



## CHANTRY ACADEMY

Minutes of the Chantry Academy meeting of the Local Governing Body held at the academy at 5.00pm on Tuesday, 27<sup>th</sup> February 2018.

Present:            Andy Baker (AB)  
                       Clare Barber (CB)  
                       Miles Cole (MC)  
                       Craig D’Cunha (CD) (Principal)  
                       Bob Dool (RD) (Chair of Governors)  
                       Iain Dunnett (ID)  
                       Rev’d Robert Hinsley (RH)

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

1	<b><u>APOLOGIES FOR ABSENCE</u></b>	<b>ACTION</b>
1.1	Apologies for absence were received from Rob Croxson, Aileen Davison and Lisa Perkins  Governors consented to these absences.	
2	<b><u>DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
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	<b><u>MINUTES</u></b>	
3.1	The minutes of the Local Governing Body meeting held on 5 December 2017 (copy in the Minute Book), having previously been circulated, were <b>confirmed</b> and signed by the Chair.	
3.2	<b><u>Matters Arising from the Minutes</u></b> Governors were asked if they had any matters arising from the minutes, which were not already included on the agenda. The following items were discussed:	

3.2.1	<p>Items 3.2.2</p> <ol style="list-style-type: none"> <li>1. CD advised that he would be distributing the overview of the key issues at the next LGB meeting in February. Actioned. CD circulated the key issues to governors at the meeting.</li> <li>2. Student Perception Survey results - A governor suggested that assemblies could highlight the positives and the concerns raised from the survey and introduce the action plan to address the key concerns. CD reported that a whole school assembly had taken place, and the key issues were shared with the students. CD advised that the survey would take place once a year to see how it had moved on. <b>A governor queried how the assemblies were received by students?</b> CD replied that they had been positively received by all.</li> </ol>	
3.2.2	<p>Item 3.2.3 - KT agreed to completed in readiness for the next LGB meeting, based on the latest version of the Scheme of Delegation. Actioned.</p>	
3.2.3	<p>Item 4.1 - Susan Haywood to organise a meeting with RD, LP and MC and Tommy Moseley to discuss Careers, etc. RD reported that he and MC were meeting with Tommy Moseley on 6 March.</p>	
3.2.4	<p>Items 5.1 –</p> <ol style="list-style-type: none"> <li>1. Governors asked if the data on behaviour could be seen separating out the minority of students receiving high numbers of negative points. Actioned.</li> <li>2. CD to review what the final Ipswich Opportunities Fund/Project report states when released in January to consider further how CA could benefit from further support with the Community. CD informed that he was working on Priority 3 of the Project and had also been invited to join the Partnership board. CD explained that although the funding had not so far been released directly for the children, he hoped that it would be released soon. CD advised that a key area was the transition from primary to secondary for those deprived children who were eligible for “Free School Meals” for the duration of their school time, to stop regression in the 6 week summer holidays. CD added that there were a range of funding streams available to schools, but that these required quite detailed and comprehensive bidding systems which involved a MAT, Teaching School or an LA.</li> <li>3. RD to discuss with ALT and the primaries within ALT to establish strategies regarding behaviour and transition. RD reported that a meeting had been scheduled but unfortunately had been deferred due to illness.</li> </ol>	

