

EASTGATE ACADEMY**Minutes of the meeting of the Local Governing Body (LGB)****Wednesday 20th January 2016 at 5.15pm, held at Eastgate Academy**

Governors Present: Melanie Wellard (Chair), Louise Gayton, 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: Jackie Rutter (Vice Principal Lower KS2, Literacy Subject Leader)

The meeting was quorate.

1. Apologies for absence

Apologies from Ann Higgins and Alan Evans were received and accepted.

It was noted that Danielle Flores-Yallop had resigned as at 25th November 2015.

2. Declarations of Interest

There were no declarations of interests.

3. Minutes of the meeting held on 18th November 2015 and Matters Arising

The Minutes of the meeting held on the 18th November 2015 were agreed as an accurate record and signed by the Chair.

Matters Arising

P1: Mel Wellard, Louise Gayton & Guy Pyle agreed to form a working party to discuss actions to be taken following the LGB self-evaluation process.

P2: The Core Offering document had been uploaded to Governor Hub.

P2: Linda Hothersall reported that extracting the 4 EAL pupils from the data did not have as much effect as expected though Year 6 results in Reading would be 100%.

P2: The Clerk had noted the training undertaken by Brian Elflett and Ann Higgins.

P2: There was no need to contact Danielle Flores-Yallop about her role in the ADP Curriculum area because she had resigned. The Principal has taken steps to elect a new Parent Governor.

P3: Duncan Ramsey's presentation had been made available to governors.

P3: The Safeguarding Audit Report had been added under Agenda item 6.

MW to set a meeting date for LGB self-evaluation Working Group.

P3: The SEN Report & Accessibility Plan had been published on the website.

P4: Feedback from parents on the Learning Catalyst activities had not yet been arranged by the Principal.

P4: The safeguarding pamphlet had been uploaded to Governor Hub.

P4: The Health & Safety Report was brought to governors under Agenda item 9.

P5: Linda Mahoney agreed to upload the mitigating factors in relation to the Risk Register to Governor Hub by February 5th 2016.

LH to arrange for parental feedback on Learning Catalyst activities to be circulated to governors.

LM to upload Risk Register mitigating factors to Governor Hub by 5.2.16.

4. Phase Leader/Staff Presentation: Writing – especially High Ability

In response to governors previously questioning why results in Writing did not match those in Reading, the Literacy Subject Leader, Jackie Rutter, presented a report on the *Writing Action Plan 2016-2018*, as attached to the Minute Book. She drew attention to the key areas and objectives the academy was focusing on in order to raise standards in Writing as follows:

- Timetable modification and changes to Read Write Inc (RWI) provision;
- Strong pupil engagement and motivation;
- Termly SPaG (spelling, punctuation and grammar) targets;
- Targetted planning;
- Structured lessons & teacher modelling;
- Structured marking and peer/self assessment;
- Improved compositional skills alongside secretarial skills;
- Awareness of reader and well explained writing choices;
- Development of metalanguage to enable ability to accurately and confidently critique;
- Assessment having a greater impact on teaching and learning.

Governors asked how the staff members were responding to the Action Plan. The Literacy Subject Leader replied that most staff members were very positive about the Plan and that staff would be appropriately trained within the next couple of weeks in order to roll out the programme.

Governors noted the actions to be taken and the outcomes that the academy was seeking. They requested that the Action Plan was uploaded to Governor Hub for monitoring purposes. Governors thanked Jackie Rutter for her presentation and asked the Subject Leader to report back on the impact of the Action Plan later in the school year.

LH to arrange for Writing Action Plan to be uploaded to Governor Hub.

Clerk to add 'Writing Plan Update Report' to May/June agenda.

Jackie Rutter left the meeting at this juncture.

5. Principal's Report to Governors

At this point, Governors watched a section of the DVD produced by three

of the academy's pupils, who had researched the history of the school. Governors expressed their appreciation of the quality of the work produced by the pupils and asked whether the pupils had been recognised for their efforts. The Principal, Linda Hothersall, informed governors that the pupils had been duly acknowledged in assembly.

The Principal presented the updated Academy Development Plan (ADP) for 2015-16, as attached to the Minute Book. She pointed out that the relevant elements of the Trust's Strategic Plan had now been incorporated into the Academy's own Development Plan and were highlighted in red ink.

Discussing the ADP, governors asked the following questions in relation to the distributed leadership model (section 3.5):

- How the distributed leadership model works in practice;
- Whether the academy had identified any training gaps;
- What the academy was doing about succession planning;
- Whether there were any areas leaders could not act upon in the absence of the Principal.

The Principal stated that the distributed leadership model was working really well within the academy and that they were actively helping another local school to set up a similar model, with requests for help and advice from additional schools. She explained that, in her absence, all three Vice Principals would take responsibility for decisions in relation to their own phase and make joint decisions regarding cross-phase or 'bigger' decisions. They could also access support from Trust personnel such as the HR Manager and Consultant Principal.

Staff Governor and Vice Principal, Wendy Darrell, reported that the Principal's time had been freed up as a result of staff now feeling able to approach the Vice Principals with problems and queries as an alternative. Leaders had been upskilled over the past few years and were much better able to deal with problems and decisions as a result but the Principal was kept fully updated on developments and proceedings. The Principal and Staff Governor reported that communication between staff members was much better, for example at the Friday meetings, and that the distributed leadership model had proved a catalyst for change.

The Principal indicated that succession planning had been considered; staff were being trained and the academy already had staff able to 'move up and step in'.

