

EASTGATE ACADEMY**Minutes of the meeting of the Local Governing Body****Wednesday 18th November 2015 at 5.15pm, held at Eastgate Academy**

Present: Melanie Wellard (Chair), Louise Gayton, Ann Higgins, Guy Pyle, Brian Elflett (Parent Governor), Wendy Darrell (Staff Governor), Linda Hothersall (Principal).

In Attendance: Linda Mahoney (Business Manager), Duncan Ramsey (Consultant Principal), Deborah Hinks (Clerk).

In Part Attendance: Carole Walker, Karen Mason.

The meeting was quorate.

1. Apologies for absence

There were no apologies.

It was unanimously agreed to grant Danielle Flores-Yallop a three month leave of absence.

It was noted that Jeremy McManus had resigned as at September 2015.

2. Declarations of Interest

There were no declarations of interests.

Agenda item 11 was brought forward at this juncture.

3. Election of Vice Chair for 2015/16

The Clerk indicated that Louise Gayton was the sole nominee for the role of Vice Chair and that she had accepted the nomination.

It was proposed by Mel Wellard, seconded by Brian Elflett and unanimously agreed to elect Louise Gayton as Vice Chair of the Local Governing Body for 2015-16.

4. Minutes of meeting held on 30th September 2015 and matters arising

The Minutes of the meeting held on 30th September 2015 were agreed as an accurate record and signed by the Chair.

P1: The Clerk reported that all Register of Business Interests Forms had been completed.

P2: The Book Scrutiny Training Session would be undertaken under agenda item 7.

P2: Details of the LGB staff presentations were given in the Principal's Report under agenda item 5. It was agreed that Jackie Rutter's presentation on 'Writing' would be brought forward to 20th January 2016 and Wendy Darrell's 'Arts and EYFS' presentation would be on 11th May 2016.

P2: The Chair agreed to send the responses to the LGB self-evaluation forms to all the governors and to arrange a working party to discuss actions to be taken as a result.

MW to circulate LGB self-evaluation responses to governors & arrange a working party to progress action.

P2: The Principal reported that she had yet to upload the Core Offering Document to Governor Hub.

P3: The Principal reported that she had yet to provide the results minus the 4 EAL pupils who have been in the UK less than 12 months.

P3: The Principal stated that Jackie Rutter would be giving a presentation to the LGB on writing interventions in January 2016.

P3: It was reported that the Health & Safety company A.J. Gallagher would be visiting the academy on November 25th to complete a full report on Health & Safety. Link Governor, Brian Elflett would be a member of the newly-formed Health & Safety Committee.

P4: The Principal reported that 55 pupils were on the SEN Register, of which only 5 were statemented. The new SENCo at the academy was Robert Hothersall.

P4: It was reported that all the approved policies and the Pupil Premium Impact Statement had been published on the academy website.

LH to upload Core Offering Document to Governor Hub.

LH to provide results minus 4 EAL pupils in UK less than 12 months.

The Chair asked the governors to inform the Clerk of any training they planned to undertake so that she could maintain the training log accordingly. Brian Elflett and Ann Higgins indicated that they had booked a number of courses and would duly inform the Clerk.

BE & AH to inform the Clerk of the training courses planned.

5. Principal's Report to Governors

The Principal, Linda Hothersall, presented the Principal's Report, as attached to the Minute Book. She highlighted the fall in attendance, which stood at 96.1%, owing to a sickness bug. The Principal alerted governors to one three-day fixed term exclusion. She reported that governors had been assigned to various working parties to monitor areas on the Academy Development Plan and to hold the academy to account.

It was agreed that the Principal would contact Danielle Flores-Yallop about her role in the area entitled 'School Curriculum'. Mel Wellard agreed to be the Link Governor for EYFS.

LH to contact DFY re her role in ADP Curriculum area.

6. Raise Online and Inspection Dashboard

Consultant Principal, Duncan Ramsey, introduced the Raise Online Report and the Inspection Dashboard, as attached to the Minute Book. He explained that the Inspection Dashboard was essentially a summary of Raise Online, highlighting specific areas on the 'national agenda'.

Governors discussed the strengths and weaknesses highlighted in the report. The Consultant Principal suggested that the academy could be graded as Good or Outstanding. He informed governors that EYFS would be judged separately from the rest of the school, although its individual grading may impact on the overall grading given to 'leadership and management'.

Governors wanted to know what the academy was doing about its weakness in writing and asked for further information regarding the interventions in place. The Principal highlighted a number of measures, expanding upon the recent

ghost story writing in which the most recent marking suggested 75% of pupils were at 'Level 4'. Staff Governor, Wendy Darrell, stated that writing moderation meetings were underway in league with Nelson Academy and other non-Trust schools and that it seemed that the academy was making good progress in improving writing. Governors enquired as to how much weighting should be given to the seemingly out-of-date Raise Online profile. The Consultant Principal stated that greater weighting should be given to current progress.

7. Book Scrutiny Training Session

The Consultant Principal, Duncan Ramsey, gave a presentation to governors on how they should approach book or work scrutiny sessions and the value of such scrutiny in the 'teaching over time' process. He informed governors that the academy had worked on the standards and marking policy and governors would be expected to cross reference this with what they witnessed themselves in a book scrutiny session and ask questions of the staff accordingly.

It was suggested that Book Scrutiny sessions could be built around the Academy Development Plan areas outlined in the Principal's report, such as British Values.

