

**EASTGATE ACADEMY****Minutes of the meeting of the Local Governing Body (LGB)****Wednesday 9<sup>th</sup> March 2016 at 5.15pm, held at Eastgate Academy**

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

**In Attendance:** Linda Mahoney (Business Manager), Duncan Ramsey (Director of Education), Deborah Hinks (Clerk).

**In Part Attendance:** Amy Marshall (Class Teacher & Science Co-ordinator)

*The meeting was quorate.*

**1. Apologies for absence**

There were no apologies for absence.

**2. Declarations of Interest**

There were no declarations of interests.

*Agenda item 4 was brought forward at this point.*

**4. Phase Leader/ Staff Presentation – Science**

Science Co-ordinator, Amy Marshall, gave a presentation to governors on the teaching and assessment of Science at the academy. Key points included:

- ❖ The aims of the National Curriculum for Science;
- ❖ The academy's focus on the 'skills' base needed for the study of Science, as well as the 'knowledge' base;
- ❖ The importance of teaching the pupils to ask questions in the most productive manner e.g. open rather than closed questioning;
- ❖ The time spent on developing speaking skills, meta-language and enquiry skills;
- ❖ Assessment by Assertive Mentoring.

Governors enquired as to whether the teaching of questioning skills was a new development at the academy. The Science Co-ordinator stated that questioning skills had always been taught but there was a renewed emphasis on their importance, particularly for boosting language and for ensuring that children extracted all the information they needed to know. She indicated that the child-led learning thereby encouraged significantly empowered the pupils.

The Director of Education, Duncan Ramsey, asked what the proportion was of pupils making Age-Related Expectations. It was reported that 31%

of pupils made better than expected progress across Years 1 to 6. The Director of Education suggested that the academy produce a one-page summary of why they considered Science to be outstanding at the academy.

LH/AM to produce a one-page summary of why the academy considered itself outstanding in science.

Governors asked how the academy ensured that new members of staff were fully on board with the approach taken in Science. The Principal, Linda Hothersall, stated that one-to-one training was in place and training in Assertive Mentoring was on-going throughout the year.

The Chair expressed governor appreciation of the enthusiastic approach taken by the Science Co-ordinator.

*Amy Marshall was thanked for her presentation and left the meeting at this juncture (5.40pm).*

### **3. Minutes of the meeting held on 20<sup>th</sup> January 2016 and Matters Arising**

The Minutes of the meeting held on the 20<sup>th</sup> January 2016 were agreed as an accurate record and signed by the Chair.

#### **Matters Arising**

Progress against matters arising from the January meeting was summarised in the report circulated to governors for agenda item 3, as attached to the Minute Book. The following updates were given at the meeting:

**P1:** The Chair and the Principal had met on the 8<sup>th</sup> March to discuss the LGB self-evaluation, the results of which were brought to the meeting under agenda item 7.

**P2:** Parental feedback on Learning Catalyst activities had been uploaded to Governor Hub.

**P6:** The EYFS building had been added to the Risk Register.

All action points had thus been resolved.

### **5. Principal's Report to Governors**

The Principal, Linda Hothersall, presented her report to governors, as attached to the Minute Book. She highlighted the following points:

- Attendance figures (95.6%) had suffered from a number of recent illnesses but there had been 100% attendance over the last two weeks so it was on an upward trajectory;
- The two Fixed Term Exclusions were for children from the same family, one of which had now moved schools;
- A supply teacher – newly qualified – had been employed to cover Year 1 teaching for the summer term;
- A new Working Party had been set up looking at the mental health

of the children in the school. Governors, Mel Wellard and Guy Pyle had expressed an interest in being part of this working party.

- There had been no applications for the Parent Governor vacancy and thus there was still a governor vacancy on the Curriculum Committee;
- Attainment had been tracked through Assertive Mentoring but there had been a problem tracking progress. A progress tracking sheet had been uploaded to Governor Hub (as attached to the Minute Book);
- Six BGU students had been at the academy since mid-January, four of which remained until next week. The next batch of students would arrive in September. Verbal feedback from this year's students had been very positive, with many wanting (but not being allowed) to remain at the academy.

Governors discussed the benefits of formalised feedback from the BGU students, which Linda Hothersall agreed to investigate with BGU.

LH to investigate formalised feedback from BGU students.

The Director of Education, Duncan Ramsey, congratulated the school on the proportion of children making expected and better than expected progress, as per the circulated report to governors attached to the Minute Book.

Governors wanted to know more about those pupils not making expected progress. The Principal, Linda Hothersall, explained that those demonstrating relatively slow progress were often SEND pupils, including one Year 5 child with complex special needs, who was receiving extra support. The merits of having two separate progress tables was discussed bearing in mind that what was expected of SEN pupils was different to non-SEN pupils.

It was acknowledged that the progress figures were to be celebrated and the Chair thanked the Principal, the staff and the Director of Education for their efforts and support in achieving them.

