



CHANTRY ACADEMY

Minutes of the Chantry Academy meeting of the Local Governing Body held at the academy at 5.00pm on Thursday, 6th July 2017.

Present: Andy Baker (AB)
 Clare Barber (CB)
 Miles Cole (MC)
 Aileen Davison (AD)
 Craig D’Cunha (CD) (Principal)
 Bob Dool (RD) (Chair of Governors)

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

1	<u>APOLOGIES FOR ABSENCE</u>	ACTION
1.1	Apologies for absence were received from Sheridan Biss, Lisa Perkins and Rev’d Robert Hinsley. 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>MINUTES</u>	
3.1	The minutes of the Local Governing Body meeting held on 25 May 2017 (copy in the Minute Book), having previously been circulated, were confirmed and signed by the Chair.	
3.2	<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>	
3.2.1	<p>Item 3.2.10 KT to email idean@chantryacademy.org to ensure approved minutes are uploaded to the website.</p> <p>Actioned.</p>	
3.2.2	<p>Item 3.3 RD to circulate the strengths, weaknesses, priorities, context, and sources of information document by email to governors.</p> <p>Actioned.</p>	
3.2.3	<p>Item 5.1 - CD to ask Trudy Stannard to prepare a progress report on all year groups in readiness for the next Standards committee meeting.</p> <p>Actioned. CD presented this within the Principal's Report.</p>	
3.2.4	<p>Item 5.1 - 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>Actioned.</p>	
3.3	<p>Item 5.1 - CD to contact ALT for staff absence data across all academies in the Trust – this year and last year.</p> <p>Actioned – CD explained that he had reported some of the staff absence data, but was aware that comparisons to other schools and national data was still awaited.</p>	
3.4	<p>Item 5.1 - CD to organise year on year data regarding Exit interviews for comparison purposes.</p> <p>Actioned.</p>	
3.5	<p>Item 7.1 - RD to email ALT with the Governor questions regarding the scheme of delegation proposals.</p> <p>Actioned.</p>	
4.	<p><u>ANY OTHER BUSINESS</u></p>	
4.1	<p>CD reported that the GCSE results would be announced to governors at the same time as staff.</p> <p>There were no further items to be discussed.</p>	
4.2	<p>There was no news to report.</p>	
4.3	<p>There was no business raised.</p>	
5.	<p><u>PRINCIPAL'S REPORT</u></p>	
5.1	<p>CD presented the Principal's Report and highlighted the following areas:</p>	

CD informed that a Teaching and Learning Review was scheduled for 12 July – this review would be conducted by Madeline Vigar, ex Inspector, ex Executive Headteacher from Castle Manor Academy Trust and National Leader of Education and member of the Ambition School Leadership team. Marilyn Toft would also be part of the review team, as a Trustee of the Active Learning Trust and Chair of Governors at Gusford Primary, together with Scott Gaskins, Headteacher of Littleport School, who is also an assessor for lead practitioners. CD explained that the review would focus on Year 7, 8 and 9 on Teaching and Learning.

CD reported that a Safeguarding Review would be taking place on 17th July.

A governor asked if the reviews would be undertaken in one day? CD confirmed that they would and feedback would be given to the Senior Leadership Team (SLT).

CD advised that the Teaching and Learning Review would focus on the relevant sections of the Academy Self Evaluation Form (SEF) and the Academy Improvement Plan (AIP). CD added that the review would be similar in format to a no notice inspection. **A governor queried whether it was something Chantry Academy (CA) had asked for?** CD confirmed that it was 1 of the 3 reviews taking place in the school year, focussing on the Ofsted Key Issues. CD explained that the focus on attainment would remain until the end of term.

CD informed that the Ipswich Arts Festival was taking place on 13th July from 7pm to 9pm – with performances from Gusford and Hillside Primaries and CA, as well as an Arts Exhibition. CD invited all governors to attend reminding that the ticket price was £2 per person.

CD reported that Gusford had also asked for a parenting conference as part of the Realise Future initiative to take place at CA.

BD was pleased to report that the recent Year 8's involvement in the business challenge had been very positive and they had performed very well on the 4 business areas of Graphic Design, Construction, Logistics and Customer Care.

CD advised that the Design and Technology Show of student work was taking place at CA on 12 July.

CD informed that the recent induction days had been very positive and successful. CD was pleased to report that there was a waiting list for Year 7.

CD explained that Maths transition work undertaken by CA and Stoke High with the feeder primaries was taking place.

With the student numbers increasing, CD advised that there were only 2 smaller year groups at CA. **A governor asked what further discussions had taken place with the LA regarding extending the school buildings?** CD replied that Pete Mumford in the LA had been in discussions regarding the impact of the higher pupil numbers on site and the class and breakout areas.

CD informed that Tommy Moseley had been appointed as Assistant Principal (Raising Aspiration Leader) to support local leaders plan and work with Chantry Scholars and the Nico Project.

CD advised that Catherine McLean had been appointed as Pastoral Manager for the Lower School.

CD reported that he was advertising for an inclusion work and an associate Assistant Principal post on a fixed term contract.

CD explained that the recent student court case claim offered some learning points, one of which was to ensure that when any accidents occur ensuring that a member of staff was able to photograph the area as soon as possible after the incident. CD reminded that student health and safety was the priority in the first instance.

CD reported that teacher absence although reasonable required comparison to other similar schools.

CD explained that attendance was improving as was Persistent Absence compared to National data.

