



CHANTRY ACADEMY

Minutes of the Chantry Academy meeting of the Local Governing Body held at the academy at 5.00pm on Monday, 9 December 2019.

Present: Miles Cole (MC) Chair of Governors
 Rob Croxson (RC)
 Craig D’Cunha (CD) (Principal)
 Iain Dunnett (ID)
 Kevin Williams (KW)

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

		ACTION
1	<u>APOLOGIES FOR ABSENCE</u>	
1.1	<p>MC welcomed everyone to the meeting, in particular Kevin Williams who was the new governor.</p> <p>Apologies for absence were received from Gareth Connor, Rev’d Rob Hinsley, Aileen Davison, Lucy Bayliss and David Hilton (Director of Standards across the Trust)</p> <p>Governors consented to these absences.</p>	
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 2019).</p>	

3	<u>MINUTES</u>	
3.1	The minutes of the Local Governing Body meeting held on 23 September 2019 (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> <p>Item 4.2 - CD agreed to contact Lucy Bayliss to consider joining the Appeals Panel. Actioned</p> <p>Item 6.2 - ID was very pleased to see the review and the strategies implemented and asked thanks to be passed onto Trudy Stannard. Actioned.</p> <p>Item 6.3 - CD agreed to ask the new prospective governors to join the designated groups identified within the minutes. Actioned.</p> <p>Item 6.3 - CD and AD agreed to liaise in order to support the new governors with an induction programme, including a tour of the school and useful information. KT agreed to email CD information regarding induction. Actioned. MC suggested that in future governance documentation could be held electronically within a shared folder system, i.e. Governorhub. CD agreed to discuss with ALT.</p> <p>Item 6.4 - CD explained that he would be inviting the Teaching Staff to consider who would be the most appropriate staff member to join the meeting on a regular basis. This item was discussed within item 7.2.</p> <p>Item 8.1 - CD explained that the Handsam data report was currently under review and therefore, the newly revised system and dashboard report would be circulated to governors in readiness for the next meeting. CD advised that the new system was not yet ready to process a useful report, but hopefully this would be rectified for the meeting in March.</p> <p>Item 9.1 - CD informed that the new CEO, Stephen Chamberlain would be invited to the next meeting. CD explained that there was a possibility of David Hilton and Stephen Chamberlain attending in January 2020.</p> <p>Item 10.2 - CD agreed to review the school's own policy/policy statement on this area. Actioned.</p> <p>Item 11.1 - AD agreed to provide mince pies for the December meeting. CD advised that due to AD's absence, the school had provided mince pies.</p>	<p>CD</p> <p>CD</p>
4.	<u>PAY PROGRESSION</u>	
4.1	<p><u>Pay Review Committee Approvals</u></p> <p>CD informed that the recent Pay Review Committee had approved the following on 6 November 2019:</p>	

	<ul style="list-style-type: none"> • Number of staff recommended for salary increment – 15 • Not recommended for salary increment – 2 • 2 point progression agreed by Principal last term • (and approved by Pay Committee on 6 November) – 2 • Recommended for Threshold progression – 2 <p><u>Governors ratified all pay review recommendations.</u></p>	
5.	<u>CHANTRY LEADERSHIP STRUCTURE</u>	
5.1	<p><u>Chantry Leadership Structure</u> CD advised that he had been promoted to the position of Executive Headteacher for ALT, and currently this meant that he would support Hillside Primary and Chantry Academy’s (CA) leadership structure would need adjustment. CD added that the Executive Headteacher role would over time, change according to the school(s) and/or area to support.</p> <p>CD circulated the revised leadership structure for CA. CD explained that the structure showed the senior leadership team (SLT) and the Extended Leadership Team (ELT), who had whole school responsibilities.</p> <p>CD advised that as a result of his absence in supporting Hillside there would be a requirement to backfill his time at CA.</p> <p>CD explained that the number of students currently at CA was at capacity, but there would be 1 additional teacher in the budget, and this would reduce the teaching load for the Head of School, Vice Principals and possibly the Assistant Principal, Raising Aspirations Leader.</p> <p>CD advised that the Associate System Principal would remain in post until the end of the academic year rather than leaving in January, which would also adjust the timetable and support some of the other leadership roles in terms of backfill.</p> <p>CD stressed the importance of the Head of School role requiring further capacity and would line manage other leadership team members.</p> <p>CD explained that certain policies would need to reflect the adjusted leadership structure, in particular for exclusions. CD agreed to action.</p> <p>A governor questioned who would be representing the school at governor meetings? CD replied that he would attend along with Rick Hanson, Head of School.</p>	
6.	<u>ACADEMY IMPROVEMENT</u>	

