



CHANTRY ACADEMY

Minutes of the Chantry Academy meeting of the Local Governing Body held at the academy at 5.00pm on Tuesday, 29th November 2016.

Present: Andy Baker (AB)
 Miles Cole (MC)
 Craig D’Cunha (CD) (Principal)
 Aileen Davison (AD)
 Bob Dool (RD) (Chair of Governors)
 Iain Dunnett (ID)
 Rev’d Robert Hinsley (RH)
 Lisa Perkins (LP)
 Sharon Wickiewicz (SW)

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

1	<u>APOLOGIES FOR ABSENCE</u>	ACTION
1.1	<p>Apologies for absence were received from Liz Jones. RD explained that unfortunately Liz had tendered her resignation from the governing body due to her work and family commitments.</p> <p>RD thanked Liz on behalf of the governing body for all her support and help over the years she had given to Chantry Academy.</p> <p>RD advised that a parent governor election would be required.</p> <p>Action: CD to organise a Parent Governor election.</p>	CD
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	<p>Governors were reminded of the requirement to update their entries in the Register of Pecuniary Interests.</p> <p>Governors were further reminded of the new statutory requirements now required to be declared on the School website (as per Academies Financial Handbook 2016).</p>	
3	<u>MINUTES</u>	
3.1	The minutes of the Local Governing Body meeting held on 13 th October	

	2016 (copy in the Minute Book), having previously been circulated, were confirmed and signed by the Chair.	
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	<p><u>Item 7 - Governors were asked to consider ways of monitoring the parental understanding of the new system and the student views on it.</u></p> <p>Item discussed later within the agenda.</p>	
3.2.2	<p><u>Item 8 - CD to consider the inspiring learners, parental involvement and student mentoring ideas and report back to Governors at the next meeting.</u></p> <p>Item discussed later within the agenda.</p>	
3.2.3	<p><u>Item 9 KT to include as an agenda item Governor Monitoring of the Improvement Plan.</u></p> <p><u>Item discussed later within the agenda.</u></p>	
3.2.4	<p><u>Item 9 - 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.</u></p> <p>Actioned.</p>	
4.	<u>ANY OTHER BUSINESS</u>	
	<p>RD reminded governors of the Safeguarding Training taking place at Chantry on 18 January 2017 at 3.30pm.</p> <p>RD informed governors of the Carol Service held on 14 December 2016 at St Mary’s Church (Stoke Street) at 6.30pm. RD welcomed all to attend.</p> <p>A governor asked whether the visit report template could be adapted to include a link to the associated policies, in advance of the visit.</p> <p>A governor requested that the visit report template included linked actions on the Academy Development Plan.</p> <p>Action: CD and RD agreed to review the report template in light of the new style Academy Development Plan and the recent Ofsted visit.</p>	CD/RD
5.	<u>VERBAL REPORT AND ACTIONS REQUIRED FROM SUB COMMITTEES OF 24 NOVEMBER 2016</u>	

5.1	<p><u>Resources</u> ID highlighted key areas discussed at the Resources meeting, i.e. the staff survey. Discussion ensued regarding the staff who would take the items discussed forward, not necessarily needing to be the leadership team.</p> <p>A governor asked whether staff had been asked how they would like to have their views captured in the future, i.e. questionnaire, meetings, etc. CD explained that there was a staff suggestion box, a staff forum for a Question & Answer session and meetings were held once a term.</p> <p>A governor suggested staff should be reminded of the different ways of ensuring staff had a voice.</p> <p>ID informed governors that it was very pleasing to note that absence had dramatically reduced by 50% compared to the previous year.</p> <p>Action: KT to amend draft Resources minutes to show long term absence related to 2 members of staff not 3.</p>	KT
5.2	<p><u>Standards</u> LP advised that although governor numbers for the committee were relatively low compared to the number of staff present, lots of areas had been discussed in great detail. LP informed that in future, key areas would require highlighted points and additions.</p> <p>LP relayed the concern of the committee regarding the lack of alternative provision for the highly challenging students and the impact on both staff and students as a consequence.</p> <p>ID highlighted that during his Pupil Premium Review visit; the college Further Education funding review could have a positive impact on the local secondary schools if they were involved.</p> <p>Action: LP to discuss with CD and Keith Greenwood what provision would be needed for the small group of highly challenging students, and possible next steps.</p>	LP/CD
6.	<u>ACADEMY IMPROVEMENT PLAN & ACADEMY STRATEGIC PRIORITIES</u>	
6.1	<p>RD was delighted to report that 7 out of the scheduled monitoring visit reports had been received for the term. RD asked that AB and Anne Weatherby met regarding the Health & Safety visit, particularly now that Liz Jones had resigned.</p> <p><u>Academy Improvement Plan (AIP)</u> CD explained that the AIP was colour coded to show those actions which had been completed (green) and those that were in the process of completion (amber) and those that had not been started (red).</p>	

