



CHANTRY ACADEMY

Minutes of the Chantry Academy meeting of the Local Governing Body held at the academy at 5.00pm on Thursday, 13th October 2016.

Present: Andy Baker (AB)
 Miles Cole (MC)
 Craig D’Cunha (CD) (Principal)
 Bob Dool (RD) (Chair of Governors)
 Iain Dunnett (ID)
 Liz Jones (LJ)
 Lisa Perkins (LP)

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

1	<u>WELCOME FROM THE CHAIR/APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u>	ACTION
1.1	RD welcomed Kate Thomas, as the new clerk to the meeting. RD welcomed Miles Cole and Andy Baker to their first meeting. Apologies for absence were received from Aileen Davison, Rev’d Robert Hinsley and Sharon Wickiewicz. 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 2016).	
3	<u>MEMBERSHIP</u>	
3.1	RD confirmed that Ethoile George and Kevin Stronach had resigned as governors. RD wished to record formal thanks to both of them for supporting the school. RD advised that Andy Baker was the new staff governor and Miles Cole was the new Trust appointed governor.	

	<p>MC was invited to join the Resources committee.</p> <p>AB was invited to take on the responsibilities for Health & Safety.</p>	
3.2	<p>To confirm arrangements for Vice-Chair</p> <p>RD was pleased to report that Revd Robert Hinsley was happy to continue as Vice Chair.</p> <p>RD confirmed that LP would remain as Chair of the Standards Committee and ID as Chair of the Resources Committee.</p> <p>ID arrived at the meeting at 5.06pm.</p>	
4.	<u>CHAIR'S ACTION</u>	
4.1	RD confirmed that the only urgent action he had undertaken was to authorise payments of 2 long service awards for Richard Crewman and Bobby Kolcheski, which came to a total sum of £440.	
5.	<u>MINUTES OF THE LAST MEETING HELD ON THURSDAY, 7 JULY 2016</u>	
5.1	The minutes of the Local Governing Body meeting held on 7 th July 2016 (copy in the Minute Book), having previously been circulated, were confirmed and signed by the Chair.	
5.2	<u>Matters Arising from the Minutes</u>	
	<p>Governors were asked if they had any matters arising from the minutes, which were not already included on the agenda.</p> <p>The following items were discussed:</p>	
5.2.1	<u>Item 3 – Governor Visit Reports outstanding from AD, EG and LP</u> Actioned	
5.2.2	<u>Item 6 – budget plan for 2016/17 to be approved at the first meeting of the academic year</u> Actioned.	
5.2.3	<u>Item 8 - agenda item to include role of the governing body in the Autumn Term meeting</u> Actioned.	
5.2.4	<u>Item 8 – RD to provide CD with staff survey questions – governors to receive feedback on findings</u> Actioned.	
5.2.5	<u>Item 8 – CD agreed to provide governors with a copy of the calendar and invite governors to events.</u>	

	Actioned.	
5.2.6	<p><u>Item 8 - RD/LP need to meet with CD to compile the strategic engagement document</u></p> <p>LP advised that the meeting was to consider the longer-term strategy for Chantry and the engagement with all stakeholders. LP explained that students, staff, community members, local business and primaries were all key to the success of the future Academy. LP informed that by Xmas there would be engagement sessions undertaken to ensure the vision was in the right place to underpin the achievement of the strategic plan.</p> <p>RD agreed that this strategy should directly link to positive outcomes for all Chantry students.</p>	
5.2.7	<p><u>Item 12 - GCSE results: CD to circulate headline figures to governors when available.</u></p> <p>Actioned.</p>	
6.	<u>BUDGET 2016/17</u>	
	<p>Governors were presented with the Budget 2016/17 and were asked to adopt it.</p> <p>RD reminded governors that the budget had already been scrutinised in the previous term, but that as part of the approval process within the Trust, the budget now required adoption.</p> <p>Governors adopted the budget plan 2016/17.</p>	
7.	<u>STUDENT TARGET SETTING</u>	
	<p><u>The Process</u></p> <p>CD explained the process of the student target setting to the governors.</p> <p>CD highlighted the following points</p> <ul style="list-style-type: none"> • There were no longer assessment levels • Children worked at below, expected or above age related data • 100 was the new standard for primary children being “secondary ready” • 100 was equivalent to 5c in levels, where previously the “secondary ready” level was 4b • The cohort had not changed from last year • The amount of improvement required from Year 6 to Year 7 was much higher • The trajectory was different for the years after year 7 • Chantry was focussing on SATs results, how they compared nationally and the areas requiring work during the transition project. 	

