



PART 1 MINUTES

Meeting:	4 – Local Governing Body	Date / Time:	11 May 2016 at 16.30	Location:	ISCA Ted Wragg Multi Academy Trust
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Attendees:	Initials:	Governor Type:
Gina Woodcraft	GW	Trust (Chair)
Nigel Watts Arrived 17.30	NW	Trust
Ian Rogers	IR	Trust
Helen Crossfield	HC	Trust
John Staddon Left 18.17	JS	Trust
Aimee Mitchell	AMi	Headteacher

Attendees:	Initials:	Governor Type:
Brahm Norwich	BN	Trust
Bernard Dugdale	BD	Trust
Rachael Brown Left 18.28 for Part 2	RB	Staff
Tracey Spink	TS	Trust
Anthony Boulton Left 17.40	AB	Trust

Apologies:	Initials:	Reason:
Michael Trimble	MT	Child Ill

Absent without Apology:	Initials:
Mark Williams	MW

In Attendance:	Initials:	
Jo Duffin	JD	Clerk

Minutes To:
Attendees

Min. No.	Actions & Decisions:	Owner:	Date Due:	Date Actioned:
4/1.1	Apologies Apologies for absence were received from MT. GW noted that NW will be arriving at 17.00.			
4/1.2	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 individual's form can be updated.			
4/1.3	Correspondence Receipt of recent correspondence was noted.			
4/2.1	Minutes of the Meeting Held on 3 February 2016 The minutes were agreed as a correct record and signed by GW.			
4/2.2	Matters Arising Not Included Elsewhere Action 3.2: AMi noted that she doesn't have the report electronically to remove the names and feels the report is now out of date to circulate and governors agreed.			
4/3.1	Headteacher's Report AMi summarised the key points: <ul style="list-style-type: none"> • Current number of students in the school is 659. A few students have moved in and out, some are the German students. A few students have moved out of area but we are not concerned about the reasons for leaving. . • At the present time, the new intake for September is showing as 147 but it is anticipated that this will go up and Isca is budgeting for 150. • The content of the Headteacher's Report will change in each section 			

depending on what is happening at the time and what has been achieved since the last report.

It was agreed that governors will read the report prior to the meeting and come with questions. AMi invited questions from governors.

HC noted that in light of recent meetings about attendance, she is surprised there are so few students receiving CAHM's support and asked if this is because the threshold is quite high. AMi confirmed that this is the case and HC asked how Isca is ensuring the children are getting support. AMi advised that his is through mentoring, counselling and other Trust solutions are being considered but this is still an area that needs work. Plans are in place for early intervention in all areas of Inclusion provision and this is one area that is being considered for improvements.

BD asked if it takes time to access CAHMS support. AMi advised that there can be a time delay and that the figure in the report is cumulative. AMi has met with the counsellor and she feels she is meeting the needs of the School. AMi advised that the provision will need to increase as the school numbers increase. Funding for this area is being reduced by the government and a Trust solution is being discussed along with local solutions with DCC.

BN noted that he has looked at the CAHMS mental health model and it may be useful to carry out a mapping exercise, possibly at Trust level. This may help governors understand the issues regarding external support. This could be the starting point for finding alternative provision. AMi would like to look at this holistically but would like to carry out the mapping in phase 2.

GW asked when newly appointed staff will take up their posts and AMi responded that they will all be starting in September except the Junior Science Technician who has already started. Adverts are out for 0.8 Textiles/Art Teacher and has attracted a strong set of applicants. Food Tech Teacher interviews are taking place on Friday and this is also a strong set of applicants. GW noted that it would be nice to meet new staff at the first LGB meeting in September.

AMi noted that there are still some issues around the gap; this is predominantly a middle ability problem, but sometimes a lower ability problem. Discussions are taking place regarding student progress on an individual basis. The School is trying to move support to KS3 as an early intervention mechanism rather than end loading it.

AMi noted her concerns about some outcomes. RB reported that this is the first year that all pupils in Year 11 have to take at least 2 Science GCSE's; this cannot be ELBS or Entry Level Science. There are 30 pupils taking two Sciences this year who previously would have been entered for one. GW asked how the students are benefiting and RB replied that in terms of college entry any result is positive. In terms of knowledge and self esteem it hasn't been beneficial. Over recent years there have been staffing difficulties in Science, including using non-specialist teachers and this is still having an effect. Isca is expecting levels of progress to be down. Next year the plan is to split Year 9 and 10 into two halves so that they are not all taught at the same time and then experience can be gained by all staff. AMi added that KS3 will be a foundation for KS4 and specifications won't now change. Work is focussed on strengthening KS3 to prepare students for the new rigour of KS4 through careful skills and knowledge mapping and progression. This is happening in all subjects across the Academy. HC asked why a non-specialist teacher is teaching KS3 Science. AMi replied that there is a surplus of PE teachers that have to be used elsewhere and Science is his second subject. RB added that his results and support have been very good. HC noted that it may be necessary to consider enhancing salaries to retain staff if there is further staff turbulence in Science in the future.

	<p>AMi noted the following data changes: Overall percentage 3LOP in Science is 68.9% (was 50.7%) Overall percentage 4LOP is 58.2% (was 31.6%)</p> <p>AMi summarised:</p> <ul style="list-style-type: none"> • Geography has come to the fore since PT4 • Languages are looking a lot better but forecasting has previously been poor in terms of accuracy when compared to final outcomes. Cross moderation is taking place across schools, tracking and monitoring is tighter, improvements are being made in the quality of T&L • There is ongoing turbulence due to staff absence in History. AMi is not confident this will improve for the remainder of this year. The new Head of History is clear about the assessment plan, moderation and improvements. GW queried the reference to mindset and AMi explained that this is to do with high aspiration for all. It is imperative that this message is clear to all students. Good Science and English results should mean that these students can also perform well in History but this isn't the case; a change in ethos is required. The use of the term low ability was discussed. <p>AMi reported that the Challenge Partners report has been circulated but that things have moved on since the visit. BN asked who carried out the visit and AMi reported that it was led by a HMI with other school senior leaders who are trained as Challenge Partners reviewers.</p> <p>AMi noted that P8 and VA are not reliable measures as they are internally calculated based on last year and are benchmarked nationally. This will change after the summer results so it is only an estimate within each year.</p> <p>BN noted that this is the best report he has received, it is clear and transparent. BN referred to the CPD Staff Consultation and asked if the School will direct resources to some of the 'Ideal World' ideas. AMi replied that there is a review of CPD internally and across the Trust. Gary King has experience of innovative CPD models too which fits into this and will work with CM. CM is working on a cross-trust CPD model with a colleague from St James. AMi would like to provide additional time and resources to this area but it isn't possible at the present time.</p>			
4/3.2	<p>Academy Improvement Plan</p> <p>AMi noted that the AIP has been amended following feedback from Challenge Partners: dates and timelines have been added. This is an interim plan because AMi joined mid-year. In future, staff and governors will get together over the summer to construct the AIP, it will be reviewed in light of results and finalised by Christmas. The RAG progress column will indicate updates with change in red.</p> <p>The only red item is data and is associated with staff inputting data at classroom level. John Lunn has been appointed as Trust Director of Performance and is working with JP to establish whether 4Matrix is fit for purpose and exploring cross-Trust solutions. AMi expects this item to be amber or green in the next report. Section 3 will always be Year 11 only and will be updated with each PT. AMi will meet with the English and Maths Heads after each data drop to look at students achieving in English and not Maths, and vice versa. 70% plus is anticipated for English and Maths.</p> <p>AMi acknowledged that significant work needs to be carried out on the appraisal process in preparation for the new cycle. Mid-term reviews were due to happen in March but haven't taken place; they will be carried out before year end. Retraining will be carried out to support the new system using the existing timeline.</p> <p>AMi anticipates some change to the Leadership section.</p>			

	<p>GW noted that this is a very helpful document.</p> <p>BD asked whether the gap has closed nationally by 1% and AMi replied that the figures are still the same nationally, possibly because of factors external to school. What is important is whether disadvantaged children are making expected progress. AMi noted the importance of how the data is presented and this lesson has been learnt following the Challenge Partners visit.</p> <p>HC noted the message that comes through from Challenge Partners is consistency but also using effective teachers and sharing good practice. HC queried whether this should be in the AIP and AMi advised that it is there under T&L and may be made more prominent in September. There needs to be an ethos of staff acknowledging and shouting about their success.</p> <p>TS noted the number of behaviour incidents and asked if the number of students could be added and AMi agreed to look into this.</p>			
4/3.3	<p>Academy Outcomes - Monitoring This was included in the above item.</p>			
4/3.4	<p>Governor Visits/Input GW thanked HC, BN and IR for their reports.</p> <p>IR noted that his visit was a termly, Internal audit and he's not sure if it's a governor or Trust role. It was agreed that it is not necessary to complete a report form in future.</p> <p>AMi requested that governors advise Fran if they are visiting so that AMi can say hello.</p> <p>GW noted that she has visited Isca for recruitment purposes and meetings with AMi and it is not necessary to complete visit forms.</p>			
4/3.5	<p>Trust Matters AMi noted the appointment of a Director of Performance.</p> <p>New schools are approaching the Trust with a view to joining. Secondary and primary schools are showing an interest but the focus is on primary schools. TS asked if there will be an upper limit and AMi replied that MM is conscious of capacity. St James joined the MAT following academisation from 1 May. AMi reported that she meets weekly with Tim and Moira and it is clear that there is a timeline on growth and development. The ideal number of schools within a trust was discussed.</p> <p>NW asked for clarification on the new role of Director of Performance and noted that the post will need to make an impact. AMi advised that John Lunn is from Teignmouth and that during the first year he will work two days a week on the SLT at St James and three days a week in this role. He will develop a Trust wide data model that can be used by the Trust and individual schools. He will need to first learn about the individual schools. He is an advisor to AMi, MM and Tim and will help with the narrative for OFSTED.</p>			
4/3.6	<p>Report from T&L NW reported on recent T&L meetings:</p> <ul style="list-style-type: none"> In terms of quality monitoring, Isca has moved to a more CPD led system with observations carried out within teams and with emphasis on encouraging feedback. It will take a while to adjust to this new model. AMi added that accountability is still there but she would like less of the fear factor 			

	<ul style="list-style-type: none"> • There is an emphasis on encouraging middle leaders to take more responsibility and get involved • Consistency of marking will be the CPD main topic for the summer • The Committee discussed data and the gap. • British values have been imbedded through tutorials and NW has heard about this from pupils at the school • There has been a change to the pastoral system. Tutor groups will be horizontal and year based whilst retaining the house system. More emphasis will be placed on sport, etc to bring year groups together • Gemma updated the Committee on transition which is a dual role: to promote Isca and ensure transition is as smooth as possible. The Year 7 Head of Year will be the same every year to build on experience and create expertise as well as a consistency to the transition process. • New linear GCSE's options will be made in Year 8 and students will study them in Years 9, 10 and 11 with some narrowing of the curriculum. Two creative subjects can be studied if a student wants to. • 85% of students have participated in an extracurricular activity. This is a fantastic number and the Committee discussed how this was brought about. 			
4/3.7	<p>Report from Resources Committee</p> <p>GW reported that most of the meeting was dedicated to discussing the budget. JD will ask MT for an update on the budget to be circulated to LGB via email.</p>	Action 4.1 MT/JD	31.5.16	31.5.16
4/3.8	<p>Report from the Pay Committee</p> <p>HC reported that the Pay Committee has met and carried out all necessary pay reviews. One decision has been reconsidered but there have not been any appeals.</p>			
4/4.1	<p>Conflict of Interest Policy</p> <p>GW noted that this policy has been circulated by the Trust. IR and AMo have reviewed the policy and recommended it to the LGB. It applies to all members of staff and governors. The LGB accepted the policy and agreed that governors would complete the documentation as part of their normal cycle in September.</p> <p>HC queried why the policy asks about children in school and AMi advised that it is linked to safeguarding.</p>			
4/4.2	<p>Due Diligence for New Schools Policy</p> <p>GW noted that this includes a good list for the Trust to consider before accepting a school into the Trust. IR asked if existing schools should comply as well but BD noted that this can't be done retrospectively. GW noted that it would be nice to know a little about schools as they join in terms of strengths and weaknesses. AMi advised that this will come from meetings with MM and cross-Trust data. The LGB accepted the policy.</p>			
4/4.3	<p>SEND Policy</p> <p>BN advised that he, Greg and SW have reviewed the policy and very few amendments were required. GW asked if BN can confirm that the governors meet the requirements on P12 and BN replied that they do. HC requested that the Headteacher's report includes information on what SEND needs Isca is supporting.</p> <p>The policy was agreed subject to JD changing Principal to Headteacher.</p>	Action 4.2 JD	12.5.16	12.5.16
4/5.1	<p>Governor Training</p> <p>All governors have completed WRAP training except HC and MT who were unable to attend. JD to obtain Babcock WRAP dates from Fran and forward to HC and MT. HC advised that she completed on line safeguarding training and will be completing Safer Recruitment in July. AMi encouraged others to attend.</p>	Action 4.3 JD	31.5.16	6.7.16

	IR advised that a DAG Conference on governors in academies and MAT's is taking place on Saturday at County Hall. AMi and Fran will look into the possibility of the Trust running a similar event.	Action 4.4 AMi	31.5.16	6.7.16
4/7.1	Report from Resources Committee The meeting moved into Part 2 (see separate minutes) and RB left the meeting.			
4/7.2	PTI Update This item was not covered due to the absence of MT.			
	The meeting closed at 19.05			

Next Meeting:			
Date / Time:	6 July 2016 at 16.30	Location:	ISCA Ted Wragg Multi Academy Trust

Signature of Chair to Agree the Minutes		
	Date:	