



CHANTRY ACADEMY

Minutes of the Chantry Academy meeting of the Local Governing Body held at the academy at 5.00pm on Thursday, 25th May 2017.

Present: Andy Baker (AB)
 Sheridan Biss (SB)
 Miles Cole (MC)
 Aileen Davison (AD)
 Craig D’Cunha (CD) (Principal)
 Bob Dool (RD) (Chair of Governors)
 Rev’d Robert Hinsley (RH)
 Lisa Perkins (LP)

In attendance: Ed Dewson – Governor at Sidegate Primary
 Kate Thomas (KT) – Clerk to the Governors

1	<u>APOLOGIES FOR ABSENCE</u>	ACTION
1.1	Apologies for absence were received from Clare Barber. Governors consented to this absence.	
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>MINUTES</u>	
3.1	The minutes of the Local Governing Body meeting held on 30 th March 2017 (copy in the Minute Book), having previously been circulated, were confirmed and signed by the Chair. RH advised that he was unable to attend the meeting in March and apologised for not sending an explanation for his absence.	

3.2	<p><u>Matters Arising from the Minutes</u></p> <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>	
3.2.1	Item 3.2.8 – RD requested that the plan for the cluster funding was brought to the next governors’ meeting. Actioned.	
3.2.2	Item 3.2.10 KT to email jdean@chantryacademy.org to ensure approved minutes are uploaded to the website. KT explained that the minutes were always emailed to Sue Hayward, but would in future be emailed to Jayne Dean as well.	KT
3.2.3	Item 6.1 - CD agreed to ensure MC had some contact details to enable a network meeting to take place. Actioned.	
3.2.4	Item 6.1.1 - CD to send governors the link to the new plan via the One Drive. Actioned	
3.3	<p>RD reminded governors of the discussions from the previous meeting concerning the Strengths, Priorities, Context and Sources of information governors could access for Chantry Academy (CA). RD circulated a one-page document summarising discussions.</p> <p>Action: RD to circulate the document by email to governors.</p>	RD
3.4	<p><u>Gusford Primary</u></p> <p>RD explained that there was no additional financial cost to Chantry Academy as a result of the Executive Principal CD was undertaking during the Summer term 2017. It also offered SLT members at CA the opportunity to develop their particular skills.</p> <p>A governor asked CD how he was finding working at Gusford and CA? He is enjoying his time and as outlined above, it had been an opportunity for the CA senior leadership team to further develop their roles.</p> <p>CD advised that there had been a number of challenges at Gusford but things would become more stable as the Deputy Headteacher returned from Maternity leave after Half Term and the new substantive Headteacher would be joining the school for a day a week leading up to her full time position in September.</p>	
4.	<u>ANY OTHER BUSINESS</u>	
4.1	There were no items to be discussed.	
4.2	There was no news to report.	

4.3	There was no business raised.	
5.	<u>PRINCIPAL'S REPORT</u>	
5.1	<p>RD highlighted a discussion from the Standards Committee meeting (to which CD had sent his apologies) recently where there were 2 different reports, 1 on Quality of Teaching and 1 on Predicted Outcomes and they had appeared to be misleading regarding a good level of quality of teaching but a number of subjects shown as significantly off track at Year 11. CD explained that the Quality of Teaching report covered all year groups across CA but that the Outcomes report only covered Year 11. CD reminded governors that the current Year 11 had received approximately 3.5 years of inadequate teaching and therefore, outcomes had been affected.</p> <p>A governor queried why the answer had not been provided at the meeting and asked that the context should be given to governors.</p> <p>CD explained that the progress for Years, 7, 8 and 9 was better than that experienced by the current Year 11s when they were in those year groups.</p> <p>Action: CD to ask Trudy Stannard to prepare a progress report on all year groups in readiness for the next Standards committee meeting.</p> <p>A governor suggested that the Outcomes Report had only 2 judgements, on track or significantly off track and that it would be more helpful to add a third. CD suggested that there should be a scaling score in future.</p> <p>CD presented his Principal's Report with the following highlights:</p> <p>CD informed that the recent CA Scholars' meeting was well attended, including a Member of Parliament (MP), Regional Schools' Commissioner (RSC), Chancellor of the University of Suffolk, CEO of Ipswich and Colchester NHS, Chamber of Commerce, etc. CD explained that there was further talk regarding bursaries for supporting students with their studies if focused on nursing, etc.</p> <p>CD advised that CA had received a number of visitors.</p> <p>CD informed that pupil numbers was approximately 180 for September.</p> <p>CD warned that CA would move from estimated funding and the budget would need to cover a shortfall of around 50 students.</p> <p>CD explained that the surplus built up although high, had mostly come from an original surplus when CD joined of £750,000 to support the buildings project.</p>	CD