	<p>A governor asked whether the data analysis was based on the current year 7? CD confirmed that it was. A governor questioned whether there was any historical evidence of similar target setting previously and the accuracy of the trajectory? CD explained that the target setting approach was new, as the assessment criteria had changed dramatically.</p> <p>CD advised that Year 10 and 11s complete GCSE papers on a half termly basis and years 7 through to 10 undertake GCSE papers every term.</p> <p>A governor asked how students would be motivated? CD responded that feedback from teachers was a vital component. A governor questioned whether Chantry had learnt from the past and pre-empted the situation with parents to ensure that they had a clear understanding?</p> <p>MC stated that the original video explaining the new assessment and target setting strategies would not offer a straight flight path but would fluctuate.</p> <p>A governor agreed that the new strategy with positive reinforcement from the teachers was very helpful but warned that over a 5 year period, if there was underachievement would the child be motivated to improve?</p> <p>RD pointed out that communication with parents was really important and CD confirmed that in all classrooms students would see the progress they are making.</p> <p>A governor questioned whether parents understood the baseline? CD replied that they were informed of this via the Go For Schools system.</p> <p>Action: Governors were asked to consider ways of monitoring the parental understanding of the new system and the student views on it.</p>	ALL
8.	<u>RESULTS 2016</u>	
	<p><u>Presentation of Results Data</u></p> <p>CD reported that a meeting had been held with the Trust and the Regional Schools' Commissioner, Dr Tim Coulson regarding performance issues with the Ipswich primary schools as well as Chantry.</p> <p>There was also a Headteacher meeting to discuss the performance issues.</p> <p>CD explained that the cohort at KS2 were well below national average and 2 terms behind already. CD advised that 6 years work would be undertaken in 5 years.</p> <p>CD advised that 12 students had made the difference to the overall GCSE scores, specifically within English and Maths.</p>	

CD informed that the Year 11s had made a third of a grade better progress than the previous year group. However, the marking for IGCSEs had been erratic and a decision to change exam boards had been taken.

CD gave the example of some students achieving an A grade in English Literature with AQA and a D Grade in the IGCSE.

CD reported that for English no student would be taking the IGCSE exam and all were doing the AQA.

CD advised that in Maths, there was a deliberate decision to overstaff, provide Maths residentials and extra catch up classes.

CD explained that the timing of the course work was really important and some flexing of the curriculum to offer students more time on English and Maths would be given.

CD informed that the strategies to raise attainment and progress were implemented immediately.

CD advised that a 2 hour detention had been given if behaviour was an issue and this time was used for more work in English and Maths. CD added that this had consequently been a significant impact on the behaviour of Year 11 students.

A governor questioned what would Chantry do differently to provide more accurate predictions than the previous year? CD replied that the change of exam board would help, using 5% grade boundaries, significant student tracking and the use of PIXL papers.

A governor queried whether Chantry students had issues with coping with formal exams. CD acknowledged that resilience and confidence were issues but responded that all students were given opportunities to take exams in exam conditions in the lead up to the final exam. CD added that he felt that the current Year 11s would be better prepared than the previous Year 11s.

A governor challenged what other strategies were deployed for students other than learning from the exam papers. CD advised that the quality of teaching and learning, collaboration, feedback and the behaviour in lessons was well managed and benefits to students are evidenced.

A governor asked how a quality teaching session looked across the school? CD explained that every teacher received a Teaching & Learning Portfolio, visualising what Teaching & learning should look like across all year groups, there was a Learning Charter explaining what staff and students would be required to do. CD added that Continual Professional Development (CPD) would be mapped out beside it CD further

	<p>explained that learning walks would monitor effectiveness as well as coaching and mentoring offered, with judgements given against the teacher standards and all contributing to the process. CD added that once a fortnight data was reviewed and staff identified who required further support.</p> <p>A governor asked whether there were other initiatives Chantry could access across Ipswich to inspire learners. MC advised that there was a Scheme for Enterprise Ambassadors linking senior business leaders with schools and developing those links to both students and staff.</p> <p>MC suggested that parental involvement was also important.</p> <p>Governors discussed the possibility of Suffolk One or the University of Suffolk students mentoring Year 11 students.</p> <p>Action: CD to consider the inspiring learners, parental involvement and student mentoring ideas and report back to Governors at the next meeting.</p>	<p>CD</p>
<p>9.</p>	<p><u>PRINCIPAL'S REPORT</u></p>	
	<p>CD presented governors with his Principal's Report (copy in Minute Book)</p> <p>CD highlighted the recent significant issues Chantry had experienced with ICT. After the system was down for a week, ICT was now working again. CD advised that a full managed service was now being sought from 3 prospective bidders. CD hoped that a new service would be effective by February Half Term 2017 at the earliest or Easter 2017 at the latest.</p> <p>A governor queried how the new catering provision was received. CD replied that it was working well and that he had asked the Student leaders to devise a student questionnaire on it to ascertain student views.</p> <p>CD reported that student numbers were looking very promising and the recent open evening had been very well attended.</p> <p>CD informed that after various interviews and new appointments staffing would be complete for Chantry.</p> <p>A governor questioned whether based on the improvements Chantry was expected to make, was there enough being spent on teaching? CD replied that more teachers were always helpful but that currently he was reviewing the planning time offered. CD added that an extra period given to every teacher a fortnight would also offer more CPD opportunities.</p>	

