

## GOVERNING BODY OF SANDAL MAGNA COMMUNITY ACADEMY

### FULL GOVERNING BOARD MEETING MINUTES

<b>DATE:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Wednesday 13 February 2019	5.00 pm	School

PRESENT		
<b>Chair:</b>	Mr D Johnson (Vice-Chair)	
<b>Headteacher:</b>	Mrs L Sennett	
<b>Governors:</b>	Mrs S Azam	Mr C Elliott
	Mr S Liddicott	Mrs J Pratt
	Mrs J Ward	
<b>In Attendance:</b>		
<b>Clerk:</b>	Mr D Atkins	
<b>Apologies:</b>	Mr P Bell	Cllrs Mrs M Graham
	Mrs L Lawson	Mrs C Parkin

ITEM	ACTION
<b><u>STAFF PRESENTATION</u></b>	
<p><b>1. OfSTED AND THE CURRICULUM</b></p> <p>Mr Elliott, Head of School, gave a presentation to Governors on OfSTED’s new Inspection Framework following a workshop he had recently attended.</p> <p>He reported that the new Inspection Framework, which would be introduced in September 2019, would change the emphasis of Inspections from “data focused and performance” to “the quality of the curriculum delivered” by schools. He highlighted the following points in this new approach:</p> <ul style="list-style-type: none"> <li>• The new approach was a response to the “narrowing of the curriculum” as schools had focused on the Key Stage 2 stats and performance;</li> <li>• Inspections would not be about “what offered” but seeing is “live”;</li> <li>• The workshop defined what an OfSTED felt curriculum was and what good curriculum looked like;</li> <li>• OfSTED had commissioned a research project into what curriculum was. This research had focused on the importance of “knowledge”. It had looked at what was taught in school and was the context in ‘your school’;</li> <li>• OfSTED felt all curriculum and teaching should focus on:                         <ul style="list-style-type: none"> <li>○ Intent</li> <li>○ Implementation</li> <li>○ Impact</li> </ul> </li> <li>• Their definition of learning was “an alteration of long term memory - if nothing altered long term then nothing learned”. They feel that “knowing more words makes you smarter”.</li> </ul>	

ITEM	ACTION
<p><b>Q:</b> Is this anything new? <b>A:</b> Not really. It is a different way of looking at learning from OfSTED’s perspective. OfSTED want to look at the connections across all curriculum and “skill” sets required to learn.</p> <p><b>Q;</b> How will schools be judged against this new Framework? <b>A:</b> Not sure at the moment. This detail hasn’t been released. OfSTED have spoken about the concepts/approach of the new Framework only and not the detail of what it actually means. This will come later this year.</p> <p><b>Q:</b> How is the school planning for this change in inspections? <b>A:</b> We have started to look at the overview given by OfSTED in this academic year and plan our approach and it will be our main focus next academic year as more detail is released. Our focus this year must still be “Reading, Writing and Maths”. We see the work required to ensure our curriculum meets the requirements of the new inspection frame work as a 2 year project.</p> <p><b>Q:</b> Will this make a difference? <b>A:</b> Moving away from the narrow performance approach of the last few years is the correct idea and this is welcomed but it will depend on what the detail of this new approach is before we know if it will make a difference.</p> <p>Governors thanked Mr Elliott for his presentation.</p>	
<b><u>PROCEDURAL ITEMS</u></b>	
<p><b>2. APOLOGIES FOR ABSENCE</b></p>	
<p><b>Consent to Absences</b> <b>Resolved 23</b> <i>That consent be given to the absence of Mr Bell, Cllrs Mrs Graham, Mrs Lawson and Mrs Parkin.</i></p>	<b>SGS</b>
<p><b>3. DECLARATIONS OF INTEREST</b></p>	
<p>There were no declarations of interest.</p> <p>Governors were reminded to complete their Declaration of Business Interests pro-forma and return them to school.</p>	
<p><b>4. MINUTES OF THE MEETING HELD ON 12 DECEMBER 2018</b></p>	
<p><b>Resolved 24</b> <i>That the minutes of the meeting held on 12 December 2018, being correct, be signed; and</i> <i>That a copy of the signed set of minutes for publication be made available at the school for anyone wishing to inspect them.</i></p>	<b>HT</b>
<p><b>5. MATTERS ARISING FROM THE MINUTES</b></p>	
<p>There were no matters arising from the minutes.</p>	

