

Littleport Campus
Littleport & East Cambs Academy and Highfield Littleport Academy
 Local Governing Body Meeting
Wednesday 22nd May 2019

MINUTES

| | | |
|----------|------------------------|-------------------|
| Present: | Mr David Ambrose-Smith | Mr S. Bainbridge |
| | Mr John Creek | Mrs L. Dorrington |
| | Mr Scott Gaskins | |
| | Mrs K. Jarvis | Rev Howard Robson |
| | Mrs Yvonne Skillern | Mr G Wigglesworth |
| | Mr Jason Wing | |

| Item | Notes | Action |
|------|---|--------|
| 1. | <p><u>Welcome & Apologies</u> Rev Robson welcomed all present. Apologies had been received and were accepted from Mrs Harris.</p> | |
| 2. | <p><u>Declaration of Interests</u> No member present made a declaration for the circulated agenda.</p> | |
| 3. | <p><u>Trust News & Updates</u> Mrs Jarvis updated governors on the recruitment process for the CEO post. A candidate has been offered the role, but details must remain confidential at this time so that proper resignations processes can be followed. Mr Bush will remain in post until the new CEO starts.</p> | |
| 4. | <p><u>Minutes of Last Meeting (13.02.19) & Matters Arising</u> The Minutes were approved as a true record, with no technical corrections.</p> <p>There were no matters arising that are not on the agenda</p> | |
| 5. | <ul style="list-style-type: none"> • <u>Report form LECA Head of School</u> • All governors confirmed they had received the report circulated prior to the meeting (and the notes that follow should be considered alongside the report submitted). Mr Gaskins highlighted the following and answered questions as raised: <ul style="list-style-type: none"> • In September 2019, 120 pupils will be admitted, bringing LECA to PAN for the first time. • Numbers have also increased in other year groups: 116 in current Year 7 and 103 in current Year 8. It was noted that some increases are due to Swaffham Sacred Heart School closing. Mr Ambrose-Smith asked how the Swaffham pupils will travel to LECA. Mr Gaskins replied that parents are transporting at their own cost. A minibus pickup could be arranged in the future, but it is not viable at present. • Students in need of support have plans in places and attend Blue Smile. An example was given. | |

| | | |
|----|--|--|
| | <ul style="list-style-type: none"> • Attendance is good at 96.4%, with PA at 4.2% (below National Average). • Behaviour is good, with 88% of pupils in receipt of positive behaviour points. Mindset Certificates are presented each month for effort and Mr Gaskins is hopeful that all pupils will receive this award by the end of the year. 99.5% of lessons are registered as undisrupted. Andy Cope work is supporting staff. • There have been 11 fixed term exclusions this academic year This is 3.61% of the cohort, which is lower than the national average. • Mr Ambrose-Smith asked if parents are involved. Mr Gaskins confirmed this, and added that plans are always shared with parents. • Mrs Dorrington asked what the gender split was. Mr Gaskins was able to say that it is a 50/50 split. • More progress data will be available at the next meeting as the final assessment point is imminent, but current data shows 62% of Year 7 English at Grade 1 (before assessment). • Maths expectations are extremely high for this year. • Mr Gaskins explained that changes in the Ofsted Framework mean internal data should be considered rather than official outcomes in future. • Interventions are in place to address gaps in learning, eg some handwriting and comprehension. • 62.2% of Year 7 pupils have already achieved the joint English & Maths target of 80%. • 16 Year 8 students receive support through intervention groups, nurture groups or small group work. • Mr Wing explained the system as assessment, fill the gaps, re-test, with an aim to get students to 70%. Cross-curricular links were explained. • Mr Bainbridge asked if there had been much interest in the internal Assistant Head post. Mr Gaskins replied that 4 people, with differing strengths, had approached him. He added that the person appointed will be given support to develop their skills within the role. • Mr Wing reported that a recent survey from Student Voice showed that students have confidence in teachers, and they could see positive links between subjects. Examples were given. • Sports are enjoyed by all, and there are some high achievers (see separate sports report). • The Debating Team won through to the regional finals of the Magistrates Trial Competition. Mr Gaskins stated how proud he was as the opposition was much older. • Mrs Dorrington asked if there were any plans to provide mental health and well being support to all students, rather than targeted pupils. Mr Gaskins explained that this is continually addressed through PSHE, but a particular 'push' is planned for exams weeks, with themes such as Pupil Attitude to Self & School, and mentors being introduced on a trial basis for six weeks. • Mr Wigglesworth asked how the banning of mobile phones has been received. Mr Gaskins explained that students have never been allowed phones in school, and it is accepted. There is very little flouting of this rule. | |
| 7. | <p>Report from HLA Head of School</p> <p>All governors confirmed they had received the report circulated prior to the meeting (and the notes that follow should be considered alongside the report submitted). Mrs Skillern highlighted the following and answered questions as raised:</p> <ul style="list-style-type: none"> • There are 74 pupils on roll, with a new class being opened in April. 120 places are currently funded which alleviates pressure on the budget. Students all have moderate or high learning difficulties, and there are more boys than girls. • My Concern logging is used effectively. | |

