



## CHANTRY ACADEMY

Minutes of the Chantry Academy meeting of the Local Governing Body held at the academy at 5.00pm on Thursday, 20<sup>th</sup> September 2018.

Present:            Andy Baker (AB)  
                       Miles Cole (MC)  
                       Rob Croxson (RC)  
                       Craig D’Cunha (CD) (Principal)  
                       Rev’d Robert Hinsley (RH)  
                       Lisa Perkins (LP)

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

		<b>ACTION</b>
<b>1</b>	<b><u>APOLOGIES FOR ABSENCE</u></b>	
1.1	Apologies for absence were received from Bob Dool and Iain Dunnett.  Governors consented to these absences.	
<b>2</b>	<b><u>DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
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 2018).	
<b>3</b>	<b><u>MINUTES</u></b>	
3.1	The minutes of the Local Governing Body meeting held on 10 July 2018 (copy in the Minute Book), having previously been circulated, were <b>confirmed</b> and signed by the Vice Chair in the Chair’s absence.	
3.2	<b><u>Matters Arising from the Minutes</u></b>	

	<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><u>Item 3.2 – Careers Guidance to be clearly identified within the Academy Improvement Plan (AIP) and Self Evaluation Form (SEF).</u> CD confirmed that Careers Guidance and Chantry Academy’s (CA) approach was included within the Leadership and Management section of the SEF and AIP.</p> <p><u>Item 3.2 – Governor Visits</u> – CD confirmed that Sue Haywood would be contacting governors shortly to ensure monitoring visits were diarised. <b>A governor questioned whether the governor pairings would remain the same?</b> RH explained that he was going to discuss with Iain Dunnett and Bob Dool whether, RH should monitor the anti-bullying policy as part of his role of the Safeguarding governor. RH added that for the new parent governors the pairings would be reviewed.</p> <p><b>Action:</b> Bob Dool to liaise with the new parents to establish possible new pairings for governor monitoring.</p> <p><u>Item 5.1 – Trustwide Absence Data</u> – CD advised that he had emailed the Trust HR Director and managed to obtain the following Trustwide Absence data:</p> <p>CA:</p> <p>1718 days lost for absence across the 2017/18 school year</p> <ul style="list-style-type: none"> <li>• Sickness absence was 820 days</li> <li>• Paid family leave 392 days</li> <li>• Other paid leave of absence 407 days</li> <li>• Unpaid leave 99 days</li> </ul> <p>Sickness absence equated to annual average days lost due to sickness per employee was 6.1 days, average days lost per full time equivalent (FTE) employee was 8.8</p> <p>The Trust average for all schools was 5.7 and 8.5 days lost respectively.</p> <p>For the secondary schools in the Trust the number of days lost to absence were similar to CA.</p>	RD
4.	<b><u>ANY OTHER BUSINESS</u></b>	
4.1	There was no further business to report.	
5.	<b><u>PAY PROGRESSION</u></b>	
5.1	<u>Pay Progression Arrangements</u>	

	<p>CD advised that the arrangements would remain the same as used in previous years. CD explained that all teachers would be given targets on the following areas:</p> <ul style="list-style-type: none"> <li>• Quality of teaching</li> <li>• Progress of students in lessons</li> <li>• Accessing Continuous Professional Development</li> </ul> <p>CD added that those staff with a leadership responsibility would have an additional target regarding progress of their students within their team or department. CD further advised that staff on Upper Pay Range would have a whole school responsibility.</p> <p>CD explained that he reviews the teachers' performance management and responds to the teachers regarding his recommendation and the date of the pay review panel meeting. CD advised that teachers were given an opportunity to challenge his recommendation and the panel would also have an opportunity to challenge or ratify his decision.</p>	
5.2	<p><u>Pay Review Panel</u></p> <p>Governors agreed that those who were not staff members would join the Panel, but that only 3 out of the 4 available governors would be eligible. Governors acknowledged that the 3 would be chosen based on who would be available on the suggested meeting date. All governors agreed.</p>	
6.	<p><b><u>RESULTS 2018</u></b></p>	
6.1	<p><u>GCSE Results 2018</u></p> <p>CD presented the GCSE results for 2018.</p> <p><b>Action:</b> RH asked that the GCSE Results presentation was circulated to governors by email.</p> <p><b>A governor questioned how a similar rate of progress could be established for those non-Pupil Premium (PP) students?</b> CD acknowledged that more work was required but pointed out that the attainment performance for non PP students was much better at 59% compared to 36% for PP students.</p> <p><b>A governor pointed out that science had made a marked improvement in performance and asked why?</b> CD explained that the quality of teaching had strengthened and had been consistent, there had been a considerable number of successful interventions and the new science GCSEs were different to previously.</p> <p><b>Governors queried the projections for the non-core subjects and asked why there had been a high variability?</b> CD explained that these were all new exams and the projections had been deliberately low with grade boundaries estimated based on an exceptionally difficult exam</p>	CD/KT

paper. CD advised that based on the June exams grade boundaries would now help make the projections far more realistic for the Year 11s sitting their exams next June (2019).

CD highlighted Music and Graphics as particular areas of concern.

CD advised that Graphics and Art had received downgraded course work by 12 grades. CD reminded that Art, Drama, Graphics and Music were all new GCSEs.

CD was pleased to report that 5 of the subjects CA had delivered were in the top 20% of performance nationally.

CD circulated the ALPS KS4 results report.

CD highlighted that within the report anything highlighted red was good and anything highlighted blue was not good, similar to a temperature gauge.

