

**EASTGATE ACADEMY****Minutes of the meeting of the Local Governing Body****Wednesday 12<sup>th</sup> November 2014 at 5.15am, held at Eastgate Academy**

**Present:** Jeremy McManus (Vice Chair), Guy Pyle, Louise Gayton, Ann Higgins, Brian Elflett (Parent Governor), Danielle Flores-Yallop (Parent Governor), Wendy Darrell (Staff Governor), Linda Hothersall (Principal).

**In Attendance:** Duncan Ramsey (Consultant Principal), Mary Farr (Business Manager), Fiona Whyman (Inclusion Manager), Deborah Hinks (Clerk).

*The meeting was quorate.*

**1. Apologies for absence**

Apologies from Melanie Wellard and Alan Evans were received and accepted.

In the absence of Mel Wellard, Jeremy McManus took the Chair for the meeting.

**2. Declarations of Interest**

There were no declarations of interests.

**3. Minutes of the meeting held on 17<sup>th</sup> September 2014 and Matters Arising**

The Minutes of the meeting held on 17<sup>th</sup> September 2014 were agreed as an accurate record and signed by the Chair.

**Matters Arising**

**P1:** Danielle Flores-Yallop has completed her Register of Business Interests form.

**P3:** Attendance Data by vulnerable group will be covered under agenda item 6.

**4. Targets for 2014/15**

Principal Linda Hothersall provided governors with a list of academic progress targets for 2014/15, copies of which are attached to the Minute Book (*Eastgate Academy Target Setting for 2014/15*).

The Principal explained that, going forward, the DfE intended that pupils would be graded as being at a particular Stage, rather than at a Level as previously. However, Year Groups 2 and 6 would still be graded at Levels. She intended to be in a position to break down the targets into vulnerable groups by the next meeting.

*Ann Higgins joined the meeting at 5.20pm.*

The Principal outlined that at Key Stage 2, there were 6 pupils who may not make the expected two Levels of Progress. Consultant Principal, Duncan Ramsey, suggested that the targets may need to be realigned in light of this but highlighted the fact that the Eastgate targets were significantly higher than the nationally expected levels.

The governors noted the report.

## 5. Pupil Premium Focus

Governors were presented with a comprehensive report explaining how the academy is focussing on its disadvantaged pupils. A copy of the report is attached to the Minute Book (*Case Study: Pupil Premium – Comparative Data, Impact and Next Steps*).

The Principal highlighted how the academy's intake of disadvantaged pupils compares with the national average, the barriers and challenges these pupils face, the actions the staff are taking to help improve the performance of these children and the impact of these measures.

The governors noted the report and ascertained that the relevant information had been published on the academy's website in line with legislation.

## 6. Behaviour & Attendance Report

Governors discussed the latest update on behaviour and attendance data, as attached to the Minute Book (*Behaviour & Attendance Report Autumn Term 2014*), noting that attendance continues to be very good at over 97%.

Linda Hothersall explained that one of the pupils with less than 80% attendance was a traveller but that the pupil had been furnished with a laptop to help her continue with her studies.

The Principal reported that a Trust-wide policy on attendance had been drawn up in consultation with the other academies.

The governors noted the report.

## 7. Safeguarding Audit

Inclusion Manager, Fiona Whyman, presented governors with a report on the Review of Safeguarding and Child Protection Policy and Procedures recently undertaken at the academy. A copy of the report is attached to the Minute Book (*Governor Report for Review of the Safeguarding and Child Protection in Schools 4.11.14*).

Noting the report, Governors ascertained that steps were being taken to

- teach e-safety more consistently
- formalise record-keeping
- adjust forms e.g. for 'Nagging Doubts'
- embed the Safeguarding and Whistleblowing policies.

It was asserted that, as the appointed Safeguarding Link Governor, Ann Higgins would be informed about and included in the half-termly safeguarding/child protection meetings.

LH/FW to provide AH with the safeguarding meeting dates.

Governors acknowledged their responsibility for ensuring the safeguarding arrangements of the academy.

**8. Data Dashboard**

Consultant Principal, Duncan Ramsey, explained that the Data Dashboard had only just been published today so would be discussed at the next meeting.

**9. Academy Development Plan 2014/15 update on progress**

Principal Linda Hothersall presented an update on the progress made towards the Academy Development Plan, details of which are attached to the Minute Book (*Review of ADP October 2014*).

