



## Minutes of the Local Board Meeting

Held at the Academy on Wednesday, 2<sup>nd</sup> May 2018 at 7:00 pm

**Local Board Members Present:** Mr Bill Steele (Chair) Mr Adrian Alcock  
Mrs Alice Allen Mrs Claire Cleverton  
Mr Nick Heath Mrs Val Pinfield  
Mr Jon Roderick Mr Marcus Still (Principal)  
Mrs Claire Stone

**In attendance:** Mrs Kathy Jerbi (Clerk)  
Mrs Vanessa Smith (Vice Principal)

1 **WELCOME & APOLOGIES for ABSENCE**

No apologies received.

2 **DECLARATION of INTERESTS by LB Members in ANY ITEM on the AGENDA**

None.

3 **MINUTES of PREVIOUS MEETING – 14<sup>th</sup> March 2018**

Were agreed as being a true record by the LB & signed by the Chair.

4 **ACTION POINTS from above meeting and MATTERS ARISING**

1 *Include in next reports any examples of good pupil behaviour* - ONGOING

2 *Explore 'wishing tree' fund raising idea* – IN PROGRESS. Mrs Stone to follow up.

**Action 1: CS**

5 *Circulate current Car Parking & Vehicle Access (CPVA) Policy to LB members* - COMPLETED

6 *Co-ordinate a review of CPVA policy* – TO BE ACTIONED

**Action 2: CS**

8 *Get closer to teachers/TA's, perhaps by LB attendance at staff meetings* – ONGOING. LB members appreciated being invited by the literacy subject leader to a recent staff meeting. They would equally appreciate more invitations like this.

10 *Explore ways of linking LB member visits to more closely monitor the academy's strategic goals* –

ONGOING. Mr Still suggested LB members are linked to the staff working parties being set up to work on our strategic aims. It was agreed to assign members at the next meeting.

**Action 3: MS/BS**

11 *Assist in the appointment of a replacement SENCo & to support in the induction of this individual* - COMPLETED

12 *To ensure an annual review of the LB skills set is carried out* – TO BE ACTIONED

**Action 4: BS/KJ**

13 *Up-to-date feedback to be sought from our Academy Improvement Partner* – COMPLETED.

14 *LB self-assessment to become an annual event* - ONGOING

15 *Finalise the self-evaluation document & publish on the academy website* - COMPLETED

5 **URGENT MATTERS NOT ON AGENDA**

The Clerk ensured that all members had received & logged on to their newly issued Trust email accounts. She suggested that the new email addresses be used for all Trust & Academy correspondence henceforward. She will circulate all the addresses to all members.

6 **MEMBERSHIP MATTERS**

**Parent Local Board Member election.** The terms of office of both parent members of the LB end on 31<sup>st</sup> Aug 2018, therefore it will be necessary to hold a parent election to replace them. The Clerk was asked to explain

the election process. The LB agreed the following dateline: letter to parents inviting nominations – 21<sup>st</sup> May; closing date for nominations – 11<sup>th</sup> June; if a ballot required, closing date & counting of votes – 18<sup>th</sup> June. It was agreed that the newly elected parent members be invited to attend the 4<sup>th</sup> July meeting.

**Chair.** Mr Steele confirmed to the LB that he will be standing down as Chair of the Board at the end of this academic year. As agreed by the LB during previous succession planning sessions, Mrs Allen is willing to take up the position of Chair from September. **The LB agreed to nominate Mrs Alice Allen to the Trust to stand as Chair of the Local Body of Lindfield Primary Academy from September 2018.**

The Clerk pointed out that Mr Steele's term of office as a Board member also ends on 31<sup>st</sup> Aug 2018. He confirmed that he would be willing to continue in this capacity in the short term to assist Mrs Allen's transition to Chair person. The clerk pointed out that his self-nomination would have to be approved by the LB and then by the Trust. **The LB agreed to nominate Mr Bill Steele to the Trust to stand for a further term as Co-opted Board Member on the LB of Lindfield Primary Academy from September 2018.** Mr Steele to correspond with Dr John Smith regarding his position immediately. **Action 5: BS**

## 7 COMMUNICATION

**Results of staff survey.** Mr Alcock presented results of the recent staff survey, along with comparisons to results of the same survey taken in 2016 (*slides circulated prior to the meeting*). He has already presented the results to the SMT. Response rate was approximately 70%. The LB noted that the results are generally positive, with a big improvement in responses about the LB. The action plan following the previous survey was implemented & this has been noticed by staff. Comments too are generally supportive. The LB congratulated the SLT on the positive response, especially bearing in mind the current climate of our profession. Members asked how the results will be fed back to staff. Mr Alcock to discuss this with the SLT, as well as what actions to take in response. Members suggested that Mr Still put a note on the fortnightly newsletter informing parents that this survey has taken place & that action will be taken in response to it.

**Action 6: MS**

## 8 PRINCIPAL'S REPORT (*previously circulated*)

(*Also circulated were: 'Professional Partner Report Term 4' & 'Targets 2017/18'*)

Questions from the LB & responses from Mr Still & Mrs Smith:

Q. what will be the role of the new 'Assistant Principal' post (page 8)?

A. in acknowledgement of the fact that we have maintained standards despite having a SLT of only 2 (low for an academy of our size), the Trust will fund a new post of Assistant Principal from their School Improvement budget. This post is to relieve pressure from the Principal & Vice-Principal. Mr Still & Mrs Smith consulted with the SMT as to what the role should look like. The final division of responsibilities will depend on the successful applicant, but the new person will take responsibility for assessment away from Mrs Smith. They will also be given responsibility for 'more able' provision – financially next year we will be able to move forward with a programme of provision for more able pupils. There has been considerable interest in the position, with some internal possibilities. The successful candidate may have a teaching role as well, dependant on who it is.

Q. attendance (page 10) – can anything be done to improve the attendance rate of the classes with low attendance highlighted in red?

A. the figures have been discussed with the teachers of the specific classes in question, who were shocked. The recent publication in the newsletter of the names of children with 100% attendance proved to be unpopular with parents. Persistent offenders of absence receive a letter inviting them for an appointment with Mr Still to discuss. 41 letters were issued at the end of the spring term. So far Mr Still has met with approximately half the parents. Those who have legitimate reasons for absence have contacted him immediately.

Q. can we exclude children for persistent absence?

A. no, we must try what we can to get them into school. If their attendance is very low, other agencies will usually be involved with the family. Some children we pay for to attend breakfast club to get them into school. Some families Mr Still allows to drive on-site, despite our policy, as otherwise he knows the children would not attend. On a positive note, unauthorised absence is lower than last year.

Q. how are the year 2 booster groups progressing (page 8)?

A. very well – the test results later this term will be evidence. The groups have the advantage of also reducing the size of the main class for the teacher, so all the children benefit.

Q. will the PTA continue to support this initiative?

A. Mr Heath, as PTA liaison, responded that the impact will have to be measured & discussed.

Q. from the data (pages 3-6) it looks like we are expecting good SAT's results?

A. yes, we are.

Q. behaviour (page 11) appears to be going downhill?

A. 50% of the incidents relate to just one child. This child is being well-managed & supported to avoid exclusion. The incidents are being logged as evidence of our action.

Q. what is MASH (page 12)?

A. Multi-Agency Safeguarding Hub

Q. what is Babcock Spelling (Professional Partner Report Term 4 page 2)?

A. a spelling program that we have bought into & which is having a positive impact – the literacy subject leader will be able to evidence its impact with the SAT's results.

Q. ARE data appears good, but with year 3 notably lower percentages. Why?

A. this is typical as the step up from year 2 to year 3 is huge – from KS1 to KS2. Observations carried out this week in year 4 have shown that worries about year 3 this time last year were too early – the current year 4 children have matured considerably. The current year 3 cohort are still very immature &, of course, remain very boy heavy.

Q. has the fact that year 5 & 6 have spent time in a smaller & larger school environment had an impact on them – i.e. when they started school there were only 2 classes in each year group above them?

A. the current year 6 have benefitted from smaller class sizes – we have managed to maintain the 3 classes of 25 children throughout their 7 years here. However, it is undoubtedly a high ability cohort as well. Last year's year 6 also had class sizes of 25, but their results were not so high.

Q. Members congratulated the School Council on choosing to raise money towards the purchase of a defibrillator for the school site.

Q. did the teacher interviews on 25<sup>th</sup> April result in appointments (page 8)?

A. yes. We have recruited an experienced teacher to replace one that has resigned & an NQT for maternity cover for the autumn & spring terms 2018-19.

Q. some data for Pupil Premium (PP) groups (Professional Partner Report Term 4 page 3) is a weakness. Are we using PP funding to address maths & writing specifically?

A. yes

Q. have we evidence of this?

A. yes. We have recently undergone an external PP Review, the report from which will be shared with the LB at its next meeting. This review was funded by the locality. It will provide further evidence for Ofsted.

The LB spoke briefly about presenting data to Ofsted. Mr Still & Mrs Smith stated that 2 data experts from the Trust visited to help prepare our data for presentation to Ofsted. They worked with Mrs Smith to prepare the charts in the Principal's report (pages 3-6) & they will be present at the academy when Ofsted visit to quickly access data that Ofsted request. Mrs Smith confirmed that we do know our data but these experts can quickly prepare it according to the specifications Ofsted wish to see.

## 9 VISION

**Strategic plan.** Mr Roderick reported that the steering group had not achieved as much as he had hoped. He met recently with the SMT & confirms that work towards achieving our strategic goals is happening, just not being documented. Mr Still confirmed that each goal will be worked on by a group of 2 or 3 of the SMT to create an action plan; all the action plans to be in place by July. Mr Roderick wants Mr Heath to be involved to feed funding into the plans & requests a timescale. Mr Still to share with Mr Roderick who the working groups are on each goal. Mr Roderick is happy to document progress/action to provide evidence for Ofsted.

**Action 7: MS**

As Mr Roderick leaves the LB at the end of this term, Mr Steele will take over the monitoring of this action from him to keep it moving in the short term.

**Update on steering group/action planning re wrap-around care.** Mr Still & Mrs Oliver (SBM) have negotiated with Pioneer Childcare to set up breakfast & after school clubs on our site due to high demand from Lindfield & Blackthorns parents. This will generate revenue for the academy as well. Parents have been informed & Pioneer report a large take-up of places already, so much so that Pioneer may require more space than we have currently allocated them. Negotiations continue.

## 10 PUPIL WELL BEING

**Safeguarding report** (circulated prior to the meeting). Further to Mrs Stone's report, Mr Still reported that CPOMS (Child Protection On-line Management System) is now live & all staff have received training. It allows staff to register a safeguarding event on-line, which then alerts all the relevant people electronically.

Members asked if Mrs Stone looks at the Single Central Record (SCR) every time she comes in for a safeguarding meeting. Mrs Stone replied no, she does it randomly when Mrs Oliver does not expect her. She also confirmed that there is a hard file of copied documents to back up the SCR.

## 11. LOCAL BOARD MEMBER REPORTS

The LB received reports from the following members prior to the meeting:

- Mr Alcock – Staff Liaison
- Mrs Cleverton – SEND & Pupil Premium
- Mr Heath – Additional Income & PTA Liaison
- Mrs Pinfield – Community & Parent Liaison
- Mr Roderick – Extra-curricular Activities & Local Policies

No questions from any members, but Mrs Pinfield just added to her report that she expects to hear from Lloyds Bank within the week with a 'positive response' & dates for future meetings.

## 12. LOCAL BOARD MEMBER YEAR GROUP VISITS

The LB received reports on the following visits prior to the meeting:

- Year 5 visit 29.1.18 Mrs Cleverton
- Year R visit 6.2.18 Mrs Pinfield
- Year 1 visit 9.2.18 Mr Steele
- Year 4 visit 6.3.18 Mrs Allen

Members comments:

- what comes across from the visit reports is that the best part of being a Board Member is spending time with the children!
- in addition, Mr Roderick has spent quite a lot of time in year 6 building up familiarity with the children & staff
- Mrs Cleverton's report was especially lovely & useful
- having read Mrs Allen's report on attending a class off-site visit, other members would very much like the opportunity to do the same! Mr Still to mention in a staff meeting that members would be willing to assist on such visits. **Action 8: MS**
- having discussed the revised format of the visit report form from the Trust, the LB decided to continue to use the previous version which allows room for observations – the most informative part of the report.

