



PART 1 MINUTES

Meeting:	5 – Local Governing Body	Date / Time:	6 July 2016 at 16.30	Location:	ISCA Ted Wragg Multi Academy Trust
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Attendees:	Initials:	Governor Type:
Gina Woodcraft	GW	Trust (Chair)
Brahm Norwich	BN	Parent
Ian Rogers	IR	Trust
Helen Crossfield Left at 17.25	HC	Trust
John Staddon Left at 17.56	JS	Trust

Attendees:	Initials:	Governor Type:
Aimee Mitchell	AMi	Headteacher
Nigel Watts Arrived 16.55	NW	Trust
Rachael Brown	RB	Staff
Tracey Spink	TS	Trust
Anthony Boulton	AB	Trust

Apologies:	Initials:	Reason:
Michael Trimble	MT	Bereavement
Bernard Dugdale	BD	Not known
Mark Williams	MW	Not known

Absent without Apology:	Initials:

In Attendance:	Initials:	
Jo Duffin	JD	Clerk

Minutes To:
Attendees

Min. No.	Actions & Decisions:	Owner:	Date Due:	Date Actioned:
5/1.1	Apologies Apologies for absence were received from Michael Trimble, Bernard Dugdale and Mark Williams.			
5/1.2	Declaration of Business Interests 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	Correspondence Receipt of recent correspondence was noted.			
5/2.1	Minutes of the Meeting Held on 11 May 2016 The part 1 and 2 minutes were agreed as a correct record and signed by GW.			
5/2.2	Matters Arising Not Included Elsewhere Minute 4/5.1 WRAP – JD noted that all governors except HC and MT have attended WRAP training. AMi will be running a refresher course in September that MT and HC can attend. AMi noted that this is mandatory training and on line training is not adequate. GW noted that a strategy meeting is being held on 12 July and the number of governors attending was discussed. There is also a Trust meeting on 15 July. AMi updated governors on the support staff review and staff appointments. Graham Alton (Media Technician) has left on good terms as he didn't wish to pursue the post	Action 5.1 AMi/JD	21.9.16	21.9.16

	<p>under the new structure. There have been resignations from the reception staff due to changing hours and personal reasons. A new receptionist has been appointed, starting in September 2016. There has been some negotiation and new contracts have been signed. The IT restructure is ongoing with interviews by the Trust tomorrow.</p> <p>Two Assistant SENCo's have been appointed – Jo Eveleigh (Pedagogy and Practice) and Sue Fielder (Performance and Standards). AMi has spoken to the group about providing a joined up service. Both will attend the SENCo training, one this year and one the following year so there will then be three trained SENCo's. Time allocation has been given for these roles.</p>			
5/3.1	<p>Headteacher's Report AMi updated governors on updates to the structure of the report:</p> <ul style="list-style-type: none"> • Student numbers have been added to behaviour logs • Number of students with special needs from primary schools has been added • Fixed period exclusion details added and notes on page 2 • Nature of need for children on SEN register has been added along with a key <p>Other points of note are:</p> <ul style="list-style-type: none"> • AMi is happy with attendance • There are a number of children struggling socially and additional support has been organised • The behaviour system is being changed to Ready to Learn, as discussed at T&L. It has been discussed at assembly and a letter will be going out to parents. A copy of the letter and minutes from T&L will be sent to governors. TS stressed the importance of consistency and AMi supported this • Progress of children with additional needs is improving • There has been some improvement in PP progress. There are still some children who have not progressed as hoped and cases need to be put together for OFSTED. There are significant issues with PP progress in History and Geography. The School is supporting these areas and this will be further looked at with Team Leaders when the results are issued. Higher ability children are doing well, it is middle and lower ability that need the support. The new Head of History will help to stabilise this. • Science is an area of focus because there is a need to look at core and additional science; this will be done as part of the exam results analysis • The SEF was shared at T&L and shows the grades departments have given themselves • The number of behaviour incidents looks massive but it is a broad topic. Ready to Learn will help to address this and Garry will be looking at homework in September • Year 11 data – P8 should be positive and VA above 1000 but need to err on the side of caution. AMi has noted the concerns but feels the results will be positive. <p>HC noted that it is a good report, easy to read. IR said that it will easy to compare meeting to meeting.</p> <p>AMi reported on problems with some primary school children during recent visits. Letters of apology have been received from Countess Wear. The Wynstream children and staff visit went very well.</p>	<p>Action 5.1 AMi/JD</p>	<p>8.7.16</p>	<p>7.7.16</p>
	<p>Farewell to Governors GW thanked the governors whose term of office has come to an end. GW read out the letter the Trust will be sending out and the email from Josie Medforth re the constitution of the governing body.</p>			

