

## Minutes

The Local Governing Body of The Albert Pye and Ravensmere Schools Federation  
Wednesday 25<sup>th</sup> January 2017

### **1 Welcome, Introductions and Apologies**

- 1.1 The Chair welcomed everyone to the meeting
- 1.2 Each governor present briefly introduced themselves
- 1.3 Apologies for absence were received from Gillian Lee. Jodie Poll did not attend the meeting.
- 1.4 Consent was given for the absences.

### **2 Welcome from ALT**

- 2.1 Gary Peile, CEO of The Active Learning Trust (ALT) introduced himself and explained that the two schools have been working very well with the trust for a while now (including prior to conversion). Gary explained that most people within the school communities would have noticed little difference since the conversion. The main differences are for the Headteacher and the Business Manager. The Headteacher now has Gary as her line manager, which is a much different way of working from before conversion. Most changes come for the Business Manager and the admin team, who have dealt with many changes to the way they manage finance, HR, health and safety and admissions.

Gary went on to further explain the role of the Local Governing Body (LGB). He explained that the LGB acts as the eyes and ears of the ALT Board of Trustees. The Board of Trustees is required to ensure that the Trust meets its charitable objectives and they rely on local representatives to assist them with this. The LGB act as community champions and ensure that the schools remain part of the local community. They are required to provide senior leaders in the school with support and challenge around standards. This becomes the key function of the LGB.

**Governors asked whether there is a maximum number of schools that the Trust will take on.**

Gary explained that the East of England Regional Schools Commissioner and the National Schools Commissioner have made it clear that if a trust wishes to stay a 'regional' trust then the maximum number is 29. Otherwise, Trusts will have to become 'national'. ALT has no view to doing that.

**Governors asked how many schools are part of ALT at present.**

There will be 20 when all the new schools have opened.

- 2.2 Andy Redman explained that his role as the Lowestoft Hub Standards Adviser is similar to that of the Local Authority School Improvement Adviser role but in even more depth with each school in the hub. His main role is to understand the schools really well and to provide challenge and support to senior leaders within the schools. Since conversion, his time has been spent getting to know the federation well. Once this has been achieved, he will then produce a work plan which will include priorities for the school and for him. He will be conducting reviews over the coming weeks and will be working with governors to do this.

Andy explained that one of the main benefits of the hub model is that there are other colleagues nearby within the hub to provide support and staff expertise can be shared easily. For example, Subject Leaders Development Groups. Pupils also have opportunities to work together, through sporting fixtures. Costs of CPD can also be shared. In reality, this means that National trainers can be brought in at a reasonable cost for schools because of the size of the trust.

Governors asked whether there had been any response from parents regarding the conversion.

Only one comment was received on the parent questionnaires – the parent said that they are waiting to see the effect, so the comment was neither positive nor negative.

Gary attended Ravensmere's Christmas event and was well received by parents.

Andy attended Ravensmere's Christmas event and the Albert Pye Nursery Christmas event.

Gary thanked governors for agreeing to take on this crucial role.

Gary and Andy left the meeting.

### **3 Pecuniary and Other Interests**

- 3.1 There were no declarations of pecuniary or other interests with regard to items on the agenda.
- 3.2 Everyone present completed the register of Pecuniary Interests. Clerk to ensure that those not present complete the register.

### **4 Local Governing Body Skills and Expertise Share**

- 4.1 Governors shared their skills and expertise that relate to the governor role.

Phil Tate – local businessman, governor for 16 years

Melanie Mills – Headteacher of the federation since 2006

Sam Burton – police officer for Norfolk Constabulary; knows the schools well from working as a sports coach

Katie Rattenbury – has a son at Albert Pye, lawyer, experience of Autism and SEN, active member of the friends committee

Sally Brooks – has a son at the Albert Pye, Key Stage 1 teacher at another school

Dee Moxon – ex-headteacher, active member of this governing body for 4 years

Helen Nicholson – has a son at the Albert Pye and a daughter now in high school, self-employed photographer, governor for a year

Jeanette Kershaw – EYFS co-ordinator at the Albert Pye for 5 years, governor for a year

Governors formally thanked Emma Plane for all her hard work enabling the academy conversions to take place.

## **5 Local Governing Body Committee Structure**

- 5.1 The committee structure was discussed and agreed to follow the model suggested by ALT; Premises and Finance Committee and Personnel Committee. Responsibility for holding leaders to account for standards will be with the local governing body.

Committee membership was agreed as follows:

### Finance and Premises

Gillian (Chair)

Sam

Helen

Sally

Jodie

Mel

### Personnel

Dee (Chair)

Phil

Katie

Mel

- 5.2 The circulated terms of reference were adopted.

## **6 Individual Responsibilities**

- 6.1 The following individual governor responsibilities were agreed:

English – Helen

H&S – Sam

Science – Sally

Maths – Katie

SEN – Gillian

Safeguarding – Dee

Pupil Premium – Phil

Attendance – to be agreed

Parent governors gave feedback from parents regarding the attendance letters sent recently to the Headteacher.

The Headteacher resolved to address the reaction to the letters in the next federation newsletter.

## **7 Meeting Schedule for 2016/17**

7.1 The meeting schedule for the academic year was circulated and agreed.

The Headteacher confirmed that the focus of the first LGB meeting on 1<sup>st</sup> February would be the 'Coasting Schools' letter that the Albert Pye has received from the Regional Schools Commissioner (RSC), as the school meets the criteria for the definition of a 'coasting school'.

The letter received from the RSC was circulated.

The Headteacher explained that the reason the school meets the definition is due to the progress measure being too low in Maths in 2016.

Governors asked whether this letter is likely to trigger an Ofsted inspection. The Headteacher explained that it would not.

A response to the letter has been sent with the full support of ALT. The response was circulated.

The Headteacher talked governors through the response. She highlighted that the school is not disputing whether it meets the definition. School leaders have identified that the issue lies with Maths within the federation. The English Leader is leading very well, being a county Moderator for writing and leading on English for the hub. The Maths leader and a year 6 teacher have been out to a school doing well in maths and brought back a plan to further improve maths within school. The Headteacher explained changes to teaching maths in year 6, which involve five experienced teachers taking groups of 12 pupils each to focus on maths learning.

Governors asked whether the floor standards will be changed given that 69% of schools failed to reach it.

The Headteacher explained that it would not.

The Headteacher assured governors that there is no complacency in our schools.

Governors commented that pupils don't always achieve what they are capable of, for a variety of reasons.

The Headteacher pointed out that there are lots of strengths within the federation. EYFS is particularly strong and held in high regard by ALT.

The Headteacher informed governors that there would potentially be a dip in KS1 results at the Albert Pye in 2017 from 2016 due to new staff settling in.

However, it is progress from years 3-6, particularly in maths, which is the issue.

The Headteacher invited governors to visit to see the good practice in the schools.

#### Governors asked whether staff know about the letter and how they had taken the news.

The Headteacher explained that the staff do know and that the initial reaction was that staff felt quite emotional and deflated. However, the staff team is resilient and they support each other well. Working across the hub is helping to support staff as they no longer feel isolated.

The Headteacher made it very clear to governors that this absolutely isn't a reflection on the ability of maths leader. She is very skilled and is working hard to improve maths across the schools.

#### Governors praised the response.

The Headteacher explained that the School Development Plans for both schools would be circulated with the agenda for next week's meeting.

Detailed Maths and English plans are being produced by the subject leaders and will be shared once completed.

### **8** Governor Training

- 8.1 The federation still purchases a Governor Training package from Schools Choice and governors are free to book onto any course they wish to.
- 8.2

The Chair confirmed that a whole governing body training session for RaiseOnline has been booked for 9<sup>th</sup> February at 6pm at the Albert Pye.

The Headteacher confirmed that there will be a hub training session for ALT governors on Wednesday 10<sup>th</sup> May 4pm-7pm. The location is yet to be confirmed.

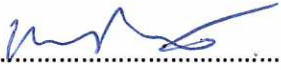
### **9** Date of Next Meeting

- 9.1 The next meeting of the Local Governing Body will be on Wednesday 1<sup>st</sup> February 2017 at 6pm at the Albert Pye

**Agreed Actions**

1	Ensure those not present sign the register of Pecuniary Interests	Clerk
2	To address the reaction to the Attendance RAG letters in the next newsletter	Headteacher

These minutes are confirmed as a true and accurate record of the meeting.

  
..... Chair of Governors, FGB 22/03/17