

Meeting Minutes
Isca Academy
LGB Performance and Standards
28 November 2016 16.30
Rom F69 Isca Academy

Attendees

Present Initials	Name	Governor Type
RBr	Rachael Brown	Staff Governor
GW	Gina Woodcraft	Trust Governor
AMi	Aimee Mitchell	Headteacher
MTa	Mario Trabucco – arrived 16.41	Trust Governor
AB	Anthony Boulton	Parent Governor
HC	Helen Crossfield	Trust Governor
NW	Nigel Watts	Trust Governor

In Attendance Initials	Name	Role
JD	Jo Duffin	Clerk to the Governors
GI	Greg Ireland – left 16.44	Extended Leadership Team
SW	Simon Weir	Deputy Headteacher
AS	Andy Slaney	Trust Governor from 1.1.17
GK	Gary King	Deputy Headteacher

Absent with Apologies Initials	Name	Role
MTi	Michael Trimble	Trust Governor

Absent without Apologies Initials	Name
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Meeting Minutes

Item Ref	Business	Action
1.1	Welcome GW welcomed everyone to the meeting.	
1.2	Attendance Apologies for absence were noted from MTi.	

1.3	<p>Declarations of Interest Governors were reminded to keep their declaration of business interests form up-to-date. No new declarations of business interest were made.</p>	
1.4	<p>Minutes of Previous meetings The minutes of the meeting held on 30 September 2016 were agreed as a correct record and GW signed the minutes.</p>	
1.5	<p>Matters Arising There were no matters arising.</p>	
1.6	<p>Governor/Clerk Training Needs HC reported that she had attended Prevent Training and it was a very good course with a good mix of people in attendance. Prevent is about students being radicalised.</p> <p>GW attended a South West Academies Leadership Conference. GW reported that Rebecca Clarke spoke about academies from a MAT prospective rather than an individual school perspective. Measuring progress versus attainment was discussed; whilst progress is important it's also important to keep an eye on destination. Finance is going to be one of the biggest challenges, so economies of scale are going to be important for success. Simon Rowe, an HMI spoke about the new OFSTED framework which will be introduced next year. There will be just two categories: good and not so good. League tables will be published showing the top and bottom 10%. Other speakers included Eileen Barnes Vachell who spoke about leadership and Ben Davis, an Olympic champion. GW noted that she had attended with Jon Lunn and it was good to hear his opinion on the conference content.</p> <p>AMi noted that WRAP training will be provided in January for governors who have not yet attended.</p>	