6.1	<p><u>Principal's Report</u> CD presented his report highlighting the following points:</p> <p><u>Pupil Roll</u> CD explained that Year 7 was full, and there was a waiting list of 47 students. CD reminded that 210 students had named CA as their first preference. CD added that currently 242 students had named CA as their first preference.</p> <p>CD explained that the admissions criteria for over subscription then prioritised, those Looked After Children (LAC), Children in Care (CIC), those with siblings already attending CA and those living within a certain distance of CA.</p> <p>CD advised that extension of the Pupil Admission Number was being considered, to 210 and then potentially 240 pupils. CD explained that he had suggested that ALT reconsider the admissions policy to prioritise ALT primaries, i.e. Gusford, but this had not been adopted.</p> <p>A governor questioned how many admissions appeals there were? CD replied that the number was over 40, and there would likely be more in the following year. CD reminded that an aim for CA was to be the “school of choice” locally, and this was happening.</p> <p><u>Staffing</u> CD reported that unusually 4-5 teachers were leaving at this point in the year, however the majority had resigned due to career progression.</p> <p>CD was pleased to report that there were some strong staff appointments for the new year.</p> <p>CD advised that instructors were used to either support cover arrangements or in order to quality to teach and this approach was working well.</p> <p>A governor queried whether many instructors failed to achieve the qualification to teaching route? CD responded that it was unusual if they did not qualify.</p> <p>CD agreed to share the exit information with governors at the next meeting.</p> <p>CD informed that the HR lead and Business Manager for CA were supporting Hillside Primary currently. CD explained that if the arrangement continued into the longer term, some additional resourcing would be needed.</p> <p>A governor questioned what support was given to staff wellbeing currently? CD advised that every Thursday there was a “Recharge</p>	
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Session” for staff and the chaplain was also available. CD explained that in addition to refreshments and various activities for staff, there was also externally supported sessions during the year with themes such as – Meditation and Mental Wellbeing. CD reminded that Thomas Moseley was responsible for staff wellbeing as well as being the Raising Aspirations Lead.

Data

CD highlighted CA’s data explaining that forecasts so far for Year 11 were to achieve 58% English and Maths GCSEs combined, an increase of 18% from last year’s results.

CD explained that the Progress 8 data projected +0.1 resulting in every 10 subjects a student completed, they would receive 1 grade above.

Quality of teaching

CD advised that the Quality of Teaching report had been produced by Rick Hanson and it provided a “one page at a glance” report showing where the concerns for teaching were and where there was good or better teaching. CD explained that those areas where quality of teaching was lower than expected, additional support was being given, including adherence to improvement/development plans, feedback and mentoring. CD advised that once a month the leadership team goes through the report and those needing support were identified quickly and they were supported to improve. CD added that those smaller numbers of staff that were unable to improve tended to leave CA.

Governors asked if there were any areas CD was concerned about?

CD replied that it was mainly instability, as 20% of teachers were Newly Qualified Teachers (NQTs) or instructors. CD reminded that many staff had potential when appointed in particular with the recent appointments.

A governor queried the level of mentoring? CD replied that the NQTs and new teachers received additional CPD and mentoring, and that 7 staff at CA were qualified coaches, with 2 lead practitioners and 5 Specialist Leaders in Education (SLE) in English, Maths, Languages, Dance/Drama and History. CD added that an opportunity for a further SLE was currently being processed for Pastoral and Behaviour.

A governor questioned whether there was a buddy system in place at CA? CD confirmed that there was, and that for all new staff, they had a buddy who was outside of their own department to support them.

CD informed that boys were predicted lower attainment and progress currently, with Year 10 having a very large percentage of boys. CD advised that boys’ behaviour was sillier than girls generally, but girls behaviour tended to cause more disturbance and disruption.

	<p><u>Attendance</u> CD advised that girls overall attended more than boys.</p> <p>CD explained that those pupil premium students in the Upper School had a lower attendance than non pupil premium students, but their attendance was in line with national.</p> <p>CD was pleased to report that Year 7 students had settled in well and this was reflected in their good attendance.</p> <p>A governor highlighted that Year 7 and 8 appeared to have a higher intake of Special Educational Needs & Disabilities (SEND) and whether this was a local or national reflection? CD explained that the number of students with physical disabilities had increased, and the number of students with additional needs had increased, but the threshold to receive an Educational Health Care Plan (EHCP) had increased considerably.</p>	
6.2	<p><u>Inspection Data Summary Report (IDSR)</u> <u>Progress 8 (P8)</u> CD presented the IDSR. CD pointed out that the overall P8 data although not significantly below national overall, it was for English. CD reminded that this cohort had a high number of students with Persistent Absence, and this had directly affected the GCSE results.</p> <p>CD was pleased to highlight that the EBacc performance was improving for students at CA.</p> <p>CD pointed out that there were 2 key areas of challenge, English and Geography, and interventions were in place to address the challenges.</p> <p><u>Attainment</u> CD acknowledged that the attainment data had resulted in CA students residing in the bottom quintile, this had been expected. CD reminded that 7 students were on Alternative Provision when taking GCSEs.</p> <p><u>Behaviour</u> CD was pleased to report that the number of C2s had reduced, and this was as a direct result to the “escorting” of students to lessons strategy.</p> <p>CD explained that from 900 students overall, approximately 15 were challenging, and an inclusion room to support students was being considered for the future.</p> <p>CD advised that space at CA was challenging, particularly at lunchtimes, as well as a lack of support services for students after school. CD advised that the free football club, was no longer continuing due to no funding for it.</p>	

