

Ted Wragg Multi Academy Trust

Isca Academy

Local Governing Body Meeting

Wednesday 9th July 2014

5-8.20pm

CHAIR: Gina Woodcraft

CLERK: Ruth Cheesman

Present: Lewis Banfield, Anthony Boulton, Rachael Brown, Kate Campbell Bellis, Helen Crossfield, Bernard Dugdale, Roger Fetherston, Beverley Martin, Brahm Norwich, Derfel Owen, Ian Rogers, Tracey Spink, John Staddon, Nigel Watts, Gina Woodcraft, Simon Weir (Associate), Vanessa Cobb (TWMAT – invited to attend meeting)

Late arrival: John Staddon (5.10pm), Roger Fetherston (5.12pm)

Early leaving: VC (5.30pm), HC (7pm), DO (7.15pm), JS (7.35pm), RB (8pm)

1. Apologises	<ul style="list-style-type: none"> • None 	
2. Declaration of Interest	<ul style="list-style-type: none"> • None 	
3. Finance	<p><i>Please refer to the supporting document prepared by LB 'ISCA Finances'</i></p> <ul style="list-style-type: none"> • LB took the LGB through this document so the LGB appreciated the context, responsibilities and current situation. Vanessa Cobb supported LB in this • LB noted that that there will be approximately a £546,000 surplus at the end of June. • GW asked if this <i>was allocated or unallocated funds.</i> • BM said that this money would be used to cover staffing costs due to the forthcoming shortfall in student numbers. BM intends to maintain staffing levels in order to deliver the extended curriculum. • HC said that this is sensible as student numbers will go up again. • GW asked <i>LB if Isca had looked forward to 2015 finances</i> and LB stated that this had not yet been completed. • HC enquired about the EFA budget for 2014/15. • LB said that this was in process. • TS <i>asked if staff knew that there was surplus money.</i> BM noted that staff were aware and informed that this would be used to cover staffing costs. • VC proposed that recommendations for the 2014/15 budget would be made at the audit meeting and any concerns/issues would be raised with GW and the finance team in order to seek LGB approval. • LB then highlighted Regularity Issues (please refer to supporting document) – these include protecting funds/assets, having controls and procedures in place. • GW asked <i>LB if he felt that the necessary levels of</i> 	

	<p><i>controls were in place and he said there were.</i></p> <ul style="list-style-type: none"> • LB then discussed Connected Parties trading with Isca – no one connected to the school can profit from their relationship. It is important that the finance team understand who can be a connected party: members/trustees, relatives, business in which a person has an interest, anyone else connected to this. • LB noted that it was crucial for each Governor to fill in a Business Interest form. • GW asked if the LGB would be liable for any issues arising from their responsibilities. • LB replied that if acted in a negligent way then the LGB would be liable but if acted in a responsible manner then would not be liable. • NW asked about insurance. • LB said the TWMAT insurance covers Governors up to 5 million GBP. 	<p>Action 1 - RC to email everyone to fill in Business Interest form If not done so already and to amend the diagram on p.22 on Isca Finances with names of individuals.</p>
4. Minutes of last meeting	<ul style="list-style-type: none"> • No matters arising. Minutes agreed by all and signed by GW. 	
5. Matters arising		
6. Governor review of recruitment process	<ul style="list-style-type: none"> • DO and HC undertook a review of Isca’s recruitment process. • Part 2 minutes. 	
Recruitment Policy	<ul style="list-style-type: none"> • HC asked for the LGB to approve the Recruitment Policy (which has been previously emailed to all). She noted that the main changes were an appendix added and that she may need to review the policy in the light of the discussions held in Part 2 above. • She suggested that the policy is accepted and reviewed at a later date. • The LGB approved the policy. 	
7. Strategic objectives and update	<ul style="list-style-type: none"> • <i>Please see the supporting document attached to these minutes ‘Progress on Priorities’.</i> • RF led this discussion giving a comprehensive review of the strategic objectives for the LGB, highlighting each Priority and progress made to date. • The following were raised: RF highlighted the need for literacy to be a whole school approach with sustained intervention. • The LGB can now be confident that the SLT know where outstanding/good teaching is and where teaching needs to be improved. • RF noted that he felt the priorities set need to be reviewed and modified at the beginning of the new academic year. 	<p>Action 2 – For the LGB to conclude the outcome of these strategic objectives and to set new ones for 2014/15.</p>
8. Positive	<ul style="list-style-type: none"> • AB asked BN to inform the LGB why he had been asked 	