Reporting

2.1	<p>Middle Leader Input Greg Ireland summarised the application process for the EALT project. As SENCo, Greg's project links to this and is about the communication commitment, working with the Communication Trust. This is a charitable organisation that seeks to improve communication in education with its roots in improving provision for those with speech difficulties. Communication skills are of vital importance regardless of destination. The first step is to take an audit; the next is to select an appropriate action from the audit. You then review outcomes to work out how successful the action has been. One of the strands is effective identification and teaching of communication skills. Effective communication can help to improve staff wellbeing. Greg asked governors for a volunteer to take on a specific role for governor communication and AB volunteered.</p> <p>GW asked what Greg would like to achieve for the School from the project. Greg explained that it is rooted in the SENCo role. Staff welfare is also important and the root of so many staff issues stems back to communication. Also, it is important to identify alternatives to communication and he went on to explain 'no pens day'.</p> <p>AS asked who conducts the audit and Greg replied that it is he and Carrie. Opinions of staff are required via a questionnaire. Greg and Carrie are doing the leadership</p>	
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	<p>and staff development part. There may also be a questionnaire for a group of staff who communicate outside the School. HC asked if a standard questionnaire is provided and Greg replied that the audit is provided by the Communication Trust and the questionnaire is derived from this. AS asked how the base line is determined. GI explained that the questionnaires will determine the base line. GW asked how the success of the project will be fed back. AMi explained that this will depend on how it progresses, but it is anticipated that Greg will give feedback to Governors before the end of the year.</p> <p>RBr introduced her project which is about the number of pupils from disadvantaged backgrounds who go on to higher education, looking at Year 8. Before they take their options they need to be exposed to the progression routes. Research shows pupils from disadvantaged backgrounds have high aspirations but they need support to achieve them. Originally, the thinking was that they don't progress because they have low aspirations. They may be the first generation going on to higher education. RBr needs to select a group of pupils to work with and support them. AB noted that the definition of vulnerable and disadvantaged is important. AMi replied that advice from Year 8 teachers is being sought by RBr. AMi is going to assist with the best approach to working with parents who may not have previously been involved with higher education. GW noted that the Brilliant Club may be able to assist.</p>	
2.2	<p>OFSTED Report</p> <p>AMi reported that the School has celebrated with staff and students. It was agreed that the report accurately represented the School and that there were no surprises. It has been good for marketing and it is hoped that it will positively impact on student numbers. The student intake needs to reach 170 for the School to get growth funding, which is very important. AMi discussed possible student numbers and the distribution across Exeter schools. AS noted that free bus travel may be affecting student intake at Isca and recommended looking into this in particular areas.</p> <p>AMi is looking at how to maintain the momentum so the School continues to improve. There is still variation within the School and attainment needs to be improved. GW noted that the governors were impressed with the inspectors. GW asked about the feeling across the School post-OFSTED. RBr noted that the atmosphere is currently relaxed; this isn't major but is recognised and being monitored in order to avoid a post-OFSTED dip. MTa asked about middle leadership and their development and AMi replied that this is included within in the SEF and AIP.</p> <p>GW reported on a letter from Devon County Council congratulating the School on KS4 assessments.</p>	
2.3	<p>Headteacher's Report</p> <p>This item was covered in the sections below.</p>	
Monitoring		
3.1	<p>Trust Policies</p> <p>There were no Trust policies to consider.</p>	
3.2	<p>School Policies</p> <p>GK introduced the revised Homework Policy:</p> <ul style="list-style-type: none"> • It identifies penalties for not completing homework 	

	<ul style="list-style-type: none"> • Work will be done on identifying cross-School offenders • It looks at the quality of homework being set <p>AB has noticed from a parent perspective that pupils need to be organised and they need support to complete homework and asked how support will be provided. AB also asked how helpful punitive measures are. AMi replied that students are told that if they're struggling they must see the teacher before the deadline. They are also given a chance to explain why the homework wasn't completed on time. There is a homework club to support students each night after school too.</p> <p>NW noted that the role of head of department doesn't include anything about checking feedback and GK replied that this is included in the marking and feedback policy.</p> <p>The Committee agreed the policy.</p>	
3.3	<p>Review Data Package</p> <p>AMi referred to the TWMAT data drop already distributed and noted that this will be the standard layout. In Years 7 and 8 numbers are not reported, reporting will instead be on skills and knowledge. A decision has not yet been made on how this will be communicated to parents and governors. JP will attend the next meeting to report on assessing this area. GW asked about a post-mock report. AMi noted that mocks are taking place at the moment with a results day in January. Information on the mocks will be added to the data for the January meeting of the P&S Committee. Initial feedback is that students have felt prepared and conduct has been good.</p> <p>AMi referred to the Headline Data and noted that red should not be alarming; this is to do with how the point system has changed when measuring progress. The data shows the areas for development very clearly; in terms of the open bucket there are forecasting concerns including nervousness regarding high forecasting in arts and textiles. Technology continues to report on what the pupils have done to date rather than forecasting; GK is assisting the head of department with forecasting. ECDL is not yet included. Staff need to be sharper with forecasting the top grades and action is in place to assist with this. There are some concerns with forecasting in Geography and SW is helping with this. AMi is confident about History and Languages. Improvements have been made with tracking and monitoring as well as accountability and leadership.</p> <p>Maths and English: clear discussions regarding high ability English pupils have taken place. There are concerns about not knowing what grades 8 and 9 will look like. Forecasting is difficult so AMi is encouraging staff to push students to the top. Disadvantaged children are coming out red in terms of progress. Disadvantaged, high ability pupils are complex whilst disadvantaged middle ability will do well; low ability disadvantaged students are doing better. This is cohort dependant. A gender discussion in Maths and English is taking place.</p> <p>AMi noted that the emphasis is on every grade and child counts.</p> <p>AMi noted that the progress target is an aspirational target of +0.5, 0.0 would be in line with national. GW asked about RE and AMi replied that it is to do with confidence of forecasting and she is not concerned about it at present.</p>	

