

## CHANTRY ACADEMY

Minutes of the Chantry Academy meeting of the Local Governing Body held Virtually at 5.00pm on Thursday, 24 September 2020

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| Present: | | Lucy Bayliss (LB)  Miles Cole (MC) Chair of Governors  Craig D’Cunha (CD) - Executive Headteacher  Iain Dunnett (ID)  Rev’d Rob Hinsley (RHI)  Kevin Williams (KW) |  | |
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| In attendance: | | Andy Baker (AB) – Staff Representative  Rob Croxson (RC) - Staff Representative  Rick Hanson (RHA) - Head of School  Kate Thomas (KT) – Clerk to the Governors | | |
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| 1 | APOLOGIES FOR ABSENCE | | |  | |
| 1.1 | There were apologies for absence from Gareth Connor.  Governors consented to this absence. | | |  | |
| 2. | DECLARATIONS OF PECUNIARY INTERESTS | | |  | |
| 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. KT advised that the Pecuniary Interests information was on Governorhub, and all governors could simply check the details and amend where necessary, then confirming that the declaration was current.  Governors were further reminded of the new statutory requirements now required to be declared on the Academy website (as per Academies Financial Handbook 2020). | | | **GOVs** | |
| 3. | MINUTES | | |  | |
| 3.1 | The minutes of the Local Governing Body meeting held on Monday, 6 July 2020 (copies in the Minute Book), having previously been circulated, were **confirmed** and signed by the Chair. | | |  | |
| 3.2 | **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 from the minutes of Monday, 6 July 2020 were discussed:  Item 2.1 - KT agreed to liaise with Sue Haywood regarding the completion of the annual Pecuniary Interest template and ensuring it was uploaded to Governorhub. Actioned  Item 4.2 - CD agreed to circulate to governors the finalised arrangements for students returning in September. Actioned. | | |  | |
| 4. | **GOVERNANCE MATTERS** | | |  | |
| 4.1 | Election of Chair and Vice Chair of Governors  Governors elected MC, unanimously, as Chair of Governors and noted that the Trust would ratify the position at the next Board meeting.  Governors elected RHI, unanimously, as Vice Chair of Governors. | | |  | |
| 4.2 | Remote Monitoring  Governors agreed to review the remote monitoring document provided by KT and consider. CD agreed that Sue Haywood would contact governors for link meetings virtually over the coming months. | | | **CD/SH** | |
| 4.3 | Governor membership  MC pointed out that the key responsibilities for governors were on Governorhub both in a document but also within the membership area.  CD informed that it was likely that the vacancy currently would be filled by a member of SENDAT who would be partnering with CA regarding a specialist provision on site. | | |  | |
| 4.4 | Governor Vacancies  CD advised that an advert for a parent governor would be submitted upon students settling into CA.  CD reported that AB was leaving CA to join the new Bobby Robson Special School and asked governors whether in future the staff representative role should be undertaken on a rota basis or remain with 1 staff member for consistency. Governors agreed that 1 staff member should attend in order to offer consistency within the role. | | |  | |
| 5. | **ACADEMY IMPROVEMENT** | | |  | |
| 5.1 | Executive Headteacher’s Report  CD presented his Executive Headteacher’s report and highlighted the following key points:   * There were 92 students on the waiting list for Year 7 * A professional film crew had visited CA to film the site, staff and students and prepare a presentation for open evenings, etc about CA * 50 parents had signed up for the virtual open evening within 24 hours of the launch * Anne Weatherby the School Business Manager was leaving on Friday, 25 September, as a result of early retirement and the new business manager Kevin Nunn had joined CA since   1 September 2020 to participate in the handover   * There were a range of new staff and although a very challenging first team at CA, were all settling in well * Staff wellbeing remained upbeat * Years 7 and 8 tended to remain in their classroom for the majority of lessons, * With Years 9, 10 and 11 remaining in their year group bubbles * There were staggered starts to the day and finishes * Break times were also staggered with all students offered 20 minute breaks 3 times in the day * Food choices were consistent irrespective of the break and year group * Additional cleaning regimes were in place, and staff wore masks when moving around the building * Meetings were all virtual currently * For Year 11s they had an extended school day til 4pm and 100% remained on site * All staff