4.	<b><u>ANY OTHER BUSINESS</u></b>	
4.1	<p>RD on behalf of Aileen Davison (AD) had raised the question regarding why Drama had been replaced by Performing Arts and why this had not been communicated to the parents. AD also asked if in future there were any changes to options chosen whether there could be a formal communication procedure in place to ensure parents and students were fully informed. CD replied that Performing Arts had been chosen over Drama but this move would not affect the students' career pathways. CD acknowledged that the parental communication had not taken place within the normal procedures and would be investigating why. CD agreed to respond to AD regarding the matter directly. <b>A governor queried how many students were affected by the change?</b> CD replied that the numbers of students opting for Performing Arts was much larger than the small cohort of students opting for Drama. CD further explained that the performance element had been removed from the Drama GCSE but had remained within the Performing Arts. <b>A governor questioned whether parents had queried the changes?</b> CD replied that he was unaware of any concerns raised. CD added that the options process for students at CA was to opt for the subject rather than a course. CD explained that the Performing Arts module offered a broad range of subjects unlike the narrower option of Drama. CD reminded that the school always tries to timetable around the students options rather than students opting via the timetable.</p> <p><b>RD queried whether the actions had been completed from the recent Standards Committee meeting?</b> CD confirmed that the actions should be completed by 9 March.</p>	
5.	<b><u>PRINCIPAL'S REPORT &amp; SCHOOL IMPROVEMENT</u></b>	
5.1	<p>CD presented the Principal's Report and highlighted the following areas:</p> <p>CD reported that he had become a member of the National Collaborative Outreach Project (NCOP). CD explained that the organisation's aim was to steer the 29 national consortia of universities to ensure wider participation from under-represented groups. CD added that he was representing all schools in England and would be attending 2 meetings per year.</p> <p>CD was pleased to inform that 180 students were expected for Year 7 in September 2018. CD advised that this was the 3<sup>rd</sup> year in a row that CA would be full. CD informed that Year 5 open evenings were being held and Year 5s had been invited to watch the School's matinee Performance</p> <p>CD reported that some staff appointments had been flexibly covered regarding Maternity covers, Pastoral Managers and Head of Year posts. CD explained that the Head of Year posts would focus more like</p>	

	<p>Curriculum Leaders than previously and would help to strengthen the overall leadership of the school.</p> <p>CD informed that regarding absence management that although support staff had not been captured, it would be for the next meeting. CD explained that staff absence had greatly improved on the previous year's figures and this in turn would impact positively on the students. CD advised that the exit interviews for staff had not raised any particular patterns or concerns.</p> <p>CD explained that the latest data for Year 11s was based on the pre public exams undertaken in December, but that there was a new set of data, awaited, from the pre public exams taken just before half term. CD advised that staff also used their professional judgements regarding each student together with the pre public exam results. CD added that after the December exams, parents were also met with to discuss the support they could offer to their children. CD advised that revision report cards had been introduced for some students to encourage a more focused approach to revision.</p> <p>CD informed that the company Positively Mad had visited the Year 11 students to discuss revision skills.</p> <p>CD was pleased to report that teaching and learning was an improving picture with 1 science teacher and a maths teacher starting after Easter, which would mean a full teaching complement.</p> <p><b>A governor asked what the strategies were for those subjects causing the most concern, i.e. Media, PE and Resistant Materials.</b> CD replied as follows:</p> <ul style="list-style-type: none"> <li>• PE – performance at GCSE was not high, but for the BTEC qualification the performance was significantly better, hence the Year 11 cohort were all taking the BTEC qualification rather than the GCSE</li> <li>• Media – no year 11 students were taking this option/qualification</li> <li>• Resistant Materials – there had been some changes to the delivery arrangements</li> </ul> <p>RD commented that the overview had been very helpful and the key issues regarding Maths and English had also been useful.</p> <p><b>A governor asked how many students were taking French currently in year 11?</b> CD replied that it was 9 this year and 7 in the previous year.</p> <p><b>A governor challenged that there were comments regarding middle leaders and strong leadership but fewer comments regarding teaching staff generally.</b> CD explained that in recent weeks he had received visits from 2 headteachers who had sampled the exercise books of students and had remarked on the high quality. CD added that staffing</p>	
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	<p>was stable currently and this was a positive and pleasing position to be in for the academy.</p> <p>CD highlighted the improving attendance trend over the last few years. CD acknowledged that the Year 11 cohort had the poorest attendance and this was due to a larger than normal persistent absence figure, which only related to a very small number of students.</p> <p><b>A governor queried whether there were any safeguarding issues reported regarding the Prevent Duty?</b> CD confirmed that there were none reported.</p>	
6.	<b><u>BUDGET UPDATE</u></b>	
6.1	<p>CD presented the Budget update monitoring report.</p> <p>CD reported that CA would be gaining funding due to the new National Funding Formula, which was forecast to be of £54,000 benefit.</p> <p>CD reminded that for the next 2 years, funding would be passed to CA which would be actual rather than estimated, which would require using Reserves to support the budget. Governors acknowledged that this had been accounted for over the last few years, and was not unexpected.</p>	
7.	<b><u>TEACHING AND LEARNING REPORT AND EXTERNAL REVIEW</u></b>	
7.1	<p><u>Teaching and Learning Review undertaken by Jeremy Rowe</u></p> <p><b>A governor queried whether the external validation had been useful?</b></p> <p>CD replied that Jeremy Rowe's report had been useful and it was most pleasing that his judgements were in line with the academy's own judgements.</p>	
7.2	<p><u>Teaching and Learning Report</u></p> <p>This item was discussed within the Principal's Report.</p>	
7.3	<p><u>Behaviour Data</u></p> <p>CD explained that 20 students accounted for 20% of the negative behaviour points across CA. CD advised that of the 20 students, 10 were from Year 7, 3 from Year 8, 4 from Year 9 and 3 from Year 10. CD pointed out that a number of interventions for those students had already made an impact; these were highlighted on page 7 of the Principal's Report.</p> <p>CB commented that Chantry Library were now closed on Sundays.</p> <p>Governors highlighted concerns regarding the lack of provision for young people in the community.</p> <p>CD agreed and advised that there were a number of after school clubs,</p>	