	<p>CD reported that the surplus would be spent on the following areas:</p> <ul style="list-style-type: none"> • Planning, Preparation and Administration (PPA) time for teachers would increase to an extra lesson in the timetable (of a fortnight) next year. • Pupil number funding shortfall for 50 students • Furniture to support the expansion of around 6 classrooms • Specialised Football and Rugby pitches supported by the Rugby Football Union and the Football Association • Resurfacing of the Astroturf • Additional landscaping of the CA site, i.e. trees, water feature, etc <p>CD explained that normally the reserves should be around 8% of the budget but at the moment they showed around 14%.</p> <p>A governor questioned if there was a risk that ALT could claw back some of the surplus? CD confirmed that ALT would be entitled to but had not done so yet.</p> <p>A governor queried if there were timescales for the spending plan? CD explained that even if the plans had attributable time scales ALT would still legally be able to claw it back.</p> <p>Action: RD and CD to liaise in order to prepare the long term financial spending plan for the surplus and present it to the Resources committee in the first instance and then the LGB.</p> <p>CD was pleased to report that the teaching staff was fully covered for September currently.</p> <p>A governor questioned whether in the subjects that performance was below par, whether the staffing changes would make a material impact? CD confirmed that the changes would be positive, particularly in Science and Maths. A governor challenged whether CA had the appropriate interventions in place to support staff who were struggling? CD confirmed that there were a number of strategies in place and that in the future the Teacher Training programme would also help to recruit high quality teachers.</p> <p>A governor queried whether there were specialists in all 3 of the science subjects? CD confirmed that there were.</p> <p>A governor asked that the Trust provide further staff absence data in order for governors to consider trends and comparative data. CD confirmed he would contact ALT.</p> <p>Action:</p>	<p>CD</p> <p>CD</p>
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	<p>CD to contact ALT for staff absence data across all academies in the Trust – this year and last year.</p> <p>CD highlighted that the figure for the number of lessons requiring cover was less this year compared to last year.</p> <p>CD reported that as part of the support offered to staff for their wellbeing, he was currently seeking discounted ticket prices for CIneworld.</p> <p>A governor questioned whether there were alternative benefits to be offered to staff to help them relax, such as spa facilities? CD responded that the benefits were normally sought free of charge and spa facilities may not be.</p> <p>A governor asked where the exit interview data was discussed? CD explained that it was discussed within the Resources committee.</p> <p>A governor requested that in future there was a year on year comparison for data regarding Exit Interviews.</p> <p>Action: CD to organise year on year data regarding Exit interviews for comparison purposes.</p> <p>CD explained that the Year 11 data for Progress 8 scores should have a health warning attached as currently with the new English & Maths GCSEs, the new gradings, new specifications, etc it was very difficult to forecast. CD added that Ofsted had also advised that they were unable to make any judgements currently on a school's projections.</p> <p>A governor asked how the students were coping with their exams currently? CD replied that their confidence was not as high as it could be. CD added that the boys although behaving had it appeared "peaked" too soon. CD further advised that some students were experiencing panic attacks and were emotionally fragile. CD highlighted the pressures on the students and also the pressure they put themselves under.</p> <p>CD when circulating the Dashboard for Governors, highlighted the Progress 8 Score for last year had improved to -0.19 moving CA out of the Coasting School category.</p> <p>CD informed that there were a small number of boys in Year 7 causing significant disruption currently.</p> <p>A governor requested that parental communication regarding the Year 7 situation could have been circulated earlier and asked whether the local shop keepers were aware of the issues. CD advised that he</p>	<p>CD</p>
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had not communicated with the shop keepers currently.