	<p>CD highlighted the 3 key priorities which had included many actions and strategies implemented successfully already in the term. These were:</p> <ul style="list-style-type: none"> • Outcomes – in crease the proportion of students who make greater than expected progress. • Accelerate the progress of boys who joined the school with below average prior attainment • Ensure that most able disadvantaged students make progress in line with other pupils at the school. <p>CD advised that there were a number of interventions deployed and students and staff had been attending school on Saturdays and Sundays to complete work. CD acknowledged that the level of pressure on students was not sustainable, although proving very effective.</p> <p>SW highlighted the effort undertaken by Trudy Stannard in encouraging students and working with them at weekends and evenings.</p> <p>Governors raised the concern that the resilience, personal drive, etc was not sustainable.</p> <p>CD agreed but advised that the longer-term priority was to ensure that the quality of teaching improved to the extent that the number of interventions would lessen.</p> <p>Governors considered further strategies to support positive values and motivations for staff, but emphasising the strategic role rather than that of the operational line manage role of CD.</p> <p>Action: RD and LP to meet with members of the leadership team during January 2017 to discuss follow up to the link visits undertaken recently.</p> <p>A governor requested CD to update on the quality of teaching in the Academy? CD advised that there was high quality in some areas but there remained some concerns in other areas. CD added that long term absence had affected the quality of teaching and stability for some staff and students.</p> <p>A governor asked when the academy would be in a position of stability? CD hoped that it would be after January when an outstanding experienced teacher was joining the academy.</p> <p>A governor queried what measures were taken to mitigate concerns? CD explained that many measures were already being used but that absence for one or two key staff did have an impact.</p>	RD/LP
6.2	A governor requested that an update on the monitoring system should be produced for the next meeting.	

	<p>Action: CD to update governors on the monitoring system at the next meeting.</p> <p>CD informed that there would be 3 external reviews for the 3 key areas highlighted by Ofsted.</p> <p>RH left the meeting at 6.15pm.</p> <p>A governor queried if the AIP could be adapted to highlight the last modifications? CD replied that by highlighting the revision history this could identify all modifications and when they had taken place.</p> <p>A governor challenged where Governor actions appeared on the AIP? CD advised that they were not included.</p> <p>Action: RD and CD would discuss and include governor actions on the AIP.</p> <p><u>Long Term Monitoring Plan:</u> Governors agreed that the longer-term launch of the monitoring plan should be implemented during 17/18, but preparations would start imminently.</p> <p>CD highlighted to governors that Realise Futures had agreed to offer all their adult education initiatives within the area at Chantry. CD advised that during January there would be a launch from Realising Futures and some taster sessions for adults within the community. CD explained that it was likely, that in future, adult training would be offered on Mondays, Tuesdays and Wednesdays regularly.</p> <p>Action: CD and SW to meet with the Realising Futures team to include a discussion on engaging with “hard to reach parents”.</p>	<p>CD</p> <p>RD/CD</p> <p>CD/SW</p>
7.	<u>PERFORMANCE MANAGEMENT (PM)</u>	
7.1	<p><u>Principal’s PM</u> CD circulated to governors his PM targets. CD advised that the Trust managed the PM process and were moving towards a broader process including as a leader, CD’s contribution to the wider community as well as attainment and standards.</p> <p>RD thanked CD for sharing his PM plans and how they were reflected within the AIP.</p>	
7.2	<p><u>Staff PM</u> See Confidential Note.</p>	
8.	<u>PRINCIPAL’S REPORT</u>	
8.1	CD presented his Principal’s Report highlighting the following points:	