3.4	<p>Monitor Attendance</p> <p>SW noted that since the Isle of Wight ruling on attendance there is a concern across the county. If a request for leave is made this can't be referred to the local authority. However, action is taken if a request is not made. If the child is within KS4 and a request for leave is made for a holiday AMi is discussing this with the parents. HC asked if anything further can be done to communicate the message to Year 11 parents. Possible ways forward were discussed. AMi advised that although attendance has dipped it is still good and is above the national average.</p> <p>GW asked how Ready to Learn is progressing. SW noted that it has had amazing results with 60 - 65% reduction in behaviour logs across the School. SW noted the School started from a good base created over the last five years. Issues include persistent offenders and consistency with staff. The Parent Teacher Alliance has reported that a same day penalty is the most effective deterrent. GW asked how the reconciliation with the teacher is working and SW replied that it is working very well with only four decisions overturned.</p>	
3.5	<p>Student Progress Update</p> <p>This item was covered in section 3.3</p>	
3.6	<p>Monitor Impact of Pupil Premium</p> <p>AMi noted that OFSTED checked this and made a clear point in the report. Impact should always be measured in terms of the progress of disadvantaged children, children in care, and Year 7 in terms of literacy.</p>	
3.7	<p>Inclusion Update</p> <p>AMi noted that the figures are contained in the Headteacher's report. AB visited prior to OFSTED. Every member of staff is clear on their safeguarding role. AB added that the strategic organisation of safeguarding, SEND and inclusion means there is a joined up response. MASH enquiry outcomes are within reasonable limits. Disadvantaged children and funding pressures were discussed. AMi has been discussing a way forward with Moira.</p>	
3.8	<p>Self-Evaluation</p> <p>AMi noted that this was produced for OFSTED and will be updated every October so that it is representative for an academic year.</p> <p>GK reported that he has looked at how department self evaluation is working. It is about making middle leaders more accountable and autonomous. The SEF is completed for terms 1 and 2 and links to their development plan for term 3, which links into the bigger picture for the School. GW asked if GCSE results will be added to it and GK advised that this will be included within the review. HC asked about activities outside of the department. AMi advised that everything now goes through line management. HC asked if there is resistance to this and RBr replied that they are pleased to have a structure. GK added that it is giving Heads of Department information to work from.</p>	
3.9	<p>Teaching and Learning Update</p> <p>GK reported that measuring impact will be looked at next term. So far the work undertaken has included:</p> <ul style="list-style-type: none"> • New department SEF • Overhauled appraisal 	

	<ul style="list-style-type: none"> • New way of making work scrutiny more developmental • Line management structure is more rigorous • CPD is becoming informed by T&L so it is low cost • Team leader meetings are changing to focus on sharing best practice • Teaching and Learning think tank has been set up and is looking at trying to eliminate fads • Wellbeing steering group is working well • Working on bridging the gap between GK's and SW's areas. • Work is being done on email etiquette. 	
3.10	<p>Academy Improvement Plan AMi noted that an AIP will be provided at each P&S meeting. Updates will be provided at the next meeting but not a fresh report.</p>	
3.11	<p>National Developments in Curriculum AMi reported that a curriculum review is currently being carried out and is linked to budget. Developments include the new GCSE specifications, increase in rigour around BTEC qualifications and slimming down of vocational qualifications. AMi is looking for creative solutions for offering vocational qualifications at the School, given the financial constraints. There is a need to strengthen languages which will increase the EBAC update.</p>	
Information		
4.1	There was no further information to disseminate	
Date of Next Meetings		
5.1	11 January 2017 8 March 2017 10 May 2017 14 June 2017	

Minutes by: Jo Duffin

Signed by Chair: **Date :**