A governor questioned what the relationship was like with the Community Police Officer? CD replied that although there are behaviour issues outside of CA there were not significant behaviour problems in CA.

CD informed that the attendance for CA was improving each year and that for a deprived area it was better than the National Average.

CD explained that unauthorised absence meant that parents were fined. A governor asked whether the fines were paid? CD replied that most of them were paid, but highlighted that the fine monies were passed to the LA.

CD reported that Persistent Absence had also improved year on year.

A governor requested that the Persistent Absence figures were broken down in order that governors understood the number of students involved rather than the number of incidents.

Persistent absence is 9.7% last year 12.3% so improving. Lots of kids in PA, LP we requested the breakdown of figures

CD warned governors that the Young Carer data was now being tracked and consequently the school had identified more Young Carers for support.

CD informed that he was asking for Paul Lawrence HMI to review the School along with other colleagues from the Comberton MAT.

CD advised that there were pockets of inconsistency which meant that some departments fluctuated between Requiring Improvement and Good.

A governor asked whether some children were more at risk of less than good teaching compared to others? CD acknowledged that the risk was spread across all year groups rather than particular students. CD reassured governors that it was an improving picture for students and parents.

A governor questioned whether every class teacher knew where they were with their teaching and had action plans to address any insufficiencies? CD replied that every teacher received regular feedback from learning walks, data analysis, work scrutinies, etc and 78% of teachers had received more than the standard Professional Development on offer.

CD presented the Cluster Funding Plan alerting governors that CA had not as yet received the monies.

	Governors requested that the Cluster Funding Plan/Pilot Social Mobility Project was monitored for impact on a termly basis.	
6.	<u>BUDGET UPDATE</u>	
6.1	<u>Budget Update 2016/17</u> The Principal's Report and the Resources Committee meeting covered this item.	
6.3	<u>Budget Update 2017/18</u> The Principal's Report and the Resources Committee meeting covered this item.	
7.	<u>ALT</u>	
7.1	<p>Governors received the ALT review of governor roles and responsibilities and the scheme of delegation: A consultation.</p> <p>RD highlighted the following changes:</p> <ul style="list-style-type: none"> • The changing of the size of the LGB • The Principal becoming the representative of the CEO • Changing the budget approval/making process • Administration of investment of surplus funds <p>Governors highlighted the following questions:</p> <ul style="list-style-type: none"> • Some responsibilities changed and others remained in place, i.e. the LGB was responsible for Health & Safety but the Estate Planning responsibility had been removed • If the Principal represented the CEO, what would happen if the LGB vehemently opposed an idea from ALT? Would/could this mean the Principal was in a conflicting position? • What was the purpose of the changes to the Scheme of Delegation and how do they affect the LGB? • Would ALT consider different Schemes of Delegation and levels of autonomy for those Academies requiring less monitoring? <p>Action: RD to email ALT with the Governor questions regarding the proposals.</p>	RD
8.	<u>GOVERNOR VISITS</u>	
8.1	Governors received Link Visits from Lisa Perkins and Miles Cole. Governors agreed that the Special Educational Needs and Disabilities	

	(SEND) and Leadership & Management visit reports be forwarded onto Sue Haywood.	
9.	<u>POLICIES: REVIEW PLAN FOR 2016/17</u>	
9.1	<p>Governors received and considered the Policies Review Plan for 2016/17:</p> <ul style="list-style-type: none"> • HR policy updates • Appraisal and Capability May 2017 • Disciplinary Procedure May 2017 • Disciplinary Rules May 2017 • Grievance Procedure May 2017 • Safer Employment Policy May 2017 • Sickness Absence Policy May 2017 <p>Governors approved all policies.</p>	
10.	<u>DATES OF NEXT MEETING</u>	
10.1	<p>All meetings start at 5pm:</p> <p>Thursday, 6th July 2017</p>	

The meeting closed at 7.11pm.

Signed

Date