy it has now been recorded in the minutes. BM was happy her point had been recorded.	KF	10/11/14	10/11/14
	Meeting Closed : 19.05			

Next Meeting:			
Date / Time:	10 th December 2014 at 16.30	Location:	ISCA Ted Wragg Multi Academy Trust