DR to circulate to governors his presentation sheets.

8. Safeguarding Audit Report

It was agreed that this agenda item would be postponed until the January meeting.

Clerk to add Safeguarding Audit Report to January agenda.

9. Review of SEN Report

Governors reviewed the SEND Information Report, as provided by the Principal and attached to the Minute Book.

It was agreed to approve the SEND Information Report for publication on the website.

10. Review of Accessibility Plan

Governors reviewed the Accessibility Plan, which the Principal stated had not changed since the previous year. She explained that the academy was still investigating the Braille signs and voice activation process for the website.

It was agreed to approve the Accessibility Plan for publication to the website.

LH to ensure the SEN Report & Accessibility Plan are published on the academy website.

11. Learning Catalysts Report

Carole Walker and Karen Mason gave a presentation on their Learning Catalyst activities designed to engage parents with the academy. They explained that they were both licensed Solihull parenting facilitators, who had been funded previously by the West Norfolk Partnership but were now employed by the academy itself, which allowed for a greater degree of flexibility and tailoring in approach.

Governors were informed of a number of case studies within the school whereby the Learning Catalysts had successfully improved parental engagement. It was reported that the Learning Catalysts were involved in a wide variety of activities, including the summer fiesta, bingo events, Macmillan coffee mornings, sponsored walks, new parents evenings, parent readers and skills sessions. The Principal stated that they had made a massive difference in terms of parental engagement, especially with hard-to-reach parents. She informed governors that Karen Mason was currently undertaking a CWA course in post-16 teacher training.

Governors expressed their appreciation of the vast array of activities with which the Learning Catalysts engaged parents and thanked them for their presentation. The Chair asked that anonymised feedback on parental evaluation of Learning Catalyst activity was forwarded to governors.

LH to arrange for anonymised feedback of parental evaluation of Learning Catalyst activities to be circulated to governors.

Carole Walker and Karen Mason left the meeting at this point (5.40pm).

12. Feedback from Link Governor Visits

Link Governor, Ann Higgins, talked governors through her Literacy Link Governor Report as attached to the Minute Book. She indicated that the focus had been on how to improve literacy activities for the Most Able pupils. It was reported that the academy were looking to introduce a newspaper to which the pupils would contribute articles. Governors suggested a number of local journalistic contacts with which the school might wish to engage in the project.

Ann Higgins also reported that she had attended a safeguarding for governors training session on 4th November at the College of West Anglia. She highlighted several areas such as emotional abuse, the associated 'Cinderella Act', Female Genital Mutilation and the duty to report on any pupils at risk. It was agreed that the Principal would arrange for copies of the relevant training pamphlet to be circulated to governors.

AH/LH to arrange for safeguarding pamphlet to be circulated to governors.

13. Health & Safety Report

Business Manager, Linda Mahoney, informed governors that the company chosen by the Trust to review Health & Safety across its academies, A. J. Gallagher, would be visiting the Academy on November 25th. She would therefore report further on Health and Safety at the January LGB meeting.

Clerk to add Health & Safety Report to January agenda.

The Business Manager presented governors with the programme of repairs and maintenance, as attached to the Minute Book. She informed governors that the academy was no longer using NPS Property Management for the repairs and maintenance programme as NPS had engaged some companies the academy would prefer not to use. The change had not only saved the academy £990 but also gave them more control of proceedings.

14. Finance Update/Management Accounts

The Business Manager, Linda Mahoney, presented the Management Accounts to September 2015, as attached to the Minute Book.

Governors discussed the Staff Development Costs, which it was indicated included the post-16 teaching training course mentioned under agenda item 11

(circa £1400) and NQT development. Governors also questioned the 'Bought in Professional Services' not related to the curriculum. The Principal indicated that this would include such things as the archery courses.

The Principal outlined that there were plans to employ another Teaching Assistant to cover for one going on maternity leave at Christmas; costings had suggested a saving of £4k would be made through avoiding paying for supply teaching.

Governors sought reassurance that the academy would remain in budget, which the Principal indicated it would.

15. Premises Management Review/Capital Projects/IT infrastructure & Condition Improvement Fund (CIF) update

The Business Manager, Linda Mahoney, presented the Premises Management Review and Capital Projects Report, attached to the Minute Book. She indicated that all outstanding projects had been completed including the new boiler and the car park barrier and new gate. It was reported that the academy had been asked to submit further bids for the Condition Improvement Fund, hence she had requested quotes for new windows in the main school building. It was explained that the requirement would be that this CIF work was completed and invoiced by March 2016.

Governors noted the report.

16. Review of Academy Risk Register

The Business Manager, Linda Mahoney, presented for review the Academy Risk Register, as attached to the Minute Book.

Governors agreed that the new format of the Risk Register was comprehensive and that no further risks needed to be added at this stage. They asked the Business Manager for details of the mitigating factors represented by the 'C' (Controls) figures for future reference, suggesting that this information could be uploaded to Governor Hub.

LM to upload to Governor Hub details of mitigating factors re Risk Register.

17. Matters to be brought to the attention of the Board of Directors/ Consideration of items to be added to the Risk Register

There were no matters to be brought to the attention of the Board of Directors or added to the Risk Register.

18. Any other business

There was no other business.

19. Date & time of next meeting

The next meeting is scheduled for Wednesday 20th January at 5.15pm.

The meeting closed at 7.15pm.