	<p>A governor questioned whether Year 8 was a problem cohort regarding behaviour? CD agreed that there were some students in Year 8, i.e. approximately 9 and these would reduce their negative behaviour over time.</p> <p><u>Exclusions</u> CD reminded that the number of permanent exclusions had decreased and overall behaviour was much improved compared to previously.</p> <p><u>Attendance</u> CD explained that the Persistent Absence would reduce over the year. CD advised that there was a cluster of high absenteeism caused, by external factors, i.e. mental health issues, domestic violence, social care problems, etc CD added that a student social worker worked at CA 3 days a week and worked with those students requiring early help and intervention, and this had already had a positive impact.</p> <p><u>Safeguarding</u> CD reported that the area of Safeguarding and the challenges experienced by students at CA was high. CD advised that there were also 50 Young Carers at CA and training had been given to support them, being mindful of their own wellbeing and learning needs.</p> <p>CD informed that there were 8 Child in Care (CIC) students currently.</p> <p><u>Self Evaluation Form (SEF)</u> CD reported that the SEF was currently being revised aligned to the new Ofsted Framework and would be presented at the January governors' meeting.</p>	
7.	<u>GOVERNANCE MATTERS</u>	
7.1	<p><u>Governors' Link Meetings</u> CD confirmed that Sue Haywood would be in contact with governors shortly regarding Governor Link Visits. CD agreed to liaise with Sue Haywood.</p>	CD/SH
7.2	<p><u>Governor Vacancies</u> CD explained that ALT's new policy was not to have staff governors within the composition of the Local Governing Body structure, but that governors may wish to consider staff representatives to attend meetings. CD added that staff would be invited to governors' meetings as and when appropriate as an addition.</p> <p><u><i>Governors agreed that in future staff should be invited to become a staff representative for governor meetings in addition to staff attending the meeting to present on key themes.</i></u> CD agreed to organise.</p>	CD
8.	<u>ANY OTHER BUSINESS</u>	

8.1	Governors queried whether there were any further steps regarding the extension to the academy? CD replied that the extension plans had gone quiet in spite of the original intention to start building in 2020 with a view to opening in 2021.	
9.	<u>BUDGET UPDATE</u>	
9.1	<u>Budget Update for 2019/20</u> CD reminded that the monthly budget update reports were circulated already.	
9.2	<u>Non- RPA Insurance Covers</u> RC asked whether the Sports Centre insurance cover could include Adult Community Sports, i.e. football, and whether there was a possibility of cover to include loss of income? Governors asked RC to discuss this issue with Anne Weatherby as it would need checking with the Academies Financial Handbook and ALT's Articles of Association. RC to action. <u>Governors approved the Non-RPA Insurance covers, as circulated by Anne Weatherby.</u>	RC
9.3	<u>Chantry's Site Specific Financial Data Sheet as per the Finance Controls Manual</u> Governors received and noted the Chantry's Site Specific Financial Data Sheet as per the Finance Controls Manual.	
10.	<u>SAFEGUARDING AND HEALTH & SAFETY</u>	
10.1	<u>Safeguarding Audit Report</u> CD presented the Safeguarding Audit Report and explained that a concern had been raised with the Education Skills Funding Agency (ESFA) who had received a parental complaint. CD advised that the ESFA had asked for an investigation, and CD requested a Safeguarding Audit Review. CD was pleased to report that the audit had included some recommendations, but it had shown that CA was effective regarding Safeguarding. CD explained that some of the recommendations had already been adopted but it had also been helpful to receive a report that reflected the level of challenges regarding Safeguarding that CA students and staff experienced. A governor questioned whether CD and his team were acting on the information he had been made aware of regarding students' behaviours when outside of CA's hours, i.e. gangs and county lines issues? CD confirmed that the information passed to him and his leadership team was passed onto the multi agencies in Suffolk.	
10.2	<u>Handsam Report</u>	

	CD confirmed that this item would be deferred until the March meeting.	
11.	<u>ALT</u>	
11.1	CD informed that the Trust was currently undertaking a “root and branch” review.	
12.	<u>POLICIES: REVIEW PLAN FOR 2019/20</u>	
12.1	<u>Special Educational Needs & Disabilities (SEND) Policy</u> <i>Governors approved and adopted the SEND policy.</i>	
12.2	<u>Safeguarding Policy – revised KCSIE 2019 October</u> <i>Governors approved and adopted the revised Safeguarding Policy.</i>	
13.	<u>DATES OF FUTURE MEETINGS</u>	
13.1	Please note all LGB meetings start at 5pm Thursday, 30 January 2020 Thursday, 12 March 2020 Tuesday, 19 May 2020 Monday, 6 July 2020	

The meeting closed at 7.02pm.

Signed

Date