**Governors requested that future reports include progress figures split by vulnerable group such as SEN and Disadvantaged Students and that a National Comparator column also be added.**

LH to include progress figures split by vulnerable group (SEN, Disadvantaged Students) and add National Comparators to future Progress Reports.

## **6. Safeguarding Audit Report**

The Principal, Linda Hothersall, reported that Safeguarding Link Governor, Ann Higgins had met up with Fiona Whyman to go through the safeguarding report. She reported that all staff training was up to date and that the newer recruits would be trained imminently. The Single Central Record was now held by the HR Department at central Trust level. She stated that 97% of parents had stated that they felt their children were safe in school. Fiona Whyman and Ann Higgins would talk regularly to the pupils about whether or not they felt safe.

The Principal was confident that if parents felt there was a problem, then they would speak up.

**It was agreed that the Safeguarding Audit Report would be uploaded to Governor Hub.**

LH to upload Safeguarding Audit Report to Governor Hub.

## **7. Feedback from Link Governor Visits**

The Chair and EYFS Link Governor, Mel Wellard, presented her Link Governor Report on her 5<sup>th</sup> February visit to meet with Wendy Darrell. Full details are attached to the Minute Book. She stated that she had been really impressed by the enthusiasm of all the teachers and the behaviour and levels of interaction of the pupils.

**Governors noted the report.**

The Chair then presented the report on the LGB self-evaluation as prepared by the working party who had met on the 8<sup>th</sup> March. Full details are attached to the Minute Book.

**Having reflected on the responses highlighted in the report, governors agreed to implement the action points outlined in the report.**

Link Governor, Guy Pyle, presented his Link Governor Report on his 2<sup>nd</sup> February visit to meet with Linda Hothersall to discuss general areas upon which the academy could improve. He reported that it had been agreed that more work could be done to improve the mental health of pupils in order to have a positive effect on learning. Full details of the report are attached to the Minute Book.

**It was agreed that the proposed new Mental Health Working Party would progress this issue.**

Link Governor, Wendy Darrell, presented her Link Governor Report on her 23<sup>rd</sup> February meeting with Rob Hothersall to discuss the SENCo role and associated provision at the academy. She highlighted the enormous amount of work Rob Hothersall had done in a short amount of time. Full details of the report are attached to the Minute Book, including the SEND and Safeguarding Action Plan 2015-17.

Principal Linda Hothersall informed governors that changes were afoot in relation to SEN cluster funding but that the new arrangements were not yet known.

**Governors noted the report and Action Plan for SEND.**

Health & Safety Link Governor, Brian Elflett, presented his Link Governor Report on his 4<sup>th</sup> March visit to meet with Business Manager Linda Mahoney. He stated that the purpose of the visit was to go through the academy's risk assessments as per the Gallagher's Health & Safety Report. Full details of the report are attached to the Minute Book.

**Governors noted the Link Governor report and the update on Gallagher's Health & Safety Report brought to the meeting under agenda item 9.**

Maths Link Governor, Louise Gayton, presented her report on her 24<sup>th</sup> February visit to meet with Peter Howard. She highlighted concerns over SATs and the fact that the papers were largely unwritten and untested. However, she reported that progress across the academy was generally good and that the few pupils of concern would benefit from top up teaching and interventions. Full details are attached to the Minute Book.

**The report was noted.**

The Clerk reported that all the Link Governor Visit Reports had been uploaded to the Link Governor folder on Governor Hub.

**8. Feedback from Working Parties**

Governors gave an update on the focus and activities of the various Working Parties as follows:

- Writing – Ann Higgins
- British Values – Guy Pyle
- Speaking & Listening – Louise Gayton
- Health & Safety – Brian Elflett
- School Curriculum – Linda Hothersall.

**It was acknowledged that the Health & Safety feedback was covered under agenda items 7 and 9 and that the School Curriculum feedback was not as yet available. All other reports were noted.**

The Clerk indicated that, for the reference of governors, she would upload to Governor Hub any written feedback forwarded to her in due course.

**9. Update on Health & Safety Report**

Business Manager, Linda Mahoney, presented the updated Health and Safety Report, which indicated the management responses to the risks highlighted by Gallagher's, as requested by governors. Full details are attached to the Minute Book.

She indicated that the Trust had confirmed that CIF funding would fund the project to remove the dragonfly play installation and re-tarmac the whole area.

**Governors noted the report.**

**10. Finance Update/ Management Accounts**

Business Manager, Linda Mahoney, presented the Management Accounts to the end of January 2016, as attached to the Minute Book.

She highlighted the additional expenditure items including the two extra teaching assistants and spending on staff development.

*Ann Higgins left the meeting at this point (7.23pm).*

The Business Manager informed governors that the budget review process for 2016/17 had begun and details would be available at the next meeting.

**The reports were noted.**

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

There were no matters to be brought to the attention of the Board of Directors.

There were no additional items to be added to the Risk Register.

**12. Any other business**

There was no other business.

**13. Date & time of next meeting**

The next meeting was scheduled for Wednesday 11<sup>th</sup> May 2016.

*The meeting closed at 7.27pm.*