## 13. POLICY APPROVAL

**Homework Policy.** Was circulated to the LB for review in March 2018 – approved by the LB.

**Early Years Policy.** Was circulated to the LB for review in March 2018 – approved by the LB.

**Anti-bullying Policy.** Reviewed version circulated prior to this meeting – approved by the LB.

**Accessibility Action Plan.** Is out of date and currently under review by Mrs Cleverton & our premises officer.

**Action 9: CC**

**Home School Agreement.** Mrs Smith tabled a reviewed version. Staff have been consulted. Our values & vision have been threaded through the content. It also relates to our good behaviour code. Members like the punchy, concise format. A couple of minor suggestions were made for amendment. Otherwise – approved by the LB. Mrs Smith to ensure it is included in the fortnightly newsletter & posted on the website.

## 14. REPORT from the ADMISSIONS SUB COMMITTEE

Mr Still confirmed that all 90 places for September 2018 intake have been offered. Approximately 20% live out of our catchment, an unusually high number. Mr Still is particularly pleased, as he understands other locality schools have not filled all their places.

We have also had some in-year mobility, with 3 children joining us this term.

Mr Still plans to start advertising for the September 2019 intake early in the autumn term.

## 15. REPORT from the CHAIRS FORUM

The Chairs Forum met on 1<sup>st</sup> May, postponed from 27<sup>th</sup> February due to snow. Mr Steele tabled the agenda. Only 5 Academy Chairs out of a possible 13 attended, which is a cause for concern. The difficulty in recruiting LB members was noted.

Mr Steele highlighted the following items of note:

- item 5.5 Community engagement strategy template – this will fall under Mrs Pinfield's area of responsibility. Parent engagement is apparently key for Ofsted now. The LB will be questioned as to what we are doing to engage with the wider community – i.e. stakeholders. We are engaging, but nothing is recorded. Mr Steele, Mr Still & Mrs Pinfield to meet, collate & document on our website. **Action 10: BS**
- items 6.2 Strategic Business Plan development & 6.3 Recruitment & Retention strategy development – these were formalised & handed to Bill at the meeting. He will read in full. There are bold statements from the Trust on staff retention which they must deliver.
- Sam Self of the Trust has been charged with implementing recommendations from the Deloitte's financial review. This includes creating 3 finance hubs – the one for our area being at The Burgess Hill Academy. Finance assistants from all academies are being pooled at the hubs. There will be no redundancies. Staff inconvenience will be looked at sympathetically. Our Finance Assistant performs finance work only 40% of the time. Mr Still has met informally with Sam Self to discuss & our assistant has had a formal meeting with Trust representatives. The consultation continues, a final decision to be confirmed.

## 16. Agree items to be brought to the attention of the Board of Trustees

Suggest that low attendance at the Chairs Forum may be down to timing of the meeting, i.e. 4pm.

## 17. DATE and TIME of NEXT MEETING

Wednesday, 4<sup>th</sup> July 2018 at 7.00pm

The meeting closed at 9.30 p.m.

**ACTION POINTS:**

<b>ACTION POINT NUMBER</b>	<b>MINUTE ITEM NUMBER</b>	<b>DETAILS OF ACTION</b>	<b>RESPONSIBILITY</b>	<b>DUE DATE</b>
1	4	Explore 'wishing tree' fund raising idea	Mrs Stone	LB mtg 4 <sup>th</sup> Jul
2	4	Co-ordinate a review of CPVA policy	Mrs Stone	LB mtg 4 <sup>th</sup> Jul
3	4	Assign LB members to the staff working parties being set up to work on our strategic aims	Mr Still / Mr Steele	LB mtg 4 <sup>th</sup> Jul
4	4	To ensure an annual review of the LB skills set is carried out	Mr Steele/Mrs Jerbi	LB mtg 4 <sup>th</sup> Jul
5	6	correspond with Dr John Smith regarding serving another term of office	Mr Steele	immediately
6	7	put a note on the fortnightly newsletter re staff survey	Mr Still	asap
7	9	to share with Mr Roderick who are the members of working groups working on each strategic goal	Mr Still	asap
8	12	mention in a staff meeting that members would be willing to assist on off-site visits	Mr Still	asap
9	13	Bring the reviewed Accessibility Action Plan to the LB for approval	Mrs Cleverton	LB mtg 4 <sup>th</sup> Jul
10	15	Co-ordinate with Mr Still & Mrs Pinfield to collate, document & publish our community engagement activity	Mr Steele	LB mtg 4 <sup>th</sup> Jul

**Signed as being a true and accurate account of the meeting:**

..... **Date:** .....

**Name: Mr Bill Steele      Position: Chair of Local Board of Lindfield Primary Academy**