

EASTGATE ACADEMY**Minutes of the meeting of the Local Governing Body****Wednesday 15th July 2015 at 5.15pm, held at Eastgate Academy**

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

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

The meeting was quorate.

1. Apologies for absence

Apologies were received and accepted by Danielle Flores-Yallop.

2. Declarations of Interest

There were no declarations of interests.

3. Minutes of the meeting held on 22nd April 2015 and Matters Arising

The Minutes of the meeting held on 22nd April 2015 were agreed as an accurate record and signed by the Chair.

Matters Arising

P3: The results of the EYFS moderation had been circulated to governors.

P3: Feedback on the ADP had been received by the Principal. The Chair and the Principal had ensured the risks in the Risk Register are reflected in the ADP. The Principal and the Consultant Principal, Duncan Ramsey, will be working together to produce an additional 'Top Page' of key issues resulting from the SATs outcomes.

P4: Jerry McManus attended a Book Scrutiny session as planned. A further session is scheduled. The Chair asked for a training session for governors on Book Scrutiny. The Consultant Principal, Duncan Ramsey, agreed to offer this at a future LGB meeting.

P6: Governors were reminded to contribute to the Governor Fund as agreed.

Clerk to add Book Scrutiny training session by DR to September agenda.

Governors to contribute to the Governor Fund as agreed.

4. SATs Results

The Principal, Linda Hothersall, presented the latest SATs results including phonics, Key Stage 1 and Key Stage 2, as attached to the Minute Book.

Talking governors through the dataset, she pointed out that the staff had expected the phonics score to reach 70% so had been particularly proud of the 83% score reached. Governors passed on their congratulations. She explained that the Key Stage 1 results were the highest they had been since she had been at the school, highlighting in particular the Level 3+ results. She admitted that Writing remained the focus for further improvement, together with Spelling.

Referring to the Key Stage 2 results, the Principal explained that one pupil had

missed reaching Level 4, though the whole cohort had got a Level 4 in Maths.

Consultant Principal, Duncan Ramsey congratulated the academy on its results overall, especially in Reading and Maths. He challenged the Principal over the plans the academy had to improve Writing.

Principal, Linda Hothersall, informed governors that there was a range of curriculum and appraisal strategies designed to deal with the issue of Writing. She reported that staff had been clearly instructed to focus on improving ability in Writing. A number of initiatives had been introduced, some of which focussed on Speaking and Listening as an essential pre-cursor to Writing, including:

- A new auditory response system designed to help dyslexic children to listen
- Augmented books to help children start to describe what they see
- Software for pupils to design their own books
- Learn Pads
- Use of drama to inspire pupils to write
- Read Write Inc for spelling.

The Chair, Mel Wellard, requested presentations on some of the programmes in future meetings in order to enhance the understanding of governors.

Governors asked when the SATs National Comparators would be known, to which the Consultant Principal responded that it would be November or December.

LH to organise presentations to governors on Writing interventions/programmes

The Principal drew governors' attention to the datasets by vulnerable group, as attached to the Minute Book. She stated that at Key Stage 2, the biggest difference lay in gender. She reported that the current Year 6 cohort was 10 girls and 35 boys but that this would be the last of the male-oriented cohorts.

The Consultant Principal, Duncan Ramsey, outlined how the accountability measures would change from September in terms of measuring both attainment and progress. He cited that the academy was well placed for these new measures and fully geared towards the curriculum changes.

Governors discussed the academy's self-evaluation following the SATs results and agreed that it looked to be securely Good, particularly in light of the challenges and context of the cohort. It was thought that the rapid improvement made over a three year period stood it in good stead for further progress through the Ofsted gradings.

Governors discussed the importance of a pupil's success at Key Stage 2 as a pathway to successful Key Stage 4 outcomes and beyond. It was suggested that it would be interesting to track the children through the secondary phase although it was acknowledged that this would be complex and complicated by the fact that not all pupils went on to a secondary school within the Trust.

Governors reiterated their congratulations to the academy staff and pupils on the SATs results, suggesting that the marketing team be used to publicise the academy's achievements.

5. Principal's Report to Governors

Turning to the Academy Development Plan, attached to the Minute Book, the Principal, Linda Hothersall, highlighted the changes made to the document, incorporating the risks on the Risk Register. She reported that policies and procedures associated with health & safety and the disaster recovery plan were all in place.

The Principal enlarged upon the philosophy behind the academy's approach and the addition of the CES (Curriculum Ethos Statement) column in the ADP, which reflected the following elements:

- ❖ Secondary Ready (A)
- ❖ Celebrate Community (B)
- ❖ Creative Thinkers (C)
- ❖ Independence and Resilience (D)
- ❖ Restorative Practice (E)

She outlined that the ADP remained a working document, actively used in staff meetings and appraisals. The Chair ascertained that the document would be updated half-termly and regularly brought back to the governors.