ITEM	ACTION
<b><u>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS</u></b>	
6.	<p><b>POLICIES : FINANCIAL MANAGEMENT POLICY; WHISTLEBLOWING POLICY AND BUSINESS CONTINUITY PLAN</b></p>
	<p><b>General</b> Governors noted that school policies were either school based ones or came from the Academy Trust. For those policies that are school based these are distributed to Governors for comment and approval, however, Enhance Academy Trust policies were for information and need to be adopted by Governors once the contents had been acknowledged, especially if any amendments had been made. Governors were informed that the three policies presented tonight were all Academy Trust policies.</p> <p><b>Financial Management Policy</b> The Financial Management Policy was unchanged from last year apart from changing individual's names to their job titles. <b>Resolved 25</b> <i>That Governors adopt the Financial Management Policy.</i></p> <p><b>Whistleblowing Policy</b> The Whistleblowing Policy was unchanged from last year. <b>Resolved 26</b> <i>That Governors adopt the Whistleblowing Policy.</i></p> <p><b>Business Continuity</b> Governors noted the Business Continuity Plan was relatively unchanged from last year but sections within it had been made more specific in content. It was reported that the Policy was about how the school would react to any issues that might arise rather than specifying individual incidents.</p> <p><b>Q:</b> Does the school have a "lockdown" Policy? <b>A:</b> Not yet. We have started to develop one and have held training on how it may work and undertaken a "desk top" exercise as part of the work to develop a Policy. Following this work the school has raised some questions with the LA on how a Lockdown Policy would work at our school because we have some school specific issues which will need to be written into any policy. For example a Lockdown Policy should include closing sun blinds on windows but we don't have any. <b>Resolved 27</b> <i>That Governors adopt the Business Continuity Policy.</i></p>
7.	<p><b>REPORTS OF COMMITTEES</b></p>
	<p><b>Standards Committee</b> Governors received a verbal report of a meeting of the Standards Committee held on 16 January 2019. Items discussed at the meeting included the School Development Plan, Core Progress Across the Whole School, RE Curriculum, Pupil Attendance and Disadvantaged Children's Data.</p> <p><b>Resources Committee</b> It was noted that the Resources Committee was due to meet on 27<sup>th</sup> February 2019.</p>

ITEM	ACTION
<p><b>8. FEEDBACK FROM GOVERNOR MONITORING AND EVALUATION VISITS</b></p> <p><b>Governor Visits</b>                      It was reported that no Governor had visited school this calendar year.</p> <p>Governors were reminded of the school’s Governor Day and the Head of School asked Governors to contact school if they were able to attend and what they wanted to discuss.</p> <p><b>Q:</b> Can we have a session on Reading, Writing and Maths?  <b>A:</b> Yes this can be arranged.</p>	
<p><b>9. LEADERSHIP REPORT</b></p> <p>The Head of School presented a written report on matters of interest relating to the school. The report included items on Achievements, Visit of Olympic Swimmer, Issues Governors Need to Know About, Pupil Numbers, Pupil Mobility, Attendance, Staff Absence and Recruitment, Pupil Management, SEN, Languages, Children with Social Care Involvement, Pupil Attainment and Progress, Parental/Stakeholder Engagement, School Budget and Premises.</p> <p><b>Matters Arising from the Leadership Report</b></p> <p><b>Pupil Premium</b>                      The Head of School reported that Craig Batley had visited school on 21 January 2019 to undertake a Pupil Premium Revisit assessment. Governors received a copy of his Report, which was “very positive” and contained only minor development areas for school to consider. These included:</p> <ul style="list-style-type: none"> <li>• Consider when and where staff are giving pupil’s support;</li> <li>• Investigate ways of developing pupil ownership;</li> <li>• Develop “cross curricular” vocabulary and oracy work to build on good work on Maths in English in all curriculum areas;</li> <li>• Link the good work of the Parents and Toddler group in school so parents can link the work with their children at home; and</li> <li>• Consider a weekly nursery rhyme performance so parents can celebrate their children’s learning.</li> </ul> <p>Governors noted that the school had started to commence the introduction of the recommendations contained in the Report.</p> <p><b>School Improvement Partner</b>                      It was reported that Anne Butel, the school’s new School Improvement Partner, had visited school on the 23 January 2019. Governors received a copy of her Report and noted the “positive” comments made, The Head of School outlined the development areas contained in the Report which included the following:</p> <ul style="list-style-type: none"> <li>• Triangulate evidence from pupil progress meeting notes and subject leaders reports with specific examples from pupils’ books;</li> <li>• Consider how children in Key Stage 1 and Foundation Stage access non-negotiables;</li> <li>• What you are doing to enhance the provision for children who are working at expected levels;</li> </ul>	

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<ul style="list-style-type: none"> <li>• How planned activities would motivate children to have the confidence to achieve greater depth; and</li> <li>• Consider using a less “scaffolded” approach to the writing process.</li> </ul> <p><b>Pupil Numbers</b>                      Governors received an overview of pupil numbers which gave an indication of pupil mobility. It was noted that the school had taken further Fair Access pupils since their last meeting.</p> <p><b>Leadership</b>                      Governors noted the Leadership arrangements between Louise Sennett, as Executive Headteacher over Sandal Magna and St Helen’s and Craig Elliott’s role as Head of School.</p> <p><b>Pupil Attendance</b>                      Governors received an overview of attendance across the school broken down by year groups and pupil groups. It was noted that current attendance for this academic year was above the National Average at 96.5% when excluding unauthorised holidays being taken. The Head of School reported that unauthorised absence was not just about parents taking their children on holiday and any unauthorised could trigger parental fines.</p> <p><b>Q:</b> Do doctors give letters to cover a child’s absence?  <b>A:</b> They are getting better at providing parents with evidence of doctors’ visits especially the King Street “walk in” centre. In terms of absences the school are looking more at patterns of absence than one off absences.</p> <p><b>Q:</b> Are parents aware of fines for patterns and/or persistent absences?  <b>A:</b> Yes, they are beginning to become more aware as we are sending out letters regarding such absences.</p> <p><b>Staff Absences</b>                      The Head of School reported that the school had lost 4 days due to teachers’ absence and 62 days from other staff absences since the last meeting of the Governing Body. Governors received an overview of the reasons for the absences. It was reported that a TA had been absent since the beginning of December 2018 which had been covered by agency staff.</p> <p>Governors noted that a teacher had been absent since 26 January 2019 due to personal issues and was expected back after the February half term.</p> <p><b>Q:</b> How had the teacher absence been covered?  <b>A:</b> We have covered the absence with Mr Carver and Mrs Beaumont and a HLTA where necessary.</p> <p><b>Q:</b> What has been the impact on their class?  <b>A:</b> The class is coping well but we may need to consider the cover arrangements if it goes beyond the February half term.</p> <p><b>Pupil Management</b></p>	

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<p>It was reported that there had been 1 fixed term exclusion since the last meeting of the Governing Body and 7 since the beginning of the academic year. It was reported that the recent incident had been dealt with and no further incidents had occurred.</p> <p><b>Social Services</b>                      Governors noted that the number of children with Social Services had increased.</p> <p><b>Q:</b> Why do you think the number of children with Social Services has increased?  <b>A:</b> Since the Local Authority’s Social Services Inspection “inadequate” rating I believe that the LA has changed its thresholds for Social Services involvement and more children are coming into the system.</p> <p><b>Pupil Attainment</b>                      Governors received an overview of pupil attainment and progress across all year groups which was further broken down into specific groups of children e.g. Pupil Premium, Gender, EAL.</p> <p><b>Q:</b> It appears that boys are performing better than girls, especially in Y1 and Y4, why is this?  <b>A:</b> It is related to the “make up” of the cohorts in terms of their ability, however the school is aware of the issue and is working to rectify the issue. They are not far apart and we do not see it as a major issue.</p> <p><b>Parental Engagement</b>                      The Head of School outlined the school’s engagement with parents that had taken place since the last meeting of the Governing Body, examples of which included the Reading Club, Parental Workshops and Teddy Bears’ Picnic.</p> <p><b>Q:</b> Is parental attendance at events in school increasing?  <b>A:</b> Yes, it is improving but does dip as the children move through the middle years of school. It is very good in the nursery and the later year groups.</p> <p><b>School Budget</b>                      The School Business Manager provided a copy of the external Responsible Officer (RO) Report that had been undertaken on 31 January 2019. It was noted that there were no action points raised. She informed Governors that the next RO Report would be presented at the meeting of the June Resources Committee meeting.</p> <p><b>Resolved 28</b>  <i><b>That Governors thank the School Business Manager for her work with the RO’s Report; and</b></i>  <i><b>That Governors ratify the RO’s Report as presented by the School Business Manager.</b></i></p> <p>Governors received an overview of the Budget spend to date and noted that there were no large variations from the Budget they had approved at the beginning of the academic year. It was noted the Head of School, Executive Headteacher and School Business Manager had met with Kevin Jones in the previous week to review the School Budget. The School Business Manager informed Governors that the school was half way through a 5 year budget plan that was predicting a surplus budget</p>	

ITEM	ACTION
<p>position at the end. She said this had been from a forecast budget deficit at the outset of the budget planning process.</p> <p>If all potential changes were implemented as predicted in the budget scenario then the end of the five year period would show a £200,350 surplus</p> <p><b>Q:</b> Why had the budget position improved so much?  <b>A:</b> It is due to number of factors which have improved e.g. increased Government funding, changes in expected pension contributions for the school and natural changes in staffing, all of which have impacted positively on the Budget together with prudent budget monitoring by the school.</p> <p><b>SLA with ENGIE</b>                      It was reported that the school's new SLA with ENGIE, the LA's contractor for provision of maintenance repairs, goes live on 31 March 2019 and is lower than the current SLA with the LA, however, certain elements are not included in the new SLA. The school will have to monitor the new SLA as it moves forward to fully understand if it proves "better value for money" than before.</p> <p>Governors received an open invitation to visit school if they wished to discuss the School Budget in more detail.</p> <p><b>School Roof</b>                      It was reported that there had been various meetings held regarding the school roof and the school was currently awaiting more information on costs and dates before any final decision could be taken on what would be happening. It was further reported that the school had experienced problems with the internal electrics "tripping out".</p> <p><b>Q:</b> Has the school been handed over the Trust?  <b>A:</b> No not yet. Kevin Jones is dealing with this and is in negotiations with the LA over the matter.</p>	
<b><u>GENERAL ITEMS</u></b>	
<p><b>10. REVIEW OF POLICIES</b></p> <p>There were no items to discuss under this item.</p>	
<p><b>11. CORRESPONDENCE / CHAIR'S ACTIONS</b></p> <p><b>Correspondence</b>                      There was no correspondence to report.</p> <p><b>Chair's Actions</b>                      The Head of School reported that due to the Chair's current mobility issues he was having a weekly phone conference call with him to resolve any issues. They were also in contact via emails.</p>	
<p><b>12. GOVERNOR TRAINING AND DEVELOPMENT</b></p> <p><b>Update from Training Link Governor</b>                      Governors noted the latest list of Governor training events.</p>	

ITEM		ACTION
13.	<b>HEALTH AND SAFETY/SAFEGUARDING</b> This item was dealt with under "Leadership Report".	
15.	<b>DATE AND TIME OF NEXT MEETING</b> <b>Resolved 29</b> <i>That the next meeting be held in the school on Wednesday 3 April 2019 at 5.00 pm.</i>	<b>SGS</b>
<b>MEETING CLOSE TIME: 7.15pm</b>		

CHAIR