



PART 1 MINUTES

Meeting:	2 – Local Governing Body	Date / Time:	7 December 2015 at 16.30	Location:	ISCA Ted Wragg Multi Academy Trust
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Attendees:	Initials:	Governor Type:
Gina Woodcraft	GW	Trust (Chair)
Ian Rogers	IR	Trust
Helen Crossfield	HC	Trust
Roger Fetherston	RF	Trust
Aimee Mitchell	AMi	Headteacher
John Staddon Arrived 16.50	JS	Trust

Attendees:	Initials:	Governor Type:
Brahm Norwich	BN	Trust
Bernard Dugdale	BD	Trust
Rachael Brown Arrived 17.10	RB	Staff
Tracey Spink	TS	Trust
Michael Trimble	MT	Trust
Mark Williams Arrived 18.17	MW	Staff

Apologies:	Initials:	Reason:
Nigel Watts	NW	College open evening
Anthony Boulton	AB	Illness
Simon Weir	SW	Other commitments

Absent without Apology:	Initials:

In Attendance:	Initials:	
Jo Duffin	JD	Clerk

Minutes To:
Attendees

Min. No.	Actions & Decisions:	Owner:	Date Due:	Date Actioned:
2/1.1	<p>Apologies and Welcome</p> <p>GW welcomed Aimee Mitchell as the new Headteacher of Isca Academy. AMi noted that she had taken up post today, two weeks earlier than planned.</p> <p>Apologies for absence were received from NW, AB and SW.</p>			
2/1.2	<p>Part 2 Reminder</p> <p>JD reminded the LGB that part 2 should be pre-determined and that the meeting should not slip into part 2 without prior notification. Concern was expressed that this may not always be possible.</p>			
2/1.3	<p>Roger Fetherston</p> <p>GW reported that RF's position on the LGB is as a full governor representing the Trust. RF currently has full voting rights and is part of the LGB for quorate purposes. MT asked about others attending meetings and GW advised that this is by invitation. RF should be included on the Isca website as a governor but not on the formal Babcock list.</p>			
2/1.4	<p>Term Dates</p> <p>Term dates were provided to governors. RF queried why there are six terms as it is confusing and other schools don't do this. AMi agreed to look into this with a view to changing it for 2016/17.</p>			

2/1.5	<p>Correspondence Governors were provided with a list of information emailed to them from JD. Copies of Devon Governor were distributed.</p>			
2/2.1	<p>Minutes of the Last Meeting The minutes of the meeting held on 21 October 2015 were approved subject to BN's governor type being changed from Parent to Trust.</p>			
2/2.2	<p>Matters Arising GW explained that the Trust is considering the possibility of shrinking the LGB and having certain skills within the group. There will be joint sessions and it is possible that there will be shared governance across the schools within the Trust. More will be known about this next year.</p> <p>GW and RF reported that four governors have today been involved in student interviews associated with The Wasted Years. IR noted that it would appear from the initial meetings that there are similar line of thoughts, especially in Year 7. Further interviews are due to take place on Thursday and a report for governors will be prepared. On a point of interest, HC noted that governors were told by the SLT that students would know their attendance figure but this wasn't the case.</p> <p>Action 1.2: BD reported that he hasn't as yet done the report about the effectiveness of The Link. He reported that now full information has been provided, his initial concerns about the cost effectiveness of The Link have been resolved but that the staff need to be more informed about the The Link. AMi agreed that it is a very cost-effective service but would like to see more integration across the range of associated services.</p>			
2/3.1	<p>Headteacher's Report AMi noted that the report was prepared by SW. GW reported that she will be meeting with AMi on Thursday to discuss the format of future reports and asked for feedback. The following suggestions were received:</p> <ul style="list-style-type: none"> • A summary statement would be useful • Progress and attainment data needs to be in a consistent format to enable trends to be identified for comparison purposes at this time in the school year. This is important as action can then be taken whilst there is still time • Safeguarding must be included as a standing item • Trends of various data sets would be useful • It is useful to have quantitative and qualitative information that relate to each other • Staffing update would be useful but doesn't need to include names eg statistics only on staff absence (broken into teaching, admin and teaching support). It should also include information about conduct and capabilities without names. • A CPD standing item would be useful <p>How much curriculum information should be included was discussed. AMi noted that it isn't possible to cover all operational matters and would like an open culture based on trust. It was agreed that AMi will produce the next Headteacher's report and feedback can be provided. Questions will be invited in advance and written answers distributed to all governors.</p> <p>A confidential staff update was distributed. It was noted that the emphasis was the wrong way around: SLT with governors need to determine reduced hours or redundancies. AMi will add information about the number of staff under Maximising Attendance and Managing Sickness Absence Policy.</p>			

