



PART 1 MINUTES

Meeting:	3 – Local Governing Body	Date / Time:	3 February 2016 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
Anthony Boulton Arrived 16.39	AB	Trust
Aimee Mitchell	AMi	Headteacher
John Staddon Arrived 16.39 Left 18.12	JS	Trust
Nigel Watts Arrived 17.32	NW	Trust

Attendees:	Initials:	Governor Type:
Brahm Norwich	BN	Trust
Bernard Dugdale Left 18.12	BD	Trust
Rachael Brown Left 18.40	RB	Staff
Tracey Spink	TS	Trust
Michael Trimble	MT	Trust
Mark Williams	MW	Staff

Apologies:	Initials:	Reason:
Roger Fetherston	RF	Personal

Absent without Apology:	Initials:

In Attendance:	Initials:	
Jo Duffin	JD	Clerk

Minutes To:
Attendees

Min. No.	Actions & Decisions:	Owner:	Date Due:	Date Actioned:
3/1.1	<p>Apologies Apologies for absence were received from RF.</p> <p>There were no declarations of business interest and governors were reminded to keep their declaration forms up to date.</p>			
3/1.2	<p>Correspondence Governors were provided with a list of information emailed to them from JD.</p>			
3/2.1	<p>Minutes of the Last Meeting The minutes of the meeting held on 7 December 2015 were approved.</p>			
3/2.2	<p>Matters Arising <u>Action 2.3</u> JD confirmed that JS sent the amendments for the Staff Disciplinary Policy to her that morning.</p> <p><u>Action 2.6</u> MW noted that he had circulated the ICT Audit but the email had not been received. A further copy had been sent to JD that morning. GW requested that MW update the report and provide a summary. AMi asked MW if he is waiting for governors to approve any items. MW confirmed that he isn't and all quotes are within AMi's signing limits. GW asked if progress is as MW wished and MW advised that he is progressing as fast as he can. AMi noted that there are real concerns about the classroom infrastructure and that this needs further discussion when looking at</p>	Action 3.1 MW	8.2.16	8.2.16

	<p>budget setting in the future.</p> <p>AMi noted that RF had distributed his report about mock results. AMi will remove names and re-circulate this document.</p>	Action 3.2 AMi	12.1.16	11.5.16
3/3.1	<p>Headteacher's Report</p> <p>AMi apologised that the report was circulated late and noted that in future it will be circulated 14 days prior to the meeting. Questions can be sent to AMi prior to the meeting to be addressed at the meeting. The structure has been taken from Governor Guidance and the content will change depending on what is happening within the reporting period. AMi will highlight areas of particular importance to governors and where challenge is required. AMi requested feedback on the format. It was agreed that it was an excellent layout and easy to understand. MT asked that if there is nothing to report this is noted under the heading. TS noted that it is useful that the data is in red as trends can be identified. IR asked if anything within the report is critical and AMi replied that student numbers are critical and number of applications will be circulated to governors as soon as available.</p> <p>AMi reported that attendance is noteworthy because it is very good. There was a slight hit at the end of last term and for the Liverpool football match. AMi referred governors to the fixed term exclusion summary which is also noteworthy. HC queried why some fixed term exclusions give the reason as other. AMi replied that this is because of the categories available but will look into it. HC noted that lateness is poor. AMi replied that it isn't a massive increase, there have been a few issues with buses; this is not an area of concern but if it persists AMi will look into it. RB clarified that this isn't just lateness to school, it includes lateness at lessons. Locking the back gate was discussed.</p> <p>GW asked about lunch time incidents and AMi replied that there is an issue with running in the corridors but this is being dealt with. There is a problem with children sitting on the floor of the canteen but this is being sorted by opening the top atrium. AB noted that disruptive behaviour is more important and this is decreasing. GW asked if there are clubs at lunch time and AMi replied that there are a few: music, computing, sports, drama, dance, science. RB noted that the lunch break is only 30 minutes. AMi noted that there is no intention to change this as it reduces the number of incidents and there is adequate time to purchase and eat lunch. HC noted the persistent homework failure rates and that she would hope to see a decrease. AMi replied that some staff are setting too much homework and it's impossible to promptly return it. AMi is looking into setting acceptable homework levels for each year.</p> <p>BD asked if the uniform/jewellery and bullying (homophobic) may be just one student in each category. It was felt this wouldn't be the case for bullying (homophobic) because the penalty is high; it may be down to there being a gay student in the year.</p> <p>AMi noted the importance of the SEND overview and that governors should regularly challenge this. There will be more information on this within the next report.</p> <p>AMi reported that the pupil premium gaps are narrowing. GW asked if Isca is now clearer on the effectiveness of actions taken and AMi replied that a report was prepared at the end of the summer on Year 11. Changes are being made to Going for Gold; more needs to be done to explore literacy and numeracy especially in the earlier years and with primary teachers.</p> <p>AMi reported on staff recruitment. Year 10 English is understaffed and the marking demand of the new specification is high. There may be a timetabling issue but they may need to recruit an additional member of staff. They could recruit an additional new member of staff from the current pool of applicants. They may need to re-</p>	Action 3.3 AMi	1.3.16	Resources 23.3.16