Governors asked for an update on behaviour at the school. The Principal reported that there had been three fixed term exclusions lasting 2-3 days since the last governing body meeting.

6. Review of Complaints

The Principal, Linda Hothersall, reported that there had been no complaints made to the school during 2014/15.

Governors asked whether there had been any racial incidents, to which the Principal replied there had been none.

7. Link Governor Monitoring Feedback

Link Governor Louise Gayton talked governors through her Link Governor Visit Form relating to Numeracy, as attached to the Minute Book. She highlighted the difficulty in trying to predict next year's outcomes in light of the recent changes and the fact that the SATs paper for 2016 would have no 'dry run'. The increase from a floor target of 65% to 85% would also prove challenging.

The Consultant Principal, Duncan Ramsey, indicated that there would be sample SATs papers on the website.

Governor, Ann Higgins, informed governors that she had attended the June Norfolk Governors' Conference, which had included an overview of the county's educational performance, a spotlight on the characteristics of good governance and a particular focus on the need to challenge homophobia and transphobia in schools. The Principal, Linda Hothersall, stated that homophobia was not an issue at the academy. The Chair, Mel Wellard, enquired as to whether specific staff training was carried out on dealing with transgender issues. The Principal stated that it is covered as part of the regular safeguarding training for staff and within the PSHE curriculum for pupils.

8. Management Accounts 2014-15/Budget 2015-16

Business Manager, Linda Mahoney, presented the latest Management Accounts to the end of May 2015, as attached to the Minute Book. She reported that the forecast contribution to reserves stood at £7859.

She highlighted that the staffing costs showed savings due to maternity leave, discussed at an earlier meeting, Learning Resources (not ICT) included items bought in for September and that Catering Supplies were higher because more fresh food was being bought in. It was anticipated that savings would be made in future as the kitchen staff were now using a new supplier, having liaised with the Catering Manager at King's Lynn Academy.

Governors queried the 'Bought In Professional Services'. The Principal explained this covered such items as people coming to the academy to run courses and the facilities of the Short Stay School.

The Management Accounts 2014-15 were noted.

The Business Manager presented the budget for 2015-16 agreed by the Trust Board of Directors, explaining that there had been a small change in that a member of teaching staff was leaving and being replaced by a cheaper NQT.

The Budget 2015-16 was noted.

The Business Manager outlined that work would be carried out in the summer holidays, funded by the Condition Improvement Fund allocated by the Trust. This would include the new electronic barrier to stop pedestrian access to the car park, the new pedestrian gate marking out pedestrian access to Reception and the installation of new boilers. The academy had worked alongside Downham Market Academy, who were also installing new boilers, in order to negotiate a better deal.

The Chair asked whether parents had been informed of the pedestrian access changes. The Principal indicated that they had.

9. Overview of LGB Self-evaluation Process

The Chair, Mel Wellard, explained the annual process of self-evaluation of the Local Governing Body of each of the Trust's academies. The Chair indicated that the LGB Self-evaluation Form (previously circulated to governors) would be emailed to governors so that it could be completed electronically and the results would subsequently be collated and evaluated. The intention would be to determine the LGB's strengths and areas for improvement, which governors could then draw up an action plan to address. Governors agreed to complete the Self-Evaluation Form and return to the Clerk, as directed.

Clerk to email the Self-Evaluation Form to governors to complete and return.

The Chair also outlined that the annual Skills Audit of Governors was due for review and that these forms would also be forwarded to governors to complete forthwith.

Clerk to email the Skills Audit Form to governors to complete and return.

It was also agreed that the *Ofsted Awareness Sheet for Governors (Primary)*, drawn up by Consultant Principal Duncan Ramsey, as previously circulated to

governors, would be discussed at the next informal meeting of governors in September.

10. Any Other Business

Prevent Training

The Chair, Mel Wellard drew attention to the DfE internet training module relating to the Prevent Duty (anti-radicalisation), which the Clerk had emailed to governors on 3rd July. The Chair recommended governors access and complete the module and inform the Clerk so that the training log could be updated.

Governors to consider completing the Prevent Duty internet training module.

CEOP Training

The Chair, Mel Wellard reminded governors that a training session on Child Exploitation and Online Protection (CEOP) and Ofsted's safeguarding expectations of governors would take place between 5pm-7pm on Thursday 16th July at King's Lynn Academy.

11. Calendar of meeting dates for 2015/16

The Clerk presented the proposed meeting dates for 2015/16, as attached to the Minute Book. Governors approved the calendar of meeting dates as presented.

The meeting closed at 6.50pm.