

# The Short Stay School for Norfolk Academy

## Full Governing Body Meeting

### Minutes

9<sup>th</sup> May 2016 @ 1630

Locksley School, Locksley Road, NR4 6LG

Attendees			
Des Reynolds (DR)	Jenny Bird (JB)	Vicki Setters - Head of School (VS)- by invitation	
Phil Harris- Chair (PH)	Lynsay Barrett (LB)		
Dennis Freeman (DF)	Stefan Rider (SR)	Jan Casey (JC)	
Sue Cooke (SC)	Cath Catt (CC)		
Lesley Moore- XLT- by invitation		Andriana Sneddon- Clerk	
Nicky Butterworth-XLT-by invitation			

No	Item	Action	Y/N
<b>1.0</b>	<b>Apologies and Absences</b>		
1.1	<p>Meeting opened at 16.35.</p> <p>Apologies were received and accepted from Jan Casey, Laura Sutton, Trevor Cockburn and Jenna Keyes .Sue Whittaker had also sent apologies; Clerk advised of letter sent to Sue Whitaker for non-attendance this year and her response to start attending; COG to contact via telephone/email</p> <p>Jenny Bird and Andy Lamb were absent</p> <p>In retrospect, Apologies were received from Andy Lamb</p> <p>Clerk advised of resignation of Ben Breeze, resignation letter attached. Clerk to administer.</p> <p>SC advised of potential new governor- Clerk to administer</p>	<p>COG</p> <p>CLERK</p>	
<b>2.0</b>	<b>Declarations of Interest</b>		
2.1	Standing interest of PH and DR-EES		
<b>3.0</b>	<b>Previous Minutes</b>		

<p>3.1</p> <p>3.2</p>	<p>Minutes 25/01/16 –Agreed as an accurate record without amendment and signed off by the Chair.</p> <p>Matters arising as follows; Monitoring calendar required; SC/VS/TA to meet to compile DR confirmed that extra staff had now been recruited at Rosebery to cover additional Primary numbers PH to submit report following HR file audit</p>	<p>VS/SC/CLERK</p> <p>PH</p>	
<p>4.0</p>	<p><b>Whole School review</b></p>		
<p>4.1</p> <p>4.2</p>	<p>VS advised that due to Review timetable, at this time subject reviews were available for Maths, English and Science and members of XLT had been invited to present; unfortunately Jenna Keyes was unable to attend to present Science- C/F to next meeting. VS advised that Art and PE would be presented at next Standards Committee meeting.</p> <p>Governors queried information regarding Compass and Earthsea schools; VS advised that from Sept 16 subject review information from all bases within SSSfN would be consolidated but that whole school reviews in autumn and summer terms did already include them.</p> <p>English- Nicky Butterworth report attached with highlights as follows;</p> <ul style="list-style-type: none"> <li>• Improvement in teaching having moved from RI to Good</li> <li>• Pupils making best progress in English</li> <li>• New development of SoW contributing to progress of KS3- 605 made accelerated progress of 1 or more sub levels of progress over one term.</li> <li>• Half termly meetings established to share good practice and moderation</li> <li>• Introduction Functional Skills for all KS4 at Y10 as a safety net prior to GCSE and will contribute towards access to Level 1 courses at FE colleges and subsequent raising EET figures ; some home tutoring for non-attenders</li> <li>• Functional Skills entry level also offered for onward building at college</li> <li>• Increased numbers pupils entered for GCSE with raised confidence and exam performance +248%</li> <li>• Hopeful majority pupils leave TY with English qualification.</li> <li>• Introduction APP grids to record progress- good for self-monitoring by pupils and planning and will link well with Learning Ladders</li> <li>• Use of MMG</li> <li>• Introduction at KS3 to pre 20<sup>th</sup> Century texts</li> <li>• Challenge of KS3O progress challenging but using instructor provided by PP funds teaching at home and at AP now taking place; some impact on re engagement and progress being seen.</li> <li>• New staff member to support behaviour and learning for KS3O pupils having impact on progress</li> <li>• Least progress made by LAC pupils- PP staff now delivering Entry level qualification at home</li> </ul>	<p>CLERK</p> <p>CHALLENGE</p>	

	<ul style="list-style-type: none"> <li>• Low progress Locksley Secondary – teacher now receiving support and has improved to good rating; this should now be reflected in pupil progress</li> <li>• Developments; new SoW across Engagement and Core to include pre 20<sup>th</sup> Century text with courses attended by staff and links with local mainstream schools developed</li> <li>• Peer observations, new intervention schemes, development to support G&amp;T pupils, meet and share practice with Compass lead, support Rosebery staff to cover maternity and sickness, implement Learning ladders- VS to investigate whether observations could be subsidised by Professional Development and/or use of Cover Supervisors</li> </ul>		
<p><b>4.3</b></p>	<p>Maths- Lesley Moore report attached with highlights as follows;</p> <ul style="list-style-type: none"> <li>• Secondary core pupils making more progress than others</li> <li>• Twilight training sessions for staff to cover Reasoning, Fluency and Problem solving delivered to support progressive SoW based on new curriculum developed with NAS</li> <li>• Use of NPI scheme for y7-11 pupils which will fit with Learning Ladders as progressive</li> <li>• 100% increase in pupils entered for GCSE Maths TY.</li> <li>• Y11 progress outcomes expected to be good</li> <li>• All teaching good with recruitment of Engagement teacher at Locksley to address this weaker area</li> <li>• Good support from Virtual School for LAC and supply of revision aides.</li> <li>• Introduction of Certificate of Financial Education from Sept 16 for KS4 pupils which will tie in with BV curriculum and expectation of making a big difference</li> <li>• Streamlining of timetable and staff training-VS/LM to streamline</li> </ul>	<p><b>VS/LM</b></p>	
<p><b>4.4</b></p>	<p>Whole School Progress Report Autumn 2015- attached Governor queries as follows;</p> <ul style="list-style-type: none"> <li>• Pupil numbers low at 203. DR confirmed that this was just the number of pupils who had stayed for the whole term but didn't include those who had entered part way through term so actual numbers pupils was higher.</li> <li>• How is the progress for these part way pupils recorded. VS advised that each pupil has a Current Ongoing tracking spreadsheet which is used and available to all staff</li> <li>• Governors noted that vulnerable groups were not far adrift from making one or more sub level progress and was hoped that this gap would continue to narrow</li> <li>• Governors noted low attendance at Rosebery; VS suggested that this could be due to transport pick-ups at designated sites and pupils not achieving times; DR to discuss transport arrangements with NCC</li> <li>• Governors noted attendance improvement at KS30 and impact of</li> </ul>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b> <b>DR</b></p>	

	<p>PP funded staff.</p> <ul style="list-style-type: none"> <li>Governors recognised that attendance was still an area for ongoing monitoring</li> </ul> <p>Governors thanked staff for comprehensive and very encouraging reports.</p>	<b>ALL SUPPORT</b>	
<b>5.0</b>	<b>Executive HT's Report</b>		
<b>5.1</b>	<p>DR presented Executive HT's report ( previously distributed and attached) with additions/ discussion points/actions as follows:</p> <ul style="list-style-type: none"> <li>Review of SSSfN timetable from Sept 2016; Governors noted reasons as well as request for additional timetabling from previous Maths and English leads</li> <li>DR confirmed that CST team will move to new offices with vacated space to become Primary classroom</li> <li>Governors queried how settled the Primary classes now were with staffing issues at Rosebery; VS advised that as using Supply teachers to cover long term absence there was not time to train them as comprehensively as would be liked; from Sept 16 STEPS training would be calendared for every half term</li> <li>Recruiting for staff vacancy at Rosebery</li> <li>Clerk advised that number Governor Monitoring visits has increased to 19</li> </ul>	<b>CHALLENGE</b>	
<b>6.0</b>	<b>Committee Updates</b>		
<b>6.1</b>	Standards and Performance Committee report (previously distributed and attached); JC advised that new Governors had been reassured by staff presentations and information provided of the knowledge of pupils and endeavors of staff to ensure the best outcomes for pupils.	<b>SUPPORT</b>	
<b>7.0</b>	<b>Nominated Governor report</b>		
<b>7.1</b>	Safeguarding; PH advised that he had not yet completed follow up Safeguarding report.	<b>PH</b>	
<b>7.2</b>	Bullying and Racism- no report available		
<b>7.3</b>	SEN and LAC- JC had provided a monitoring report ( attached)		
<b>7.4</b>	Staff forum- Clerk advised that recent elections had been successful with a full complement of members meeting next day to fix schedule of meetings for year and issues from staff.		
<b>7.5</b>	<p>PHS; SR gave a summary of visits undertaken by PHS Committee and what is scrutinised whilst there; further detail can be found in Trust PHS records held at Drayton office.</p> <p>Training matrix had been developed and DDA being formulated, full complement caretaking staff excepting at DBS where advert out. PH queried why PAT and Legionella testing is not carried out in house; DR advised that more cost effective to contract out.</p>	<b>CHALLENGE</b>	

	PH asked for DBS MUGA update; DR advised that he was awaiting letter confirming ruling in our favour with the condition of hedge planting	<b>CHALLENGE</b>	
<b>8.0</b>	<b>Staff Wellbeing review</b>		
8.1	DF reported on recent meeting with CC (report attached and previously circulated) where it was recognised that a new survey should be conducted, last one carried out in 2013. CC to investigate using Survey Monkey.	<b>CC</b>	
<b>9.0</b>	<b>Governor Monitoring</b>		
9.1	19 monitoring visits had been carried out since Sept 15- reports can be found on website. Most recent reports attached.		
<b>10.0</b>	<b>Governor Training</b>		
10.1	<ul style="list-style-type: none"> <li>Equality and Diversity training completed; Clerk advised need of nominated governor, statement of Equality objectives for website and equality audit; SR volunteered to take on this role and will meet with DR to conduct.</li> </ul>	<b>SR/DR</b>	
10.2	<ul style="list-style-type: none"> <li>LS and JC report on in house training with VS and XLT very favourably received and should form part of induction</li> </ul>	<b>CLERK</b>	
10.3	<ul style="list-style-type: none"> <li>Prevent training scheduled for 17/5/16 5-7pm at Locksley</li> </ul>		
10.4	<ul style="list-style-type: none"> <li>Away day 18/06/16 9-1pm at Holiday Inn Ipswich Road-Governors to indicate attendance to clerk. Agenda; VVE, Succession planning, Governance Improvement Plan/ GBSEF.</li> </ul>	<b>ALL</b>	
<b>11.0</b>	<b>Trust Recruitment Protocol for SSSfN</b>		
11.1	Devised to make the recruitment workload more manageable for Governors. After review Governors suggested some amendments- TA to adjust and refer back to Trust F&P Committee for approval.	<b>CLERK</b>	
<b>12.0</b>	<b>Vision, Values and Ethos</b>		
12.1	As point 10.4 above		
<b>13.0</b>	<b>Confidential Items</b>		
13.1	Can be seen in separate minute ***CONFIDENTIAL MINUTE***		
<b>14.0</b>	<b>AOB</b>		
14.1	Parental Feedback survey; Governors noted very encouraging results but queried how families could be better informed of pupil progress. VS expressed some difficulty with rolling cohort and that compiling reports for Engagement pupils could be difficult but that reports for Core pupils were sent home and progress was always discussed at family meetings. LB advised that Open afternoons are held at Earthsea school as an	<b>CHALLENGE</b>	

	opportunity to update parents/carers. VS suggested that once Learning Ladders are embedded across whole school, reporting will be easier and could be more frequent. Governors requested that questions be reviewed before next survey	VS VS	
Meeting closed at 18.30			

Signed.....

Date.....