

EASTGATE ACADEMY**Minutes of the meeting of the Local Governing Body****Wednesday 17th September 2014 at 5.15am, held at Eastgate Academy**

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

In Attendance: Duncan Ramsey (Consultant Principal), Mary Farr (Business Manager), Alan Evans (Director of Finance, CWA Academy Trust), Deborah Hinks (Clerk).

The meeting was quorate.

1. Apologies for absence

Apologies from Melanie Wellard, Danielle Flores-Yallop and Alan Fletcher were received and accepted.

In the absence of Melanie Wellard, Vice Chair Jeremy McManus took the Chair for the proceedings.

Introductions were made for the benefit of Duncan Ramsey, who explained his role within the Trust as Consultant Principal tasked with challenging and supporting the primary academies.

2. Register of Business Interests for 2014-15 and Declarations of Interest

All those present confirmed that there were no amendments to be made to their Register of Business Interests forms for 2014-15.

There were no declarations of interests pertinent to the agenda items under discussion.

DFY to complete Register of Business Interests form.

MW to confirm Register of Business Interests correct.

3. Election of Chair & Vice Chair for 2014-15

The Clerk took the Chair for the election of a Chair, indicating that Melanie Wellard was the sole nominee for the role. In the knowledge that Melanie Wellard had accepted the nomination, **it was proposed by Jeremy McManus, seconded by Linda Hothersall and unanimously agreed to elect Melanie Wellard as Chair of the Local Governing Body for 2014-15.**

The Clerk indicated that Jeremy McManus was the sole nominee for the role of Vice Chair. The nomination having been accepted, **it was proposed by Brian Elflett, seconded by Guy Pyle, and unanimously agreed to elect Jeremy McManus as Vice-Chair of the Local Governing Body for 2014-15.**

4. Minutes of the meeting held on 10th July 2014 and Matters Arising

The Minutes of the meeting held on 10th July 2014 were agreed as an accurate record and signed by the Vice Chair.

Matters Arising

P1: Danielle Flores-Yallop will be approached to complete her Register of Business Interests Form and to provide her DBS number.

P2: 'Flight path progression' will be discussed at Parents' Evenings and will form part of the Assertive Mentoring Scheme.

P3: The academy's success was publicised in the press as requested.

As the academy's Key Stage 1 outcomes did not match national averages, an early Ofsted will not be requested.

Duncan Ramsey reported that a simpler system of assessment by Ofsted was being introduced, which he hoped would be adopted across the Trust. The new scheme would be based on 'age-related bands' whereby, for example, a KS2 child would be assessed as 'working at KS2'. This should provide parents and teachers with a clearer flight trajectory for pupils.

Linda Hothersall sought clarification as to what governors required regarding the 'pupil level report' as she felt that actual pupil names should not be discussed.

P5: The poster was amended as requested by governors.

The Clerk had been instructed to postpone Pupil Premium data analysis until the next meeting.

Linda Hothersall reported that attendance at other schools within the cluster was similar to Eastgate Academy.

Ann Higgins will report on her Link Governor visits under agenda item 9.

Link Governor job descriptions will be discussed with Mel Wellard.

P5 & P6: Linda Hothersall reported that in the absence of further governor feedback on the ADP and SEF, both had been completed.

5. Review of 2013/14 Performance Data & Target Setting for 2014/15

Principal Linda Hothersall directed governors to the report circulated prior to the meeting (*Eastgate Primary Academy-Achievement Profile* attached to the Minute Book) and tabled two further reports detailing critical issues and strengths of the academy and the SLT's analysis of the data (*Towards Excellent Achievement in Norfolk Schools: Pack2: Your School Data and Analysis of the Data by the SLT*, both attached to the Minute Book).

The Principal outlined the need to scrutinise the EYFS data and address the ensuing issues which have a knock-on effect on Key Stage 1. She talked governors through the ways in which the Senior Leadership Team are trialling different approaches to tackling the issues raised in the report.

Duncan Ramsey acknowledged the excellent progress the pupils make in Key Stage 2 from a low starting point. He emphasised the importance of the progress measures rather than simply the attainment levels shown in this report.

The Consultant Principal expounded on his earlier comments under agenda item 4, informing governors that changes in the assessment system from 2016 will introduce 'Pass Marks' acknowledging a child is ready for High School. This was deemed a fairer measure as it will place more emphasis on making 'good or better' progress and take some of the pressure off teachers to achieve the highest attainment levels.