	<p>CD advised that some of Chantry’s reserves had been used to support the funding of the additional maths post. CD stated that support staff budget was reasonably high due to some higher paid and experienced staff.</p> <p>A governor asked what additional teachers and their subject areas would help Chantry? CD replied that ideally a high quality middle school teacher of English, Maths and Science would be an appropriate and effective appointment.</p> <p>CD reported that staff attendance and cover required had improved from last year.</p> <p>CD informed that the staff survey responses had been positive in general terms. However, CD warned that the response rate was 44%. A governor asked why the response was low? CD answered that staff had a range of areas to feedback on a regular basis and the questionnaire had been non-compulsory.</p> <p>A governor asked that the staff survey be discussed within the Resources Committee meeting during the Term.</p> <p>CD suggested that governors could conduct the staff survey and responses could increase as a consequence.</p> <p>Regarding the School Data, CD explained that the aim for 2017 was that there would be positive progress 8 and attainment 8 scores. CD warned that these aims were equivalent to 5 GCSEs at high grade C or low grade B including English and maths.</p> <p>RD thanked CD for his report and asked that for the next meeting governors focused on the Improvement Plan and the progress within it.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. KT to include as an agenda item Governor Monitoring of the Improvement Plan. 2. CD to liaise with ICT to establish a “Governor” one drive to include all papers, reports, calendar of key events, minutes, Ofsted preparation and planning documents and effective governance evidence. 	<p>KT</p> <p>CD</p>
10.	<u>PERFORMANCE MANAGEMENT</u>	
	<p>CD presented governors with the plans for the new Performance Management (PM) Cycle for the Principal and Staff (copy in Minute Book)</p> <p>CD informed that the annex tabled at the meeting was the procedural element of the new Pay Policy.</p>	

	<p>CD advised that all teachers had 2 key objectives, plus 2 additional ones for those with management responsibilities.</p> <p>CD explained that all requests for Upper Pay Range payments and increments would be circulated to the Local Governing Body first and then recommended for trust approval. LP queried if there were any budget implications. CD replied that all increments were budgeted for those staff eligible.</p> <p>CD informed that his PM was conducted by members of the Trust Board and the CEO and included conversations with RD.</p> <p>CD advised that the Support Staff PM required reviewing and a direct focus to the School Improvement Plan.</p> <p>A governor asked whether there was any monitoring of the link between the PMR and the effectiveness of CPD. CD answered that there was monitoring via learning walks and the feedback cycle of some teachers who were required to undertake further training.</p>	
11.	<u>INFORMATION ITEMS</u>	
11.1	<u>Clerk's Briefing Paper (copy in Minute Book)</u> Governor's noted the clerks' briefing paper.	
11.2	<u>Forward Plan for Governor Link Visits</u> Governors' noted the forward plan for Governor Link Visits.	
11.3	<u>Dashboard</u> This item was covered earlier in the agenda.	
12.	<u>ADDITIONAL LGB PAPERS INCLUDING REVIEW OF POLICIES</u>	
12.1	<u>Whole School Pay Policy 2016/17</u> Governors adopted the Whole School Pay Policy 2016/17 established by the Trust.	
12.2	<u>Whistleblowing</u> RD explained that 4 policies had been introduced immediately by the Trust due to the Safeguarding changes introduced this term. Governors adopted the Whistleblowing Policy established by the Trust.	
12.3	<u>Code of Conduct for Adults</u> Governors adopted the Code of Conduct for Adults established by the Trust.	
12.4	<u>Dealing with Allegations of Abuse Against Staff</u> Governors adopted the Dealing with Allegations of Abuse Against Staff	

	policy established by the Trust.	
12.5	<u>Recruitment & Selection</u> Governors adopted the Recruitment & Selection policy established by the Trust.	
13.	<u>ALT BUSINESS</u>	
13.1	RD explained that he and CDE had attended the governor training offered by the Trust recently. RD advised that LJ had attended governor training offered by the SWISS partnership. RD informed that the forthcoming calendar for governors would include governor-training dates. RD was pleased to report that the Trust training included aims and vision in line with Chantry. RD highlighted the need for all governors to attend up to date safeguarding training.	
14.	<u>ITEMS TO BE DEEMED AS CONFIDENTIAL</u>	
	No items to report.	
15.	<u>ANY OTHER BUSINESS</u>	
	CD circulated to all governors a calendar of events for governors to attend. CD explained that he would be identifying an admin staff member to support the governing body.	
16.	<u>DATES OF NEXT MEETING</u>	
16.1	Full Governing Body Meeting at 5.00pm – Tuesday, 29th November 2016 Resources – 2.30pm and Standards 3.30pm on Thursday, 24 th November 2016	

The meeting closed at 7.13pm.

Signed

Date