Focusing on section 2 of the ADP, governors asked how the steps taken to raise attainment and progress in English and Maths were going. The Principal indicated that massive progress had been made in Reading. The Governors asked for this to be followed up by formal measurement. Governors questioned whether all groups of pupils were challenged to

LH to formally measure Reading progress and report on proportion making expected and better progress in Writing at 9.3.16 meeting.

make good progress. The Principal stated that the academy's targets were higher than the Fischer Family Trust (FFT) targets. Governors requested an update on the proportion making expected and better progress in Writing at the next meeting.

Governors asked the Principal to explain the focus on Speaking and Listening, to which the reply was that the academy needed to show evidence of the low starting points of the pupils.

Governors challenged the Principal over whether all teaching was good or better, as stated in section 1.3, asking for the evidence behind the assertion and assertions in the ADP in general. The Principal stated that teaching was still being assessed, with one teacher yet to be monitored due to illness. She explained that the assertion that all teaching was good or better was based on her own observations and joint observations by the Senior Leadership Team (SLT), who would jointly agree a judgement.

It was agreed that, whilst the ADP itself was very good, the format of it as presented at governors' meetings needed to more clearly show the progress made on the ADP objectives and the evidence behind the assertions.

LH to change the format of the ADP update report to more clearly show progress made on objectives and the evidence behind the assertions.

The Governors noted the report.

6. Safeguarding Audit Report

It was explained that the Safeguarding Audit Report had been delayed but that the Safeguarding Link Governor, Ann Higgins, had made a further appointment with Fiona Whyman to progress matters.

Clerk to add 'Safeguarding Audit Report' to March agenda.

7. Review of staff sickness, absence and cover/vacancies/recruitment

The Principal, Linda Hothersall, presented her Staff Review Report, as attached to the Minute Book. Governors asked what the cost implications of the changes were. Business Manager, Linda Mahoney, explained that the academy had insurance to cover certain absences.

The Principal reported that Robert Hothersall had stepped in to the SENCo role so that Fiona Whyman could concentrate on her Inclusion Officer responsibilities. Governors asked whether relevant parents had been informed of the change, which the Principal confirmed they had.

The Governors noted the report.

8. Feedback from Link Governor Visits

Governor Guy Pyle indicated that he would report on his Leadership and Management Link Governor visit at the next meeting. Staff Governor,

GP & WD to provide Link Governor reports at March LGB meeting.

Wendy Darrell, stated that she would provide a SEN report at the next meeting.

9. Health & Safety Report

The Business Manager, Linda Mahoney, presented the Health & Safety Report completed by A. J. Gallagher & Company, as attached to the Minute Book.

She explained that the Trust had liaised with Gallagher's to update the Health & Safety Policy. Governors asked whether the academy had had any input into the new policy, to which the Business Manager responded that the academy had given feedback.

Scrutinising the report, governors wanted to know whether the priorities graded red had been completed. The Business Manager drew attention to the updated status of a number of the highlighted areas, as indicated in the Minute Book report. Governors requested an updated report complete with management responses be brought to the March meeting.

Brian Elflett left the meeting at this juncture (7pm).

LM to bring updated Health & Safety Report with management responses to the March LGB meeting.

10. Finance Update/Management Accounts

Business Manager, Linda Mahoney, presented the Management Accounts to the end of November 2015, as attached to the Minute Book. She highlighted a number of areas including the overspend on Educational Support for two extra Teaching Assistants.

Governors wanted to know what the strategy was for dealing with the EYFS building, now that the academy no longer intended to build a nursery. They expressed concern about the building itself and questioned whether or not it should be added to the Risk Register. The Principal assured governors that structurally the building was fine.

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

The Clerk highlighted the importance of two-way communication between the Trust Board and the Local Governing Bodies. She drew attention to the new Trust Strategic Plan, as attached to the Minute Book. The Clerk reiterated that the Academy Development Plan fed directly into the Trust Strategic Plan, as evidenced by the Principal's report under Agenda item 5.

Governors noted the Trust Strategic Plan.

Governors were invited to raise any matters they thought needed to be brought to the attention of directors. There were no matters to be

brought to the attention of the Board of Directors.

It was agreed that the EYFS building should be added to the Risk Register.

LM to add the EYFS building to the Risk Register.

12. Any other business

Condition Improvement Fund

The Business Manager, Linda Mahoney, informed governors that the academy had been invited to bid for more of the Trust's Condition Improvement Fund (CIF). As a result, all the windows in the school were scheduled to be double-glazed, with the work starting in the February half-term.

She also reported that £700 for a suspended ceiling in the kitchen would come out of the Buildings & Maintenance expenditure line.

Exclusions

The Principal, Linda Hothersall, reported that two Fixed Term Exclusions had taken place since the last meeting. Governors asked to be kept updated on the matter.

Teaching School

The Principal, Linda Hothersall, informed governors that the academy had been earmarked by Bishop Grosseteste University to become a Teaching School. She pointed out that the academy would have to be graded by Ofsted before the plan could materialise.

Governors agreed that the plan would be good for the Trust's reputation, academy staff self-esteem, succession planning and teacher recruitment. However, it was highlighted that the process would need to be well managed to ensure that the development did not detract from the academy's ability to be and remain Good or Outstanding.

13. Date & time of next meeting

It was confirmed that the next meeting would be held at 5.15pm on Wednesday 9th March 2016.

The meeting closed at 7.25pm.