	<p>AMi clarified that the new governing body will be based on a skills set. Governors should let GW know if they wish to continue in the role and what their skills set is. The balance between an operational and strategic role was discussed. AMi added her thanks for making her feel welcome and raising awareness of previous issues. TS reinforced the need to include parent governors within the new constitution. AMi advised that there will be two parent governors, one appointed by the Trust and one elected.</p>			
5/3.2	<p>Academy Improvement Plan AMi noted the main points:</p> <ul style="list-style-type: none"> • The AIP is now in the new format with updates in blue • Some items are now green but some will be carried over to the new AIP in the new academic year • The new AIP will be discussed with governors at the strategy meeting on 12 July • The timetable will be given to students next week • Leadership development at all levels will need to be worked on next year. AMi will be offering places on extended leadership. • KS3 will be a priority • A lot of work has been done on marketing • Roles and responsibilities will be circulated to staff and governors • Work is being done by CM on language for learning 			
5/3.3	<p>Academy Outcomes - Monitoring This item was discussed as part of the Headteacher's Report.</p>			
5/3.4	<p>Governor Visits/Input BD's report from February 2016 was noted.</p>			
5/3.5	<p>Trust Matters GW noted that the new governance structure has already been discussed. The Trust is holding their summer conference on 15 July. HR, budgets and business management are all issues the Trust will be working on from September.</p>			
5/3.6	<p>Report from T&L NW updated on the last meeting of the T&L Committee. There was a discussion about the new Ready to Learn strategy which is being introduced by SW. The aim is to take the School from good to outstanding. There are a number of safety nets to catch the children with additional needs who are unlikely to meet the expectations. Rewards are being offered. AB said the success will be measured in there being less disruptive behaviour. AMi is determined that the new system will not increase exclusions. GW asked about similarities between the schools and AMi advised that they are both comprehensives and both have challenging students. TS asked about staff ownership of this. RB advised that following a wider staff visit to Henbury they were very encouraged.</p> <p>Transition was also discussed: Gemma, Henry and Greg and his team are working with the primary schools to ensure a smooth transition with extra support for those who require it. All Year 11 students who are leaving have a destination.</p>			
5/3.7	<p>Report from Resources Committee AB updated governors on the last meeting of the Resources Committee. AMi has already updated governors on staff reviews.</p> <p>Other items included a budget update – there is a carry forward that is enabling a balanced budget for the next 12 months. Beyond that there will be challenges to overcome to balance the budget and actions are being taken to manage this.</p>			

	<p>Staff development and staff appraisal – AMi is working on a culture shift with regards to this so that staff have a greater ownership and are more engaged. This is around seeing appraisal as a development tool and encouraging ownership of the appraisal. There will only be one lesson observation which will be selected by the teacher. Encouragement is also being given to increase engagement with CPD. TS asked about how student perception of staff is included. AMi advised that this is part of the SEF, not part of the appraisal process. Appraisal has been poor this year and will be relaunched in September. IR asked about appraisal as part of pay progression. AMi clarified that it is used as the evidence base but is not the whole part.</p> <p>A number of policies were considered, more are coming through as Trust policies.</p> <p>In future the committee structure will change; there will be two committees and all governors will sit on both.</p>			
5/3.8	<p>Annual Business Cycle AMi circulated a new version of the business cycle and guided governors through it. Items can be added as required and the format can be adjusted following feedback next year.</p> <p>The School and Trust budgets balance next year but thereafter there are significant challenges. Financial reporting needs to be more robust across the School and Trust next year; this is being worked on. Student numbers are projected to increase but this would require staff increases prior to additional funding being received in some subject areas. A costed curriculum analysis will be completed in the autumn term.</p>			
5/4.1	<p>Policies There were no policies to consider.</p>			
5/5.1	<p>Governor Training GW and TS attended Babcock training on effective governance.</p>			
5/6.1	<p>Date of the Next Meeting The dates of the meetings next year were circulated.</p>			
	The meeting closed at 18.34			

Next Meeting:			
Date / Time:	Weds 21 September Finance and Resources Weds 28 September Performance and Standards Weds 23 November F&R Weds 30 November P&S Weds 11 January P&S Weds 18 January F&R Weds 8 March P&S Weds 15 March F&R Weds 3 May F&R Weds 10 May P&S Weds 14 June P&S Weds 21 June F&R	Location:	ISCA Ted Wragg Multi Academy Trust
Signature of Chair to Agree the Minutes			
	Date:		