Together with Staff Governor Wendy Darrell, the Principal highlighted the steps the staff had taken to improve teaching, including actions to:

- ❖ close the gaps between vulnerable groups
- ❖ embed learning behaviours, particularly in Speaking & Listening
- ❖ question effectively
- ❖ monitor marking
- ❖ target intervention through big book topic work and the Speaking & Listening Scheme.

It was reported that the Cluster will be adopting the Assertive Mentoring scheme explained in an earlier governor meeting but that the 4<sup>th</sup> Stage entitled “Ready” would not now be used (refer to report).

The Principal encouraged governors to discuss the Development Plan with her and the academy staff and contribute their own opinions.

**10. Link Governor Monitoring Feedback**

Link Governors Guy Pyle and Louise Gayton gave feedback to the rest of the governors on their recent academy visits (*Link Governor Visit Forms* attached to the Minute Book).

Guy Pyle had attended the September staff INSET Day and indicated that it was an invaluable session covering the guides and goals for the term ahead.

Governors discussed the merits of attending future INSET Days and SLT meetings.

Louise Gayton reported on her October visit to discuss the nature of the Inclusion Manager’s role. She had been struck by the range of the workload and the knowledge base and commitment of Fiona Whyman and reported being impressed by the aspects of restorative practice and positive reinforcement.

**11. Financial Update**

Business Manager, Mary Farr, presented governors with the updated Management Accounts to the end of September 2014 (*Income and Expenditure Account to Sept 2014* attached to the Minute Book) together with the draft Buildings Improvement Plan (*also attached*).

She indicated that it was her intention to meet more frequently with the Trust Finance Director to develop her understanding of the Trust system. The

Business Manager highlighted the adjustments made to the salary lines in light of the pay increases to teaching and non-teaching staff as well as the adjustments to Universal Infant Free School Meals (UIFSM) funding. It was indicated that the Contribution to Reserves after reforecasting stands at £8,513.

Moving on to discuss the Building Improvement Plan, governors questioned:

- the link with the County Council (NCC) in submitting plans
- the purpose of the pizza oven
- the condition of the boilers
- the frequency of building surveys by NCC
- maintenance service contracts
- development of the car parking area.

It was ascertained that NCC are sent the building plans when appropriate; the pizza oven is used in engaging pupils in 'Real World Experiences'; the boilers have been recently serviced; NCC undertake buildings surveys every 5 years; on-going maintenance is undertaken by T M Browne Ltd and the enlargement of the car parking area was completed within two days with more work scheduled to add disabled and visitor parking.

## **12. Changes to EYFS**

Staff Governor and EYFS Team Leader, Wendy Darrell gave a presentation to governors on recent changes to the Early Years Foundation Stage.

WD to provide the Clerk with the EYFS presentation.

She indicated that the EYFS will be judged and graded by Ofsted separately to the rest of the school. Particular attention would be paid to such areas as:

- the curriculum offered
- Spiritual, Moral, Social and Cultural (SMSC) aspects of learning and the promotion of British values
- progress of the disadvantaged pupils and the most able
- the proportion of children achieving a Good Level of Development (GLD)
- the accuracy of assessments and observations
- engaging parents with the pupil's learning.

It was explained that data about the children would be collated on-entry and their progress would be tracked and predictions made about future attainment.

Consultant Principal, Duncan Ramsey, stressed the importance of the proportion of children making Expected Levels of Progress and Better than Expected Levels of Progress. He suggested that governors should monitor where the academy's strengths and/or weaknesses lie.

Governors asked whether it was possible to correlate EYFS data with other local providers, but the Principal intimated that the Cluster was unwilling to co-operate in this way. However, it was intended that information and good practice would be shared with the other Trust EYFS provider, Nelson Academy.

Wendy Darrell outlined a number of actions the EYFS team were implementing, highlighting the increased emphasis on getting parents involved with their

children's learning.

**13. Any other business**

- i. Governor Brian Elflett indicated that he would be undertaking a further Link Governor Visit week commencing 17<sup>th</sup> November.
- ii. Governors enquired as to the use of the Ofsted Parent View facility.
- iii. Governors were invited to book a seat at the *Hosanna Rocks* production.
- iv. Linda Hothersall informed governors that John Parker of West Norfolk Glass had donated a glass cross sculpture to the RE department, which would be used as a focal point for assemblies.
- v. Linda Hothersall informed governors that she had received two requests for two members of staff to work part-time from September 2015. The approval of Governors was sought and received.

**14. Date and time of next meeting**

The next meeting will be on Wednesday 14<sup>th</sup> January 2015 at 5.15pm.

*The meeting closed at 6.55pm.*