

**MINUTES OF THE YOUNG PEOPLE'S ACADEMY LOCAL GOVERNING
BODY(LGB) MEETING HELD ON THURSDAY 16th JULY 2015 at 11.00am**

Members: Mrs M Francis (Chair)
Mrs K Everett(Vice Chair)
Ms L Cornwell (Headteacher)
Councillor P Davis
Mrs Z Hammond
Mrs E Horrigan
*Mr R Macdonald
Miss H Watson

*Denotes absence

Also Present: Mrs T Goodsell-Clerk to the Governors
Mrs C Jenkins-OHCAT Finance Director
Mrs M Lentes-Deputy Headteacher
Mrs N Stephens-Assistant Headteacher
Mr R Venchard-External Consultant-For Induction Session only
Mr R Mills-Chair of Governors-Carew Academy-For induction Session only.

All present were welcomed to the meeting and round the table introductions were made.

The meeting was preceded by a governor induction session led by Rama Venchard, OHCAT External Consultant. The session aimed to inform new governors of their role on the local governing body, particularly focussing on how their role fits within the Multi Academy Trust (MAT) structure. The session also covered portfolio governance arrangements and Ofsted's expectation of governors.

Mr Mills, Chair of Carew Academy, spoke to governors about this experience of a being a governor on an LGB, particularly in terms of preparing for Ofsted. He commented that the Carew LGB had been able to focus on the core task of improving teaching and learning within the school, because the Trust had dealt with other strategic matters such as funding, premises and legal issues. He also stressed the importance of capturing the parent voice, through surveys etc, to ensure that there is good evidence for Ofsted. Mr Mills also spoke about the success of the portfolio governance system at Carew which had ensured that governors were well-versed in all the aspects of the school life and the template provided by the Trust for governors to complete following their visit had provided excellent evidence for Ofsted.

Governors **RECEIVED** the presentation and thanked Mr Venchard and Mr Mills for their input.

Action: The clerk to email the presentation to all governors

1. Apologies for Absence

No apologies had been received.

Mr R Macdonald did not attend the meeting.

2. Declarations of interest

Governors were asked to complete the annual declaration of interest form and return it to the clerk. The clerk advised that governors should declare any interest, pecuniary or otherwise . Guidance on what constitutes a pecuniary interest was circulated.

Ms Horrigan declared that her school, Harlington Community School, procures services from HTC.

3. Constitution and Appointments

Governors were advised that the YPA and The Skills Hub will be a joint LGB when HTC converts to an academy sponsored by OHCAT and becomes the Skills Hub on 1.9.2015. Therefore two vacancies are being held on the LGB for a parent and staff governor from the Skills Hub.

Governors **NOTED** this information.

4. Headteacher's Report

Students

Ms Cornwell reported that the school is continuing to add to the numbers on roll but she stressed the importance of gatekeeping to ensure that pupils are not admitted if their needs cannot be met.

Budget

Ms Horrigan asked what support is received from the Local Authority with regard to student assessments. Ms Cornwell said that this is an ongoing issue as the school is currently not allowed to offer assessments placements because of the funding formula.

Funding has been secured for 60 places until March 2016. This is based on all pupils being on Band 7. After this date, YPA will only receive funds for the actual number of students on roll and these will be banded according to need.

In response to a question, Ms Cornwell said that pupils come from this LA and neighboring boroughs as this type of provision is not available in other areas. In these circumstances the school will inform the LA as to what funding is needed.

Ms Cornwell stressed the importance of ensuring that the school is up to its Published Admissions Number (PAN) by January 2016.

Personnel

Ms Cornwell confirmed that YPA is almost fully staffed for the next academic year. The school has recently appointed a Science and Maths teacher. These posts are hard to recruit to so this is a positive for the school. Some previous posts have been deleted as the school is able to use expertise from the Trust. This means savings have been made i.e. YPA's Business manager is currently on maternity leave and her worked is being covered by the Business Manager at Hillingdon Tuition Centre.

Governors noted that there are some unqualified teaching staff. The Trust's pay policy states that they must qualify within three years. Therefore, unqualified staff will embark on an 'Access Only' course in 2016/7 (similar to a Graduate Teaching Programme). Mrs Horrigan offered placements at her school as part of trainee teachers' secondary school experience.

School Improvement

Governors noted that Ofsted will inspect the school in the first five terms of it becoming an academy. From September, it will be easier to implement the necessary changes to drive the school forward and embed a culture of high expectations and aspirations for progress. SLT have spoken to staff yesterday about the calendar for the next academic year.

Health and Safety and Premises

Ms Cornwell had previously circulated a Health and Safety Report following the recent inspection carried out by the London Borough of Sutton's Health and Safety Team. This had been a good inspection and most areas for improvement have been addressed. An action plan is in place and works will continue on a rolling plan. This will include work to ensure that the Caretaker's cupboard is tidied and the chemical store segregation takes place.

Ms Cornwell spoke about her intentions to make further links with the local community for example, Crossrail.

Ms Cornwell also explained that the Trust has appointed Fundraising consultants to raise money for schools within the Trust.

Action: Ms Cornwell will provide an update next term and liaise with the portfolio holder for Health and Safety.

Future Planned Events

Ms Cornwell said that, following the recent successful opening day, the school intends to host a summer fair every year, along with The Skills Hub. Mrs Francis asked whether the school had received any feedback from the parents with regard to

the Open day. Mrs Hammond said that parents had enjoyed the occasion and the event had provided an opportunity for parents to get to know each other and network.

She then spoke about the House system which will include more activities and competitions next year. Some of the new Year 6 intake for next year have already joined in with some of the competitions. There is a new initiative, whereby each House will have a budget and can plan how to spend it at the end of the year. As part of the school's 'restorative justice' ethos, the House budget will pay for any damages incurred too!

There will be a fortnightly parenting session offering advice and guidance on matters such as on-line safety, the prevention of radicalisation etc.

Governors **RECEIVED** the Headteacher's report

Dashboard

Governors acknowledged that the dashboard is 'work in progress' and John Prior, the Principal at Carew, is working on a system that will ensure that governors are provided with the information they require to enable them to be well-versed in all areas of the school life .

Ms Cornwell reported that the DfE is changing the target for pupil attendance to 90%. Attendance at YPA is reasonably good, but there needs to be improvement. Some of the strategies being used to improve attendance include a 'softer' start, where students can choose an activity or club to participate in first thing in the morning.

The school aims to keep fixed term exclusion to a minimum. Overall students are coping well during this time of change. The new behaviour policy will support this further.

Historically, students have not performed well at GCSE. Predicted grades at the end of this year are not looking particular good as there has not been enough time to make an impact. However, all students will achieve an entry level grade in English and Maths. Going forward, the school will be providing more support to pupils including walking, talking mock exams and improvements to access arrangements . Ms Cornwell said that governors should treat the English and Maths progress data with caution, as quality assurance is currently insecure. There will be a heavy focus on this next year, including opportunities for moderation with The Skills Hub and mainstream schools. Ms Horrigan said that this will benefit all staff, including the host school.

Ms Cornwell spoke about the difficulties of benchmarking, even with other special school as the provision here is very different to many other SEN schools. Therefore it is important to focus on individual pupil progress. The school also uses the Fisher Family Trust as a benchmarking tool and this will feed into the Dedicated Improvement Reflection Time (DIRT) meetings.

With regard to observations of learning and teaching (OLT), senior leaders are supporting and challenging staff to improve their teaching. The school has adopted Carew Academy's appraisal system which provides more triangulation than before. There will also be termly assessments. There has been a further round of observations since the dashboard was produced, grades are now 50% good, 25% Requires improvement and 25 % inadequate. Fine grading judgements are also being introduced i.e. Grade 3a. Teachers will receive time between their OLTs and lesson observation to make improvements and will be provided with the necessary coaching to help them achieve their targets.

Ms Horrigan spoke about the last Ofsted inspection at her school, where there had been a clear focus on quality of teaching and pay and progression. She said that the governing body will need to be supportive of this journey and must come from a starting point of assuming that **all** staff can improve.

Ms Cornwell confirmed that there will be a review of targets in September. Staff have asked for a copy of their previous year's targets as they had not previously been given to them. She said that the new system will ensure that staff feel they have ownership.

Governors **RECEIVED** the Dashboard.