| | | |
|-----|---|--|
| | <ul style="list-style-type: none"> • The newly appointed deputy head will be trained as a DP for Safeguarding. • Attendance is 93%, which is higher than the 92% target. PA is 25.6% - transport issues have effected this. • Progress is tracked half termly and is overall considered good. 64% of students have better than expected progress and 32% are at expected progress. The remaining 4% (which relates to one child) is not making curriculum progress, and Blue Smile counselling has been introduced to work on issues relating to a challenging home life. • A Nurture group is being piloted, and this is currently thought to be successful with 4/5 students showing improvement in engagement. • Staff are currently reviewing the curriculum and putting together a pathway for learning. • Other initiatives introduced include a well being team for pupils and staff, a suggestions box, and pupils are going to produce a school newsletter. • Mrs Skillern has completed Step On Tutor Training, which is a therapeutic approach to improving behaviour. • Six staff have received aquatic training. • There are ten students attending LINC within HLA. <p>Governors noted that a joint SENCo role has been introduced cross HLA and LECA and is working well.</p> | |
| 7. | <p><u>Governor Visits</u></p> <p>Rev Robson reported on his visit for Safeguarding. He has completed checks on both SCRs and training logs. Gaps in recently recruited staff are being addressed, and one error recorded has been corrected.</p> <p>Mr Creek reported on a Health & Safety visit. The holes in the sports hall wall are being addressed with building contractors, and the hydro-pool rail has been replaced. Mr Ambrose-Smith informed all that the Leisure Centre have on-going issues with the sports hall flooring. It was agreed that communications with contractors and County should be copied to both school and leisure centre.</p> <p>Mr Wigglesworth has completed a Governors review of the school websites. Areas of non-compliance have been reported to the SBM.</p> <p>Rev Robson asked if there was a governor with responsibility to teaching and learning. Mrs Jarvis replied that no-one has a specific link, but all governors should have an overview of this area. At Mr Wing's suggestion, it was agreed to consider a Standards Group for next year, but in the meantime a link governor should be appointed. Mr Wigglestone volunteered.</p> | |
| 8. | <p><u>Policy Updates</u></p> <p>The following policies were approved: LECA Attendance Policy HLA SEN Policy (with proviso that an overarching statement of intent is added)</p> | |
| 9. | <p><u>Update on Safeguarding</u></p> <p>No additional issues to report.</p> | |
| 10. | <p><u>Update on Health & Safety</u></p> <p>No additional issues were raised.</p> | |
| 11. | <p><u>Any Other Urgent Business</u></p> | |

| | | |
|-----|---|--|
| | <p>1. Mrs Dorrington asked what the expectation from Ofsted would be for governor involvement during inspections. Mr Wing replied that it is normally only the chair, plus link governors for some other areas, eg disadvantaged and/or safeguarding. However, it is advisable that all governors are 'Ofsted-Ready'.</p> | |
| 12. | <p><u>Date of Next Meeting</u> The date of the next meeting was confirmed as 10th July 2019, commencing at 3.30pm.</p> | |