**A governor asked where asterisks against subjects had raised concerns, whether the concerns were cohort related?** CD replied that it was not but instead, with the smaller subjects there was great vulnerability regarding staffing.

**Governors asked how in future the vulnerability of 1 subject staff members could be mitigated for? Governors asked how resilience could be rebuilt in order to mitigate against fluctuating results?** CD explained that it was recognised that by offering a wide range of subjects to students this could become an issue for staffing and absence and the impact within. CD advised that there was always a question of whether to narrow the curriculum or to keep it broad to encourage all students at CA to learn.

**A governor questioned the maximum year size?** CD confirmed that it was 180 students, with last year's Year 11 students being 125 in total.

**A governor queried which year group had started in the school since CD's tenure?** CD confirmed that it was the current Year 10.

**A governor queried how many feeder primaries resided within the Trust?** CD confirmed that only 1 other feeder primary had joined the Trust.

CD advised that the current year 11 comprised of 145 students.

CD warned that previous staff members predicted the Music and Drama projections for the previous year.

LP commended the level and number of interventions given to the students to support them in achieving positive GCSE results.

	<p><b>A governor questioned whether the scale of interventions were realistic and sustainable for the future.</b> CD replied that staff although happy with the results overall, were disappointed that the combined percentage had dropped from the previous year. CD pointed out that individually Maths and English Departments had performed well but as a combined figure this was less positive.</p> <p>CD informed that some staff had already commenced their interventions. CD advised that a focus had been established on effective use of lesson time rather than removing students to work elsewhere.</p> <p>CD acknowledged that the level of interventions should be reviewed to ensure whether they were sustainable but pointed out that some restructuring had already been established, i.e. for the pastoral system to take on some further responsibilities.</p> <p><b>A governor asked whether a staff survey could be conducted to establish a view on staff wellbeing.</b> CD agreed and advised that the Trust was instigating a staff survey and he would add to the survey and ensure a CA bespoke survey was conducted at the same time.</p> <p>RH commended all of the staff's hard work and support in helping the CA students receive some excellent results. RH highlighted the PP progress made over the last few years, acknowledging the challenges that had been overcome by the school for the students.</p> <p>CD suggested governors attend a staff briefing to thank staff for their hard work in person. CD advised that staff briefings were undertaken every Monday and Thursday morning at 8.15am.</p> <p><b>Action:</b> KT to liaise with Sue Haywood and Bob Dool to agree an appropriate staff briefing for governors to join to thank staff.</p>	<p>KT/SH/BD</p>
<p>6.2</p>	<p><u>Verbal Update from the Principal</u></p> <p>CD advised that the new staff members had settled in really well at the school. CD explained that there was a large number of part time staff within the Performing Arts Department, which had resulted in a range of colleagues who could support the department.</p> <p><b>A governor queried how many staff had started in September?</b> CD replied that for teachers it was 3 FTEs and for support staff it was 5 FTEs.</p> <p><b>A governor questioned whether there were any vacancies?</b> CD responded that a cover supervisor had been appointed that day. CD added that the Science Department were currently overstaffed in order to ensure long term sustainable support.</p>	

	<p><b>A governor asked whether specialists were used in Science?</b> CD confirmed that they were.</p> <p><b>Action:</b> RH asked CD to circulate to all governors the dates of student performances taking place at CA.</p>	CD
7.	<b><u>BUDGET UPDATE</u></b>	
7.1	<p><u>Budget Update 2018/19</u> Governors asked that the monthly Budget Update report be circulated to them as well as the Chair. KT to ask Anne Weatherby to action.</p>	KT
8.	<b><u>ALT</u></b>	
8.1	<p><u>New Governance Structure from ALT</u> Governors approved the new governance structure arrangements proposed by ALT.</p> <p>Governors agreed that the work of the Standards committee would now be included within the LGB meetings rather than separately in the future. Governors confirmed that this was the appropriate course of action but asked that the level of monitoring and reporting would remain the same quality and levels as the previous system.</p>	
8.2	<p><u>Governor Commitment Form</u> Governors received and signed the Governor Commitment Forms.</p>	
8.3	<p><u>Governor Information Pack</u> Governors received and noted the Governor Information Pack.</p>	
9.	<b><u>POLICIES: REVIEW PLAN FOR 2018/19</u></b>	
9.1	<p><u>Behaviour</u> Governors received and adopted the revised Behaviour Policy.</p>	
9.2	<p><u>Child Protection and Safeguarding</u> Governors received and adopted the Child Protection and Safeguarding Policy.</p> <p><b>Action:</b> KT agreed to circulate the links for the revised Keeping Children Safe in Education 2018 (part 1) to all governors and ask for them to sign and approve in readiness for the next meeting.</p>	KT
9.3	<p><u>Anti-Bullying</u> Governors received and adopted the revised Anti-Bullying Policy. RH confirmed that he was now the named governor for Anti-Bullying.</p>	
9.4	<u>Special Educational Needs and Disabilities (SEND) Policies and Documents</u>	

	Governors received and adopted the SEND information, policy and Accessibility policy.	
10.	<b><u>DATES OF FUTURE MEETINGS</u></b>	
10.1	<p>Please note all LGB meetings start at 5pm</p> <p>Thursday, 13 December 2018</p> <p>Thursday, 7 February 2019</p> <p>Thursday, 23 May 2019</p> <p>Thursday, 4 July 2019</p>	

The meeting closed at 6.47pm.

Signed \_\_\_\_\_

Date \_\_\_\_\_