	<p>advertise the Head of History post. There are a good pool of applicants for the other posts.</p> <p>AMi reported on Safeguarding. BD noted that the system is very good. AMi has requested safeguarding information from St Luke's and Sodexo.</p> <p>AMi introduced the new QA and self-evaluation process for T&L. Training is being provided for individuals to re-write their appraisal objectives as everyone has the same objectives at the moment. The individualised objectives will still reflect the school objectives. There will be a move away from individual teacher grades for lesson observations to department and whole school grades. This will be reported to the next meeting of the T&L Committee. HC asked if OFSTED will conduct lesson observations and AMi advised that they will. AMi outlined the new system of learning walks. There will be an annual timetable and 5 days notice will be given. BN queried whether OFSTED had changed from 24 hours notice; AMi confirmed they hadn't and there was concern that staff may then expect 5 days notice as they'd become used to this. GW asked if Isca may change back to 24 hours notice and AMi said that it won't be reversed as the emphasis is on a culture shift so that staff learn from the lesson observations and feed it back into their teaching. AMi is not concerned that this will give a misleading picture as last minute changes to lessons won't correlate to the data. HC asked if there is a role for governors in the learning walks and AMi said there will be but they need to first build a culture of trust with staff. Staff are being trained to conduct lesson observations and the same training will be provided to governors. Year 11 trend data and PT2 is included in the report. PT3 will be added next time. PT1 has not been included as it was inflated. GW asked if there was any staff learning to take from this and AMi advised that there wasn't as it regularly happens across schools. An MFL action plan is in place and being monitored. AMi is worried about History as there is only 1 member of staff. RB reported on a successful day off timetable. Boys are underperforming and they are looking at strategies to support students.</p> <p>AMi reported on the awards evening and Isca award. GW asked if governors could be involved and AMi replied that it would be good to have governors in attendance.</p> <p>GW and AMi are currently looking at the frequency and length of governors meetings. It is proposed to increase the duration and reduce the frequency to:</p> <p>LGB 1 per term T&L 2 per term Resources 1 per term</p> <p>GW noted that it would be good to be more involved in school life. BD expressed a concern that less meetings may look like less involvement. AMi replied that there would still be plenty of meetings, overlapping data and discussions; the emphasis is on a strategic approach. The plan will be circulated prior to approval. AB said it would be more efficient. TS asked that it be reviewed in 1 year. TS queried how many staff read governor meeting minutes and TS replied that they are usually read if looking for a response.</p>			
3/3.2	<p>Academy Improvement Plan and SEF</p> <p>AMi introduced the two documents and welcomed questions via email. In future, this will be prepared and reviewed at the start of the autumn term with governors and staff. The SEF is a working document; it notes OFSTED's recommendations from their last visit and progress with the points. GW noted that there is nothing directly related to governors. AMi noted that it contains whole school aims and governors sometimes have their own action plan.</p>			

3/3.3	<p>OFSTED Preparation for Governors</p> <p>The role of the governing body at an OFSTED inspection and multiple sources of evidence to demonstrate objectives were discussed. AMi is providing an OFSTED training session for some governors and also offered to provide a lunch time session. NW reassured governors that last year they saw the predicted results followed by the actual results, they were reviewed and systems rolled into this year. The role of Student Voice was discussed and AMi reiterated the importance of a member of staff being in attendance.</p> <p>BD noted that it would be useful for governors to meet with heads of departments to address the improvement plan and reinforce that they are in charge of their departments. AMi agreed to this and stressed the importance of the meetings being structured. The format of such meetings was discussed.</p> <p>HC queried where the vision came from for the Academy Improvement Plan. AMi replied that she had put it together with information from the school and trust. The vision that came out of the meetings with staff were also alluded to.</p>			
3/3.4	<p>Update from the T&L Committee</p> <p>NW reported that the SEF and Academy Improvement Plan had been presented. Data on individual student progress was discussed and areas of concern introduced along with the improvement plans. Other areas of discussion included the new model lesson observations, closing the gap, curriculum changes, options selection, difficulties with the new English Literature syllabus. TS added that the importance of informing parents early was also discussed.</p>			
3/3.5	<p>Update from the Resources Committee</p> <p>AB reported that the minutes have been distributed. The meeting had centred on staffing and recruitment. The budget was looking a lot better than that presented at the start of the academic year. The website was also discussed and AMi reported that the school needs a new website. MW will follow up on this with other schools within the Trust.</p>			
3/3.6	<p>Safeguarding Data Update</p> <p>The data was distributed and BD reported that the Babcock audit had gone well. BD will circulate the report. BD confirmed that the single central record check has been done. This will be within the Headteacher's Report in future.</p>	Action 3.4 BD	29.2.16	T&L 20.4.16
3/4.1	<p>Self-Harming Policy</p> <p>AMi recommended the policy. HC noted that she would like to see the school working with The Samaritans. BN noted that it has a section on prevention but says very little about what is done within the PHSE programme. It was agreed to adopt the policy.</p>			
3/4.2	<p>Attendance Policy</p> <p>HC recommended the Attendance Policy but noted that she would like to see a more positive approach when the policy is reviewed. It was agreed to adopt the policy.</p>			
3/4.3	<p>T&L Policy</p> <p>NW recommended the policy and noted that it explicitly included mention of prevention and British values. HC added that OFSTED are very interested in this and AMi reported that the school is revisiting what was done last year and there will be a tutor project after half term. The policy was adopted.</p>			
3/4.4	<p>Exclusion Policy</p> <p>It was agreed that AB will look at this policy and it will be considered at the next meeting of the Resources Committee.</p>	Action 3.5 AB/JD	28.2.16	23.3.16

3/5.1	Governor Training Reports NW and HC advised that they had undertaken the prevent training. GW has attended a course on failure and struggling. AMi stressed the importance of reviewing training with reference to how it impacts on the school and children. HC suggested having a governor to work on training.			
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The meeting closed at 18.45

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

Signature of Chair to Agree the Minutes	
	Date: