

## CHANTRY ACADEMY

Minutes of the Chantry Academy meeting of the Local Governing Body held at the academy at 5.00pm on Thursday, 12 March 2020

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| Present: | | Lucy Bayliss (LB)  Miles Cole (MC) Chair of Governors  Gareth Connor (GC)  Craig D’Cunha (CD) (Executive Headteacher)  Iain Dunnett (ID)  Kevin Williams (KW) |  | |
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| In attendance: | | Andy Baker (AB) - Staff Representative  Rob Croxson (RC) - Staff Representative  Rick Hanson (RH) - Head of School  George Hinds (GH) – Careers Enterprise Company  Jordan Holder (JH) – Careers Enterprise Company  Tommy Moseley (TM) – Assistant Principal  Vicky Richards (VR) – Careers Adviser  Kate Thomas (KT) – Clerk to the Governors | | |
|  |  | | | **ACTION** | |
| 1 | APOLOGIES FOR ABSENCE | | |  | |
| 1.1 | Apologies for absence were received from Aileen Davison and Rev’d Rob Hinsley.  Governors consented to these absences. | | |  | |
| 2. | **CAREERS PRESENTATION** | | |  | |
| 2.1 | TM and VR gave a presentation on careers at CA. Copy Attached.  VR explained that pupils from year 7 onwards were given careers guidance. VR advised that pupils in Year 8 were working with Suffolk One students including receiving shadowing experiences.  TM highlighted the importance of the Career Journey from the primary age through to Secondary and beyond. TM advised that Suffolk one were tracking what was happening to students when they left further education, along with Suffolk New College and Suffolk County Council to gain further insights.  VR informed that CA was a Careers Hub Lead School due to host an Ipswich-wide leadership session targeting middle leaders in schools.  **A governor questioned where the LMI would be sought?** JH replied that it was through the Local Enterprise Partnership (LEP) via economic analysts. JH advised that at the recent Careers conference in January 2020 the information had been distributed to schools but also there was information on the website too.  JH explained that as part of the Ipswich Opportunity Funding, virtual tours of local businesses were available for students to access. JH agreed to provide a link for governors. | | | **JH** | |
| 3. | CAREERS ENTERPRISE COMPANY | | |  | |
| 3.1 | JH gave a presentation from Careers Enterprise Company (CEC). Copy Attached.  GH explained that he worked for a Wealth Management company but supported CEC and students in schools to understand financial management more clearly, i.e. using credit cards, mortgages, loans, etc.  JH highlighted the work of Cornerstone Employers which were a group of businesses local to Ipswich helping groups of students to engage in the work place.  JH explained that there was a red card system linked to funding that Schools could use to support their students in further career development and opportunities.  **A governor questioned what the future funding opportunities would be in the area?** JH responded that currently Ipswich Opportunity Funding was continuing for another year but the main strength would be Cornerstone Employers.  **A governor asked whether further employers would be sought to join Cornerstone Employers?** JH replied that more employers would be helpful, but it would be dependent on their levels of commitment. | | |  | |
| 4. | DECLARATIONS OF PECUNIARY INTERESTS | | |  | |
| 4.1 | No declarations of pecuniary or other interests were made regarding items on the agenda. | | |  | |
| 4.2 | 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 2019). | | |  | |
| 5. | MINUTES | | |  | |
| 5.1 | The minutes of the Local Governing Body meeting held on Thursday, 30 January 2020 (copy in the Minute Book), having previously been circulated, were **confirmed** and signed by the Chair. | | |  | |
| 5.2 | **Matters Arising from the Minutes**  Governors were asked if they had any matters arising from the minutes, which were not already included on the agenda.  The following items were discussed:  Item 4.2 – Governorhub - CD agreed to liaise with KT regarding buying Governorhub and then establishing the structure within Governorhub. Actioned.  Item 4.2 - Sports Centre Insurance covering Adult Community Sports - RC advised that he had spoken to Anne Weatherby and would provide an update on the situation at the next meeting. RC explained that the insurance currently in place, did not cover for business interruption but he was investigating options of buying further insurance which would cover it, and could be run alongside the current cover in place.  Item 10.1 - SC invited governors to contact him directly should they wish to meet with him as CEO of ALT. Governors noted this action.  Item 11.1 - MC requested that in future all policies to be adopted should include either track changes or a summary of changes at the front of the policy. CD noted this action. | | |  | |
| 6. | **ACADEMY IMPROVEMENT** | | |  | |
| 6.1 | Executive Headteacher’s Report  CD presented his Executive Headteacher’s report and highlighted the following key themes:  Pupil numbers  CD explained that pupil numbers were increasing year on year and the waiting list of students was also increasing.  Staffing  CD emphasised the importance of recruiting to an additional leadership post for research and supporting Oracy, which would help CA develop further. **A governor asked whether the additional role was affordable?** CD replied that it was and the budget was forecasting an in year surplus, but some further tweaks to the staffing structure were required.  Data  CD advised that he was quietly optimistic regarding the current performance data, but further information would be shared with governors at the next meeting.  Quality of teaching  RHA highlighted key actions to be completed by the end of March 2020:   1. Develop an Oracy Assessment Toolkit to identify explicit strands being covered in a lesson which will in turn, form part of the Teaching and Learning diagnostic 2. Develop IRIS in lessons – as part of a Trustwide Continuous Professional Development (CPD) 3. Facilitate Head of Year analysis of Teaching and Learning through half termly Senior Leadership Group reports.   **A governor asked whether when using IRIS, a permanent camera would be in the classroom?** RHA replied that the camera was a mobile one and set up by the teacher prior to the lesson. CD agreed, advising that the teacher after filming the lesson can also tag/highlight good practice examples to further support CPD for staff.  RHA explained that attitudes to learning for students in Years 7, 8 and 9 were being reviewed, along with teachers’ professional judgements to align assessments more accurately. RHA advised that students in the lower years often when taking exams were not performing at the level required, but when teachers had informed students that they would be undertaking resits the attitude had changed dramatically. RHA added that the work ethic of students was being further developed in readiness for the upper year’s exams. RHA informed that pilot groups had already evidenced a noticeable difference in attitude through this strategy.    **A governor queried whether the Head of Year reports analysis should be brought to governors?** CD responded that it was an operational tool for SLG rather than a governor report. **A governor suggested that an annual report on the effectiveness in change of strategy could be given to governors?** CD agreed that it was important to report back on the success of the new strategy.  Exclusions  CD informed that the number of fixed term exclusions had decreased dramatically from the previous year from 208 to 85.  CD reminded that 50% of the negative points were attributed to 5% of the school population.  CD explained that there were 5 permanent exclusions that had already taken place during the year and there were likely further exclusions in the pipeline. CD expressed his disappointment at the lack of appropriate provision for students and raised his concern of excluding vulnerable students. CD advised that some students which had been permanently excluded 12 months ago had not been placed in alternative provision.  **A governor questioned the permanent exclusion numbers being twice the national average even when compared to other deprived schools?** CD agreed, advising that it was a last resort and the number of interventions and support strategies given to students exceeded other schools. CD acknowledged that there were up to 8 other students who would have been permanently excluded in other schools but remained at CA. CD informed that 8 students since Year 8 were placed in Alternative Provision (AP) and were currently Year 11 not having attended CA in those years. CD added that there were some students who had not attended CA at all but would continue to be included in the school’s overall performance at GCSE.  **A governor asked if there was some data from Suffolk LA on permanent exclusions to compare CA with?**  **A governor queried whether there was sufficient AP available?** CD confirmed that there was not sufficient AP and the process for schools to access the AP had changed dramatically in the last 12 months. CD explained that there were 2 stages, and the first stage filtered out schools from obtaining AP places directly by the LA and the second stage only placed students who met the assessment criteria, which was not divulged to schools or AP providers. CD added that the process only offered 2 opportunities a year to place students, whereas previously there were monthly/6 weekly opportunities to place students.  ID commented that the overall impression was that CA had done everything possible to support the students but they had been let down by the external services. CD agreed advising that for some students even with extreme behaviours, they moderated their behaviour when on school site.  Random Acts of Kindness  CD was pleased to report the success of the recent promotion of Random Acts of Kindness where there were 10,125 Random Acts of Kindness within the community equalling 1.4 random acts per student per day. **A governor queried whether it would be repeated?** CD confirmed that it would be an ongoing strategy.  Covid 19 – Coronavirus  CD informed that a letter had been circulated to parents explaining what would happen if the School was to close. CD highlighted the importance of learning expectations with students. CD explained that all staff had been asked to set work via Show My Homework and hard copy packs would be issued to all students to complete.  CD advised that all students would be expected to undertake 5 hours a day of work and that all students had been issued with school email addresses. CD explained that teachers had been asked to support students between 8.30am and 3pm via email (only via the student’s School email address).  CD informed that the school would have staff in to respond to password resets for students, and also to ensure that those students that were vulnerable could be monitored daily for safeguarding reasons.  CD explained that there was a remaining issue for supporting those Students eligible for Free School Meals, but guidance was awaited from the DFE.  RC advised that some support staff would be in school and may be required to be involved in a deep clean of the premises.  CD informed that hand gels, soap and towels have been replenished throughout the school. have encouraged hygiene by hand gels, soap and towels, without causing panic. **A governor queried whether all staff were able to work from home?** CD replied that all teachers had laptops, and those staff needing laptops were being issued them and there was also a virtual network access for key staff.  **A governor questioned whether there was an expectation on students to submit work online?** CD responded that it was possible, but also there were a range of activities to be completed and some work would be physically handed in.  CD advised that the educational visit to Krakow would also be deferred.  Curriculum wheel  CD presented the Curriculum Wheel depicting the curriculum both implicitly and explicitly for CA. CD explained that the wheel included links to the value statement and various examples of experiences offered to students at CA.  CD advised that the wheel would be finalised soon.  **A governor queried whether it could be made interactive?** CD agreed that it would be very helpful to use it as an interactive tool.  **A governor questioned whether it could be used for subject specific planning?** CD agreed that it would be very useful for planning purposes, and show consistency in approach, particularly for the purpose and entitlement aspects.  CD informed that SLG had reviewed the Wheel and it would also be given to the middle leaders to consider.  Progress 8 Scores  CD was pleased to report that the Progress 8 (P8) Scores issued by Fischer Family Trust (FFT) for CA were an impressive +0.44, which included the contextual value added (CVA) data. CD explained that the national figures showed -0.15 P8 and CA were in the 65th percentile but the CVA showed CA to be in the top 11% of schools in the country.  **A governor queried whether the FFT data was available publicly?** CD responded that it was provided by the Trust but it was not a public document.  **A governor asked whether the Oracy Project would also help improve the CVA P8 score further?** CD agreed that it would particularly in the next 18 – 24 months time. CD explained that Oracy helped to improve and deepen students’ understanding and therefore should improve outcomes and develop the student individually.  CD informed that currently he was awaiting further data from previous years regarding CA from the Trust to identify trends and compare.  **A governor queried whether the school should consider buying FFT?** CD replied that it was helpful but for target setting it could be less effective. | | |  | |
| 7. | **GOVERNANCE MATTERS** | | |  | |
| 7.1 | Governors’ Link Meetings  31/1/20 – Safeguarding – RHI and MC  10/2/20 – Attendance & Behaviour - ID  24/2/20 – Teaching and Learning – KW  3/3/20 – Pupil Premium & Outcomes – ID | | |  | |
| 7.2 | Governor Vacancies  CD agreed to undertake parent governor elections to replace Aileen Davison. CD to action.  Governors thanked Aileen for her help and support over the years to the school. | | | **CD** | |
| 8. | **ANY OTHER BUSINESS** | | |  | |
| 8.1 | Governor Link Responsibilities   |  |  |  |  | | --- | --- | --- | --- | | **Full Description** | **Academy Improvement Plan Area** | **Link Governor** | **Support Governor** | | Attendance / Behaviour | Attendance, Behaviour for Learning | Iain Dunnett | Kevin Williams | | Human Resources & Communications | Leadership & Management | Miles Cole | Robert Hinsley | | Health & Safety | - | Miles Cole | Gareth Connor | | Outcomes | Outcomes / Key Skills | Iain Dunnett | ????? | | Pupil Premium | - | ???? | Iain Dunnett | | Safeguarding | - | Robert Hinsley | Miles Cole | | Special Educational Needs | SEND, LAC,CIC, Young Carers including all vulnerable groups | ??? | Gareth Connor | | Teaching & Learning / Oracy | Assessment & Curriculum Teaching & Learning | Kevin Williams | ????? | | Arts / Careers |  | Lucy Bayliss | Kevin Williams |   Pupil Premium Presentation  ID advised that during his recent link visit with Trudy Stannard, it had been suggested that a presentation to governors on Pupil Premium would be helpful. CD agreed to liaise with Trudy for the presentation.  Gatsby Benchmark Presentation  MC requested a presentation on the Gatsby Benchmarks for CA. CD agreed to action. | | | **CD**  **CD** | |
| 9. | **BUDGET UPDATE** | | |  | |
| 9.1 | Budget Update for 2019/20  MC reminded governors that budget updates were received monthly.  CD informed that the carry forward forecast for year end was in excess of £600K.  **A governor asked why the supply budget appeared to have doubled.** CD responded that it also reflected staffing arrangements for Music and Maths. | | |  | |
| 10. | **SAFEGUARDING AND HEALTH & SAFETY** | | |  | |
| 10.1 | Safeguarding Update  This item was discussed within the Executive Headteacher’s report. | | |  | |
| 10.2 | Health & Safety Update  CD confirmed that the Health & Safety report had been received. | | |  | |
| 11. | **ALT** | | |  | |
| 11.1 | CD informed that the Chairs of Governors and Vice Chairs of Governors had met with the CEO and the Chair of the Trust and that online training was being launched for all governors, with log ins and passwords being issued shortly. | | |  | |
| 12. | **POLICIES: REVIEW PLAN FOR 2019/20** | | |  | |
| 12.1 | There were no further policies for approval. | | |  | |
| 13. | **DATES OF FUTURE MEETINGS** | | |  | |
| 13.1 | Please note all LGB meetings start at 5pm  Tuesday, 19 May 2020  Monday, 6 July 2020 | | |  | |

The meeting closed at 7.03pm.

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| Signed |  |
| Date |  |