6. Behaviour & Attendance Monitoring Report 2013/14 & Target Setting for 2014/15

The Principal, Linda Hothersall, drew the governors' attention to the *Behaviour and Attendance Monitoring Report* (attached to the Minute Book), which outlined the behaviour and attendance levels for the previous academic year, including exclusions, racist and bullying incidents and comparative attendance levels over the three year period.

She reiterated the focus the staff had placed on improving EAL attendance and outlined the reward schemes in place to encourage attendance, sponsored by local businesses such as Uptech and T.M. Browne Ltd.

Governors requested that attendance data by vulnerable group be brought to the next meeting.

MF to provide attendance data by vulnerable group for next meeting.

Consultant Principal Duncan Ramsey highlighted the potentially above-national-average attendance levels (based on 2013 national data: 2014 data yet to be confirmed) and congratulated the academy on its low levels of Persistent Absence.

Linda Hothersall indicated to governors that the academy's target for attendance for 2014-15 was 96%.

7. Academy Development Plan 2014/15

The Principal presented governors with the *Eastgate Academy Development Plan* pointing out the areas relevant to each Link Governor area under point 4 of the *Three year outline Academy Development Plan 2014-2017* (attached to the Minute Book). She highlighted the *Academy Development Plan for 2014/15* in Appendix 1 of the report.

Vice Chair Jerry McManus reminded governors of the need to schedule Link Governor visits and report back to the LGB meetings.

8. National Child Measurement Programme (NCMP)

Linda Hothersall explained the NCMP to governors, indicating that the academy had been invited yet again to take part in the annual survey of Reception and Year 6 pupils. She outlined her reservations regarding the scheme and the detrimental effect on pupils who were told they were obese.

A balanced discussion took place regarding the merits and drawbacks of the programme. Governors ascertained that the academy staff promoted healthy eating in general and would talk to parents individually where concern was felt.

The governors agreed unanimously that the academy would decline to take part in the NCMP this year but would review the decision next year.

9. Link Governor Monitoring Feedback

Link Governor Ann Higgins talked governors through her three visits to the academy, notes from which are attached to the Minute Book.

She outlined that she had visited the academy in July to interview a cross-section of pupils to discover how safe they felt whilst at school including e-safety.

She moved on to discuss her June visit to review Religious Education (R.E.) across Key Stage 1 and 2 and the statutory requirements regarding R.E. Linda Hothersall added that the academy occasionally hold 'R.E. Days' when they focus on relevant topics.

The Link Governor also discussed her observations of the Read Write Inc scheme in practice throughout the key stages, with which she was particularly impressed.

It was agreed that termly visits were optimal across the Link Governor areas.

10. Planning for the New National Curriculum

Principal Linda Hothersall outlined that the staff were introducing new ideas in relation to the introduction of the new National Curriculum, including the concept of the Learning Wheel and the Friday meetings as discussed at an earlier governor meeting.

Consultant Principal Duncan Ramsey asked whether details of the curriculum had been added to the website as this was now a requirement so that parents are aware how the curriculum is mapped out across the year. Business Manager, Mary Farr, asserted that it had but will be expanded in due course.

11. Financial Update/Management Accounts/Budget 2014/15

Business Manager, Mary Farr, took governors through the financial reports circulated prior to the meeting (*Management Accounts to end August 2014* attached to the Minute Book). Governors were pleased to learn that the contribution to reserves was higher than expected, standing at £140k, subject to confirmation.

It was reported that the take-up of Universal Infant Free School Meals is currently 85%, following modifications to the kitchen over the summer (*Eastgate Academy Buildings Projects 2014 update*, attached to the Minute Book). Details of further building works were disclosed including the installation of a trim trail in the Year 5/6 playground, classroom decoration, the lottery-funded community cabin and the initiation of a wireless infrastructure.

Governors briefly discussed the longer-term plan to incorporate the Reception class into the main school and install a canopy across the external area of Years 3/4 classrooms. Revenue funding for a nursery was also discussed together with capacity and catchment issues.

12. Any Other Business

Brian Elflett highlighted the problems caused by the profusion of pushchairs in the academy when pupils are picked up from school. Linda Hothersall explained that for safety reasons, it was paramount that pupils were sent out from the classroom door so the system will have to remain as it is.

Linda Hothersall reported that the residential visit to York for Years 4-6 was very successful with much positive feedback from pupils and parents.

13. Date and time of next meeting

The next meeting will be on Wednesday 12th November 2014 at 5.15pm.

The meeting closed at 6.40pm.