	<p>and evening sessions for young people held at CA and run by local charities, i.e. YMCA, East of England Coop, etc.</p> <p>CD informed that he was in discussion with the Army to encourage the Army Cadets to move to CA to support local young people. CD added that he was also reinvestigating the Duke of Edinburgh award scheme offer for young people.</p> <p>CD informed that with the closure of the Maidenhall Sports Hall, more young people from Stoke High Ormiston Academy were arriving at CA in the evenings.</p> <p>CB stated that the evening events offered by CA were exemplary and offered lots of choices for both young people and adult learning.</p> <p>ID highlighted the concern that CA had pressure to offer education as well as other services to young people due to the lack of funding elsewhere.</p>	
7.4	<p><u>Homework Data</u></p> <p>CD explained that the vast majority of students were completing homework to either a satisfactory or good standard, but a very small number were not providing homework but this was being addressed.</p>	
8.	<p><b><u>ACADEMY IMPROVEMENT PLAN &amp; SELF EVALUATION</u></b></p>	
8.1	<p>CD circulated a Strategy document for governors, which combined the School Self Evaluation, the Academy Improvement Plan and the key Ofsted judgements from the framework. CD explained that the plan was monitored on a termly basis and was used across the Senior Leadership Team. RD commented that it was a very helpful termly view on the key actions taken and those improvements to progress further.</p> <p><b>Action:</b> CD agreed to circulate the link to the updated Strategy document on a termly basis.</p>	<b>CD</b>
9.	<p><b><u>ALT</u></b></p>	
9.1	<p>RD reported that the Scheme of delegation had not, as yet been approved by the Department for Education.</p> <p>RD highlighted the December newsletter circulated to governors in January.</p> <p>RD was very pleased to report that CD from CA and Claire from Gusford Primary had presented at the recent ALT Board meeting. RD advised that Trustees had been very impressed and pleased with the way both CD and Claire had managed their academies and this had been greatly appreciated by ALT.</p>	

10.	<b><u>POLICIES: REVIEW PLAN FOR 2017/18</u></b>	
10.1	Governors adopted the following policies: CD explained that CA had received a Compliance Review report concerning, the Academy website, HR files and the Single Central Record, and an Action Plan had been generated. CD advised that the review had been very helpful in identifying some gaps in information, which had either been addressed or would be shortly.	
11.	<b><u>DATES OF FUTURE MEETINGS</u></b>	
11.1	Please note all LGB meetings start at 5pm  <b>Wednesday, 28 March 2018 – cancelled</b> Thursday, 24 May 2018 Tuesday, 10 <sup>th</sup> July 2018	

The meeting closed at 6.43pm.

Signed .....

Date .....