members had a designated area to work * Staff had given positive feedback regarding the procedures in place * RC and his team had been outstanding in ensuring the building was ready for the return of all students * There was currently 95% attendance * A few staff had shown symptoms and were awaiting tests * There were approximately 12 students who were struggling with the new procedures in particular the new boundaries to their day * Further mental health support was being investigated including the possibility of a mental health specialist to work with students during the week   **A governor queried whether Year 6s would gain access to the CA film via their own school, particularly in cases, where there was limited wifi access at home.** CD agreed that the film would be promoted extensively to the community.  CD informed that as part of the IT strategy at CA all Year 7s would receive emails and would be working with MS Teams more in the coming months. CD advised that there was a delay in the roll out of the 1 to 1 devices but they were expected in October. RHA agreed explaining that once the first tranche of laptops were received, the strategy for rolling out further laptops would be finalised.  **A governor questioned whether there would be sufficient resource to support students with laptops?** RHA confirmed that the Academy was in a strong position to support due to the provider’s expertise and advice regarding the phasing of laptops to year groups. RHA explained that as most of the structure was cloud based, and Office 365 was used there was less impact on the IT network as a consequence. CD agreed advising that the main requirement was that the wifi was working, and that form tutors would be the first port of call for IT queries for students.  **A governor asked what preparation was in place to support teaching and learning during the next 6 months of disruption?** CD replied that there were plans to manage the different year groups and prioritise support. CD reminded that where possible the work undertaken by the current year 11s in year 10 had been banked in order to progress them during the current year. CD advised that for English Literature all of Year 11s had completed the qualification already and 55% had achieved grade 4 or above. CD further advised that 90 students in Year 11 had already completed their GCSE Statistics qualification and 30 students had achieved a Level 2 pass in Construction.  CD highlighted that challenge meetings had been undertaken with virtually all Heads of Department reviewing last year’s results and assessing the current Year 11. CD added that the additional Period 7 was also helping to support Year 11 with much needed opportunities for catch up.  CD informed that next week the Pre Public Exams would commence in order for question level analysis to be undertaken for all student. CD reminded that half of Year 11s accessed 11hours face to face learning in the previous term and had worked well.  CD advised that there were challenges regarding qualifications and the adjustments required, also there were variable decisions by the Exam Boards within certain subjects which also posed issues.  **A governor queried whether Oracy had been affected by teaching and learning in the full reopening of CA?** RHA explained that there were differences in the way that Oracy was being used, i.e. currently more simplistically than the more creative opportunities offered previously.  **A governor questioned whether monitoring of the quality of teaching and learning was in place currently in light of the COVID-19 restrictions?** RHA replied that Iris system was used to monitor and record lessons and this had been very helpful in supporting staff and offering examples of high quality teaching and learning. | | |  | |
|  | *Please note Item 5.2 was taken at the end of the meeting to enable staff to leave the meeting whilst discussions took place.* | | |  | |
| 5.2 | Updates  Teachers and support staff appraisals  Staff representatives left the meeting at this point at 6.25pm.  Please see confidential minute.  Accountability Framework (via SWAY)  CD explained that the framework was an opportunity to consider the following:   * The improvement cycle – the monitoring process * The Self Evaluation Form (SEF) * The Action Plan * Line management details * Data analysis * The addition of 2 items: * Head of Year 1 page review * Curriculum review meeting     <https://sway.office.com/6yl8K1gWAKGLWibs?ref=Link>  COVID-19 (Coronavirus)  CD presented the Chantry Opening Phases with 4 Tier Restriction document. CD explained that there were 4 key scenarios shown with details on how CA would operate in the event of the change of Tier and restrictions placed. CD advised that each Head of Department were contacted to ascertain what resources would be required depending on the scenario, in order that resources can be in place in the event of a change in circumstance.  MC thanked CD for the amount of work spent on producing the document and the planning undertaken.  CD informed that the document had as yet, not been released to staff but would be soon.  **A governor queried why under Tier 1 there was an “expectation” to wear a face covering when within Tier 2 it was a “must”?** CD agreed that it was a deliberate message of emphasising the increased requirement according to the scenario.  ID commended CD and the Academy on the level of preparation given. ID advised that other schools had not prepared to the same level, with some not receiving any 1 to 1 learning virtually over 6 months at all. ID added that other parents had also been impressed with CA’s approach and strategy.  GCSE Results/gradings  CD reminded that the results were similar to those shared previously, with no real changes. CD explained that the results were accurate and the Progress 8 results evidenced that. CD highlighted the Fisher Family Trust (FFT) paper showing results and supporting the validity.  CD informed that only 3 students in Ipswich achieved a Grade 9 result, these were 2 students from Ipswich High School and 1 student from CA.  SENDAT Partnership  CD advised that SENDAT had approached the Trust to go into partnership with CA. CD explained that SENDAT wanted to host a moderate learning difficulties (MLD) site with CA for KS3 and 4 students. CD informed that the students would be on the roll of CA, but would be taught by SENDAT staff. CD explained that a Service Level Agreement (SLA) would be drawn up between CA and SENDAT to offer curriculum and staff provision. CD reported that a meeting would be taking place shortly with the Local Authority (LA) and SENDAT to discuss the provision. CD advised that the students would wear CA uniform and the admission would be undertaken by the LA. CD highlighted that working with SENDAT would provide high quality Continuous Professional Development (CPD) for staff with a specialist group of staff working with Special Educational Needs and Disabilities (SEND) students full time and some of the mainstream students would benefit from the expertise. CD advised that the MLD students would also access CA provision as and when appropriate.  CD suggested that by partnering with SENDAT a representative could join the Local Governing Body as a SEND governor.  **A governor asked what the time line was for the new provision?** CD replied that it was September 2021 but there could be a possibility of a delay until September 2022. CD advised that it was important for building extensions to be undertaken at the same time as the adjustments for the specialist provision.  **A governor questioned who would be responsible for the quality of teaching and learning within the new provision?** CD responded that as part of the SLA there would be joint monitoring of the teaching and learning and monthly reviews undertaken by CA staff. CD advised that SENDAT only worked with Special Schools and had a reputation for running high quality specialist provision. | | |  | |
| 6. | **FINANCE MATTERS** | | |  | |
| 6.1 | Budgets 2019/20 and 2020/21  Governors received the budget update reports for July and August respectively.  Governors thanked Anne Weatherby for all her help and support over the last 11.5 years. | | |  | |
| 7. | **SAFEGUARDING AND HEALTH & SAFETY** | | |  | |
| 7.1 | Safeguarding Update  CD confirmed that there was nothing further to update regarding Safeguarding. | | |  | |
| 7.2 | Health & Safety Update  CD informed that a Health & Safety audit was due in the following week. CD pointed out that as a result of COVID-19 restrictions there would inevitably be issues raised regarding room rearrangements, etc.  CD advised that both a fire drill and “code red Lockdown” drill had been completed positively in the last week. | | |  | |
| 8. | **ALT** | | |  | |
| 8.1 | No further updates from the Trust | | |  | |
| 9. | **ANY OTHER BUSINESS** | | |  | |
| 9.1 | There was no further business to discuss. | | |  | |
| 10. | **POLICIES** | | |  | |
| 10.1 | Governors’ adopted the Trust policies as follows:   * Privacy Notice Policy * Safeguarding Policy | | |  | |
| 11. | **DATES OF FUTURE MEETINGS** | | |  | |
| 11.1 | Please note all LGB meetings start at 5pm – Virtually:  Thursday, 3rd December 2020  Monday, 1st February 2021  Thursday, 11th March 2021  Thursday, 20th May 2021  Thursday, 8th July 2021 | | |  | |

The meeting closed at 6.28pm.

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| Signed |  |
| Date |  |