2/3.2	<p>The Delegation of Authority by the Trustees of the TWMAT to the LGB</p> <p>GW explained that the document gives a flavour of the intention of the Trust. It may be re-written following Moira's appointment as Executive Headteacher. More will be known following the MAT meeting next Monday. GW asked if there are any concerns or questions and the following feedback was provided:</p> <ul style="list-style-type: none"> • Para 5.4 – should there be an expectation to consider advice? At the moment the paragraph suggests consideration of advice may not be necessary • Para 5.4 – it doesn't adequately define who the executive officer is • Headteacher, principal and executive principal terminology needs clarification, especially as more schools join the Trust • AMi queried whether it is a standard document for multiple academy trusts and RF confirmed that it is. GW said that it will be adapted to make it our own • Para 6 – it was suggested that each academy can have its own values within the overall vision, but it wasn't felt that this is adequately conveyed in paragraph 6 • The importance of finance being the remit of the LGB was highlighted • Para 9.1 – it doesn't sound like the Trust and the LGB are equal partners or that the LGB will take the lead in the appointment of senior leaders. 			
2/3.3	<p>School Budget</p> <p>MT guided governors through the school budget for 2014/15, 2015/16 and 2016/17. MT explained the carry forward figures and how the school can be expected to close the academic year 2016/17 with a carry forward loss of £304K. The size of the cohorts leaving and joining the school were discussed along with when the school can expect the change in income to take effect. BD queried how a loss is funded and maintained and RF explained that the EFA will step in.</p> <p>RF identified that this highlights that the budget setting process needs to be looked at including cost centre lines. The LGB needs to be clear on how the budget has been arrived at and which areas are under/over budget. Staffing must be the priority and must be fit for purpose. IR noted that budgets were not held by staff last year so there is a lack of understanding on how to run a budget.</p> <p>GW thanked MT for his work on the budget and AMi noted that she will be more informed to discuss the budget at the next meeting.</p>			
2/3.4	<p>Priorities in School Development Plan</p> <p>Moira and RF are working on the School Development Plan and the SED Self-Evaluation. The mock results will inform the documents. IR requested that the financial links be included. It was agreed that AMi will finalise the documents for discussion at the next meeting.</p>	Action 2.1 AMi	3.2.16	3.2.16
2/3.5	<p>SED Self Evaluation</p> <p>This was discussed under item 2/3.4.</p>			
2/3.6	<p>Mock Exams</p> <p>GW reported that data about the mock results is not yet available. A report for governors will be provided prior to the end of term.</p> <p>AMi will look into progress data being required before the mock results are available to staff.</p>	Action 2.2 AMi	18.12.15	17.12.15

2/3.7	Update from the T&L and Resources Committees HC reported that the Resources Committee meeting focussed on the budget but discussions were not full as the budget was not yet available. A T&L update was not available.			
2/3.8	Reports from Governors with a Specific Role GW advised that with the new Headteacher they will look again at the structure of the governor roles with further scrutiny of attendance and contribution.			
2/4.1	Staff Disciplinary Policy HC explained that Executive Principal has been replaced with Headteacher. It was agreed to accept the revised policy subject to JS correcting the typing errors.	Action 2.3 JS	18.12.15	3.2.16
2/4.2	Child Protection (or Safeguarding) Policy BD reported that the Child Protection (or Safeguarding) Policy and Tackling Extremism and Radicalisation Policy have not yet been finalised. It was agreed that BD and AMi will finalise the policies with delegated responsibility to adopt them as they both need to be in place.	Action 2.4 AMi/BD	18.12.15	3.2.16
2/4.3	Tackling Extremism and Radicalisation Policy This was discussed in minute 2/4.2.			
2/4.4	Behaviour Policy It was agreed that the policy will be adopted subject to AMi adding the flow chart as an appendix, make the language more understandable and change the sentence 'serving time in the ARC'.	Action 2.5 AMi	18.12.15	3.2.16
	Update on IT MW updated the LGB on upgrading the IT infrastructure. Purchase of the switches has been approved. The Virgin refund will be used to update IT suite 1. The devices in the suite will be used to bolster devices in other suites and provide additional resources. MW will send the IT report to JD for circulation to the governors.	Action 2.6 MW	18.12.15	3.2.16
2/5.1	Governor Training Governors received information and training from RF on the exam results and a follow up meeting is planned after the mocks. AMi has attended group 3 safeguarding training. RF has provided training on The Wasted Years.			

The meeting closed at 18.35

Next Meeting:			
Date / Time:	Meetings will take place at 16.30 on: 3 February 2016 23 March 2016 11 May 2016 6 July 2016	Location:	ISCA Ted Wragg Multi Academy Trust

Signature of Chair to Agree the Minutes	
	Date: