



CHANTRY ACADEMY

Minutes of the Chantry Academy meeting of the Local Governing Body held at the academy at 5.00pm on Tuesday, 10th July 2018.

Present: Andy Baker (AB)
 Rob Croxson (RC)
 Craig D’Cunha (CD) (Principal)
 Aileen Davison (AD)
 Bob Dool (RD) (Chair of Governors)
 Lisa Perkins (LD)

In attendance: Kate Thomas (KT) – Clerk to the Governors

		ACTION
1	<u>APOLOGIES FOR ABSENCE</u>	
1.1	Apologies for absence were received from Iain Dunnett, Miles Cole and Rev’d Robert Hinsley. Governors consented to these absences.	
2	<u>DECLARATIONS OF PECUNIARY INTERESTS</u>	
2.1	No declarations of pecuniary or other interests were made regarding items on the agenda.	
2.2	Governors were reminded of the requirement to update their entries in the Register of Pecuniary Interests. Governors were further reminded of the new statutory requirements now required to be declared on the School website (as per Academies Financial Handbook 2017).	
3	<u>MINUTES</u>	
3.1	The minutes of the Local Governing Body meeting held on 24 May 2018 (copy in the Minute Book), having previously been circulated, were confirmed and signed by the Chair.	
3.2	<u>Matters Arising from the Minutes</u> Governors were asked if they had any matters arising from the minutes, which were not already included on the agenda.	

	<p>The following items were discussed:</p> <p>Item 3.2.1 - CD agreed to circulate a further update for the July meeting. CD explained that the link circulated to governors previously remained the correct one to use but the documents within the link would be regularly updated.</p> <p>Item 3.2.3 - Careers Guidance to be clearly identified in the Academy Improvement Plan and Self Evaluation Form. CD reported that he had discussed this item with the senior leadership team and would be advising RD shortly.</p> <p>Item 3.2.4 - RD asked all governors to contact Sue Haywood to coordinate a suitable date and time for a visit in the Autumn Term. RD asked for Susan Haywood to contact governors directly regarding governor visits in the Autumn Term.</p> <p>Item 4.1 - CD asked that parent governors join the new Parent Forum group and advised that Kevin Stronach would be the key staff member involved in the group.</p> <p>A governor asked if anyone else had expressed an interest in becoming a parent governor? RD advised that the elections for parent governors would take place in September in order to include the new year group (7) parents. CD asked AD if she was interested in continuing? AD confirmed that she would be interested in remaining.</p>	<p>CD/RD</p> <p>RD/SH</p>
4.	<u>ANY OTHER BUSINESS</u>	
4.1	<p>CD informed that CA had been successful in becoming the lead school for Careers within the Regional (Suffolk/Norfolk) Opportunities Area. CD added that there would be an official launch of the project on 12 July 2018.</p> <p>A governor queried why Sports Day had not been held at CA? RC replied that there was an abbreviated Sports Day. AD commented that Sports Day was a good opportunity to promote the PE and health aspects of sports. CD explained that the Sports Day had been on the calendar but unfortunately due to unforeseen staffing issues it had not been possible to host a full Sports Day. CD added that a full Sports Day would be hosted in the new academic year.</p> <p>RD reported that there were 2 link visits undertaken since the last meeting:</p> <ol style="list-style-type: none"> 1. Leadership and Management focus – RD advised that this visit had been undertaken following from the first review meeting. RD informed that the focus was on the middle leaders and there were 2 areas of concern highlighted, Geography and Science. RD explained that Science had received a high level of support and things had turned round. RD advised that for Geography, progress 	

	<p>had been slower but the levels of support used for Science would now be used in Geography.</p> <p>RD highlighted that there was discussion regarding the senior leadership. CD agreed and suggested that succession planning for governors should also be discussed in the future.</p> <p>2. Careers guidance – RD informed that the focus of the visit were:</p> <ul style="list-style-type: none"> • Ways of improving the 2 week work experience, to ensure it was more a consistently positive experience for the students (it was noted that it was a countywide issue) • Careers Fair • Link Visit recommendations from the first Careers guidance visit. • Not in Employment Education Training (NEET) data – CD explained that the NEET figures had increased compared to the previous year, but unfortunately reporting of NEET was based on data from at least 2 year ago. CD advised that the data was captured when students had remained in Education, etc for 2 terms and then again those that remained after Easter in the following year. CD explained that for the school they were not allowed to communicate with ex-students by asking what they were doing and where they were going. CD advised that some strategies being considered were to mentor students through their first year of college. CD acknowledged that the mentoring of it was not helpful to CA or the students. 	
5.	<u>PRINCIPAL'S REPORT & UPDATE</u>	
5.1	<p>CD presented the principal's report highlighting the following points:</p> <p>CD was pleased to report that at the recent Induction day 178 year 6 students arrived and there were currently 22 students on the waiting list for admissions for September 2018.</p> <p>CD explained that there were some staffing changes with one maternity cover required for English for September.</p> <p>CD advised that there was a facilities management post required during 2019. A governor suggested that the post could be a Trustwide role.</p> <p>A governor asked whether there was sufficient capacity within PE? CD replied that changing to the BTEC qualification from GCSE had been a very positive move particularly for the outcomes for students and expected results to remain positive for the Summer.</p> <p>CD reported that there had been a significant amount of staff absence, with a few staff on long term sick. A governor commented that it would be more helpful to receive Trustwide data to benchmark CA's staff absence.</p>	

	<p>Action: CD to request Trustwide absence data for teaching and support staff in order for CA to use for comparisons.</p> <p>CD informed that the feedback from the exit interviews had not highlighted any particular patterns and the majority of staff were moving on for the right reasons.</p> <p>A governor queried the reasons staff had felt the job was not what had been expected? CD explained that the exit interview data was taken from all staff including support staff. CD added that some staff had not understood the role they had applied for.</p> <p>CD advised that the data for the GCSE results was particularly cautious showing the worst-case scenario.</p> <p>CD informed that Progress 8 data was forecast as zero.</p> <p>Action: CD to provide the governors in September with an updated table, which would include the actual results for comparison purposes.</p> <p>RD reminded that the school circulates a press release from the August GCSE results, which includes governors.</p> <p><u>Teaching and Learning Update (Summer 18)</u> CD explained that the red wording referred to work undertaken since the last update.</p> <p>A governor asked whether the judgement of teaching and learning had improved for Teach First staff? CD replied that it had and the judgement had moved to outstanding.</p> <p>A governor queried whether the Lead Practitioner work was working? CD responded that it had appeared to be working with a reasonably low level of support.</p> <p><u>Behaviour</u> CD reminded that at the previous governor's meeting there had been lengthy discussion regarding why there was a higher number of C2 removals. CD advised that a number of strategies had been deployed to address the behaviour concern. CD highlighted the following:</p> <ul style="list-style-type: none"> • Tutors were involved and had a bigger role for behaviour • Information on key students was shared with staff • Supply staff had links to the subject leaders in order to ensure a consistent approach to behaviour • Heads of Departments' were involved in ensuring behaviour award points were more evenly distributed – leading to more positive engagement from the students 	<p>CD</p> <p>CD</p>
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	<p>CD explained that the number of supply staff had resulted in an increase in behaviour negative points being issued, which, if more cover supervisors had been available, would have arguably not had such a negative impact on student behaviour.</p> <p>A governor queried whether for long-term absence, long term solutions were considered? CD replied that they were considered, but the practicalities regarding the length of time absence notes were issued for varied considerably.</p> <p><u>Attendance</u> CD reported that attendance was improving year on year. CD advised that persistent absence was lower than last year and the national figure for last year.</p> <p>CD highlighted that the Data Dashboard, which showed, predicted results should show “Results 2017”.</p>	
6.	<u>GOVERNOR REVIEW AND EFFECTIVENESS</u>	
6.1	RD advised that this item would be deferred until the next Governors’ meeting on Thursday, 20 th September 2018.	
7.	<u>BUDGET UPDATE</u>	
7.1	<u>Budget Update 2017/18</u> Governors received and noted the budget update 2017/18.	
7.2	<u>Draft Budget 2018/19</u> Governors received and noted the draft budget for 2018/19. RC and AB left the meeting at this point. <u>Support Staff Increments</u> CD informed that there were 28 recommendations, 2 staff were not recommended and 3 staff were not eligible to be recommended. CD explained that the support staff increments had already been built into the budget. Governors approved the support staff increments.	
8.	<u>ALT</u>	
8.1	Governors received and noted the visit from Clive Bush – Head of Secondary Standards for the Trust. Governors were pleased to read a very positive report. A governor questioned one of the actions from the report concerned	

	behaviour in cover lessons and asked how this had become an issue? CD explained that the full provision of cover supervisors for the school would support and improve behaviour in cover lessons, but this had not been possible during the year due to a range of reasons outside of the school's control.	
9.	<u>POLICIES: REVIEW PLAN FOR 2017/18</u>	
9.1	There were no policies to approve.	
10.	<u>DATES OF FUTURE MEETINGS</u>	
10.1	Please note all LGB meetings start at 5pm Thursday, 20 th September 2018 – AD sent her apologies for being unable to attend this meeting. Thursday, 13 December 2018 Thursday, 7 February 2019 Thursday, 23 May 2019 Thursday, 4 July 2019	

The meeting closed at 6.40pm.

Signed

Date