	<p><u>Student Numbers for 2017</u> CD advised that student numbers had increased compared to last year and the forecast was that the academy would be full in September 2017.</p> <p>A governor queried whether the staffing structure would support the rise in student numbers. CD explained that it would and an additional full time equivalent staff member would be required.</p> <p><u>Staff wellbeing</u> A governor queried whether BUPA would be offered to staff? CD replied that he was checking with the Trust to ascertain whether they were allowing this extra benefit.</p> <p>Governors asked that cakes be made available to staff at the end of term as a thank you from the governing body.</p> <p>Action: CD to provide cakes on behalf of the governing body at the end of term.</p> <p><u>School Data – Progress 8</u> CD advised that this was very difficult to establish accurately due to the changed grading system for GCSEs, the change to the main GCSEs including no course work assessment modules for English and Maths and the change in downgrading of a traditional C grade GCSE. CD warned that the overall point scores for schools nationally with a higher proportion of students achieving C, D and E grade GCSEs would be lowered within the new system.</p> <p>ID left the meeting at 6.53pm.</p> <p>In summary, CD advised that current projections for Year 11 students were a significant improvement in outcomes in the previous year, from 38% to 54% achieving 4+ above.</p> <p>Governors thanked CD for his comprehensive report.</p>	CD
9.	<u>ALT</u>	
9.1	<p>CD circulated the draft Note of Visit report from Clive Bush from ALT. CD advised that the report was very positive and showed some key recommendations, which would be considered in due course.</p> <p>CD highlighted the 3 external reviews due to take place at the academy over the coming months:</p> <ul style="list-style-type: none"> • High prior attaining disadvantaged students • Middle prior attaining boys across all year groups • Full review based on Ofsted framework across the school. 	

9.2	<p>CD circulated the plans from ALT concerning the academy.</p> <p>Governors acknowledged the opportunity to broaden students’ horizons via the link with Neal Wade Academy. Governors queried the impact of travel time spent journeying between the 2 academies and the effect on learning time for Chantry students. Governors questioned whether Neal Wade staff could work within Chantry as an alternative?</p> <p>CD reminded governors that there were other opportunities offered to Chantry students to broaden their knowledge and skills, these included support from the National Rugby and Tennis Associations and work with more local academies in Ipswich and Suffolk.</p>	
10.	<u>WORKING WITH PARENTS: UPDATE FROM PARENT GOVERNORS</u>	
10.1	<p><u>Parent forum</u></p> <p>CD highlighted 3 points from the parent forum, these were:</p> <ul style="list-style-type: none"> • Oracy – developing speaking, verbalising and debating skills • Literacy – developing reading skills – the academy was introducing the “Drop Everything and Read” initiative in the new year, which involved 10 minutes of silent reading. • Progress cards – which were run in parallel with behaviour cards and targeted every student’s learning progress. <p>A governor questioned whether the forum was well attended? CD replied that 9 parents attended which was considerably less than those attending when the academy was in “Special Measures”.</p> <p>A governor queried whether the forum was still effective with only 9 parents. CD responded that it was as there was a greater opportunity for more detailed discussion and advice on how to implement key strategies in practice.</p> <p>A governor asked whether the outcomes of the parent forum were shared with all parents? CD replied that the outcomes were captured on the school website “You Said We Did”.</p> <p>AD offered to support and gain views from the “harder to reach” parents, governors accepted AD’s offer of support.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. CD to share outcomes of the parent forum with parents via parent mail and inform staff. 2. AD to liaise with CD to support and gain views from the “harder to reach parents” 	<p>CD</p> <p>AD/CD</p>
11.	<u>POLICIES: REVIEW PLAN FOR 2016/17</u>	
11.1	CD introduced the Special Educational Needs and Disabilities Policy	

	(SEND) to governors, explaining that there were no key changes to the document but there had been staff name changes included. Governors approved the revised SEND policy.	
12.	<u>DATES OF NEXT MEETING</u>	
12.1	All meetings start at 5pm: Thursday, 9th February 2017 Thursday, 30 th March 2017 Thursday, 25 th May 2017 Thursday, 6 th July 2017	

The meeting closed at 7.31pm.

Signed

Date