Key Areas and Risks

Governors noted that lesson observations have been externally moderated by John Prior. Next term, YPA and Skills Hub will swap staff to carry out observations. The school may also use David Scott, an external verifier who has been working with Carew, but this is dependent on affordability.

Governors discussed how complaints are dealt within the school. Ms Cornwell said the school aims to be open and transparent in how it deals with complaints. There is a Trust policy on Complaints and Compliments.

Ms Cornwell explained that the key areas and risks document is prepared each month for her monthly monitoring meetings. Governors **AGREED** that they should see this document each month to ensure that they are able to see progress made and actions taken.

Action: The Clerk to arrange for the previous key area and risk documents to be circulated.

Governors **RECEIVED** the key areas and risks document.

7. Finance and Funding

Ms Jenkins, OHCAT Finance Director, presented the management accounts and 3 year forecast from 1.4.2015 for information.

She explained that the 3 year forecast covers the first five months. A surplus of £92k is anticipated based on the school filling the 60 pupil places. Governors should be assured that the Trust is confident that this will happen.

Mrs Jenkins further explained that the budget had been prepared before The Skills Hub committed to becoming an academy sponsored under OHCAT, so there may be some economies of scale to be made.

Mrs Jenkins was asked how much Academies pay to the Trust for central services. She confirmed that this is between 3 and 6% depending on which services are bought back. The amount for core services is 3-3.5%.

There will be a need to build the cash flow over time, as there are currently no reserves.

Governors **RECEIVED** the Management Accounts and the 3 year forecast.

8. Portfolio Visits

Governors **NOTED** that governors have been allocated the following portfolios:

Mary Francis-Ethos, Vision and Strategy

Liz Horrigan-Teaching and Learning

Ross Macadonald- Health and Safety, Child Protection and Safeguarding

Councillor Peter Davis Finance and Resources

Kathrine Everett-HR

Zoe Hammond/Hayley Watson-Marketing and Business Development

Action: Mrs Goodsell to arrange the autumn term portfolio visits at the beginning of next term.

9. Policies

Governors were advised that following the alignment of OHC and OHCAT, a review of all OHC&AT policies has been undertaken in order to align policy and procedures across the organisation:

Admissions

Compliments and Complaints

Data Protection

Equality and Diversity

Freedom of Information

Health and Safety

SEN

Staff Code of Conduct

Charging and remissions
 Child Protection (Safeguarding)
 Positive behaviour
 Relationships and Sex
 Supporting Pupils with Medical Conditions/Administration of medications etc

These policies were approved by the Orchard Hill Family Board at their meeting on 30.6.2015.

OHC&AT core/mandatory HR policies are being reviewed with external input prior to approval.

Mrs Francis advised governors that these approved policies will be added to the school's website as soon as possible.

Governors **NOTED** the approved policies.

10. Any Other Business

Mrs Francis requested that for future meetings of the LGB, governors should advise the Chair and the Clerk prior to the meeting, if they wish to raise matters under Any Other Business.

Cllr Davis asked about the time commitment for governors in terms of meetings. The clerk confirmed that the LGB will usually meet once a term. Governors will also be asked to visit the school at least once a term to carry out their portfolio remit.

11. Date of next meetings

Suggested meeting dates had been circulated by the clerk but were not convenient for some governors. Therefore the following dates were **AGREED**:

Tuesday 17th November 2016 11am-1pm

Tuesday 15th March 2016 11am-1pm

Tuesday 14th June 2015 11am-1pm

12. Confidentiality

Mrs Francis read out the following statement with regard to confidentiality:

Minutes of the LGB should be public documents except for any matter relating to:

- a. a named teacher or other person employed (or formerly / proposed) at the school;
- b. a named pupil (or former pupil) at, or candidate for admission to the School
- c. any other matter which, by reason of its nature, the Governing Body is satisfied should be dealt with on a confidential basis.

Governors **AGREED** that there had been no items of confidentiality discussed at this meeting.

Mrs Francis closed the meeting by thanking Ms Cornwell and all the staff for their work. She assured them that this Board will support and challenge the school to carry out its remit that all pupils will reach their full potential.

The meeting closed at 12.45pm

CHAIR-----

DATE-----