CD acknowledged that the negative points collected by students was at its highest in 3 years, but the data reflected a minority of students with significant behavioural issues which the police had requested not be excluded.

CD advised that there had been 1 less pastoral manager for a period of time and therefore the increased capacity of 4 pastoral managers would help to support and manage student behaviour.

CD informed that the new H System for homework had been introduced and negative points for the first time were now associated with homework. AB pointed out that lateness now also meant a student received negative points.

CD summarised that the low level disruption had improved but there were other issues that had increased the number of negative points overall.

CD circulated the progress of students since Year 7 baseline, showing the Teaching & Learning Grades for each Subject and Year Group.

	<p>CD reminded that the colour coding related to the Teaching and Learning and not the national data.</p> <p>CD explained that there was further work required to ensure that those areas were monitored for the quality of Teaching and Learning as well as the data outcomes.</p> <p>A governor asked if the report would be regularly shown to the full governing body? CD replied that it was not for the full governing body but would be offered to the Standards Committee as and when appropriate. CD added that it was mainly an internal management report.</p> <p>CD reported that the Cluster Funding Plan would be updated to include the new appointment of Tommy Moseley and the further development across the Cluster of IP2.</p> <p>Action: CD agreed that the plan would be circulated to governors at the next governors' meeting.</p>	CD
6.	<u>ACADEMY PRIORITIES</u>	
6.1	<u>Agenda Items for Autumn 2017</u> This item was deferred to the next meeting.	
6.2	<u>Year 11 Results</u> CD reported that he anticipated that the student results in grades 4+ would be 50%, which would be 4% higher than the best result ever for CA. CD reminded that the Year 11 cohort was a weaker cohort than of recent years. CD advised that English and Maths results appeared to be strong, and although grades 5+ or higher were not predicted to be very high, the cohort had significantly lower prior attainment.	
6.3	<u>Academy Improvement Plan</u> This item was deferred to the next meeting.	
6.4	<u>Self Evaluation Form (SEF)</u> This item was deferred to the next meeting.	
6.5	<u>Strategic Plan – Stakeholder Engagement</u> This item was deferred to the next meeting.	
7.	<u>EXTERNAL GOVERNANCE STATEMENT</u>	
	KT explained to governors that the template showing governor names, responsibilities, pecuniary interests, meeting attendance, etc would be	KT/ALL

	circulated to all and requested to be completed by 31 July in readiness for 1 September statement for CA's website.	
8.	<u>BUDGET UPDATE</u>	
8.1	<u>Budget Update for 2016/17</u> There were no further updates given for this item which had not already been covered within the Resources Committee.	
8.2	<p><u>Budget Update for 2017/18</u></p> <p>CD informed that the reserves were being used to compensate for the pupil numbers increasing and the income lowering.</p> <p>The following areas were agreed to be used within reserves:</p> <ul style="list-style-type: none"> • Additional staffing for year 2 to compensate for 3 years on average • Developing grounds to include Forest Schools and Outdoor Learning - • Covered Tennis Court • Astroturf bid with the Football Association and the Rugby Football Union to receive a 4G Academy Level pitch. CD explained that this would be the first pitch in the Eastern Region which would offer professional level Rugby • If the Astroturf bid was unsuccessful then to resurface • A covered area for dining facilities • 2 minibuses <p>A governor asked if the above plans were full costs or part of a matched funding bid? CD replied that the costs were based on matched funding.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. ID suggested that CD contacts Ipswich Greenways to support the outdoor learning space. 2. ID to contact John Grose Chairman, Ian Twinley, to liaise with CD. <p>BD explained that the minibuses would be lighter than the traditional ones, which would mean that the training required for driving them would be a 1 day course rather than 5 days.</p> <p>Governors approved the purchase of the 2 minibuses, in order that the business manager on behalf of CA could review the most cost effective way to fund them, either leasing or owning them.</p>	<p>ID/CD</p> <p>ID/CD</p>
9.	<u>ALT</u>	
9.1	<u>Update on the Recent Review of the Scheme of Delegation</u> BD circulated the Scheme of Delegation responses from ALT to the GB.	

9.2	<u>Update from ALT</u> There were no further updates from ALT.	
10.	<u>GOVERNOR VISITS</u>	
10.1	<p><u>Plan for 2017/18</u> BD explained how governors had been aligned to the key priorities in the past and asked if all governors were happy to continue with the same principle for the new plan. Governors confirmed that they were happy with the principle. BD advised that Sue Haywood would be contacting them regarding visits for the Autumn Term.</p> <p>Governors were also asked to consider in the longer term the idea of a monitoring half-day or full day, where all governors visited the school on the same day each term.</p> <p>A governor queried what action was taken after the governor visit had been reported? BD advised that the onus was on the governor to follow up on the actions and report back to the governors' meeting.</p> <p>Action: Governors agreed to continue with their link meetings in the Autumn Term but to consider an example of a monitoring half-day or full day to discuss at the next Governors' meeting.</p>	ALL
11.	<u>POLICIES: REVIEW PLAN FOR 2016/17</u>	
11.1	<u>Policies Review Plan for 2016/17 and 2017/18</u>	
	There were no policies to review and approve/recommend.	
12.	<u>DATES OF FUTURE MEETINGS</u>	
12.1	Action: RD to discuss with CD and KT meeting dates, including the committees, with consideration of the timing of the Resources and Standards committees.	RD/KT/CD

The meeting closed at 6.22pm.

Signed

Date