<p>handling</p>	<p>to discuss this agenda item.</p> <ul style="list-style-type: none"> • BN stated that during the last T & L meeting they looked at the new SEN code of practice in which reference is made to positive handling. • BM said that Isca had a number of staff trained but that at present Isca actively did not advocate positive handling. However, the new legislation expected the use of it. • AB suggested consideration needed to be given to which staff were to be trained. He said that there was a duty of care for employees and that if there was an expectation to intervene then they needed appropriate training. He said that an emergency plan would be needed for certain pupils. AB asked if Isca had a clear policy. AB said that the policy must be very clear on what is and is not reasonable force – this could mean different things for different pupils and situations. Examples would be very important in such a policy. • BM noted that she can't tell staff to intervene. • BM said that in September there will be 1 or 2 children who will need a Planned Policy in place. • AB said there is a concern that the teachers working with these pupils need to be trained – that this is a duty of care as situations can escalate quickly. • BM said that the LGB need to decide if staff should or should not physically intervene. • AB said he would recommend that staff were trained in crisis and physical intervention and conflict management. • LB asked if <i>BM could write a draft policy for the LGB to consider and BN asked to give thought about the integration of SEN/inclusion.</i> • JS said that BM could find out what the training entails and then ask the staff if they want to attend. • BM said she would be able to get a draft policy to the LGB by the end of the summer holiday in order for them to approve it. 	<p>Action 3 – AB to find out what positive handling training involves and to determine if the LGB should also attend.</p> <p>Action 4 – BM to write draft policy by the end of the summer holidays.</p>
<p>9. Staff Voice</p>	<ul style="list-style-type: none"> • HC and GW had asked RB to informally ask staff about a Staff Voice forum. • RB fed back to the LGB that they staff she had spoken to said they would like to talk directly to the LGB but that it remains anonymous. • RF said he felt uncomfortable for staff to speak directly to the LGB as they should be talking to the SLT. • BN suggested a well-being questionnaire could be worthwhile. • BM said she wanted to do this after a full year of Isca Academy. • RB said whatever happened needed to be clearly 	

	<p>communicated to the staff.</p> <ul style="list-style-type: none"> • BM noted that the process and outcome needs to be very clear. • GW agreed and stated that thought also needed to be give to processing the findings. • RF suggested that Isca could devise its own questionnaire/forum for Staff Voice. • IR asked if staff could be informed about this. • BM said that they would be told tomorrow. 	<p>Action 5 – BM to inform staff about future Staff Voice forum on 10th July 2014 during morning briefing.</p>
10. Safeguarding	<ul style="list-style-type: none"> • <i>Please see attached document for BD's findings 'Safeguarding'</i> • BD said that there was no requirement for the LGB to receive training however if a Governor was in regular contact with pupils then he would recommend Level 1 training. • KC-B suggested that it would be good practice for the LGB to undergo training. • BM noted that all staff were undergoing safeguarding training on September 4th and that all the LGB were invited to attend. • TS asked if there was a document that could be sent to the LGB beforehand. • BM said there was. • BD went on to say that if there were any safeguarding concerns then the LGB need to know they must go directly to see Gemma Hunt, Ben Haywood, Kate Campbell-Bellis, Lisa Moore. They will be asked to fill in a pink form with no other assistance before leaving the building. • IR noted that the safeguard training should be standard training for new Governors. 	<p>Action 6 – RC to email LGB about safeguard training</p>
11. Next meetings	<ul style="list-style-type: none"> • Date of next T&L meeting – 8th October 2014 • Date of next LGB meeting – 22nd October 2014 	

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