



## Minutes of the Local Board Meeting

Held at the Academy on Wednesday, 30<sup>th</sup> January 2019 at 7:00 pm

**Local Board Members Present:** Mrs Alice Allen (Chair) Mr Adrian Alcock  
Mrs Hannah Baty Mrs Claire Cleverton  
Mr Nick Heath Miss Caroline Newton  
Mr Stephen Sowden-Mabbott Mr Marcus Still (Principal)

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

**Apologies:** Mrs Val Pinfield

### 1 WELCOME & APOLOGIES for ABSENCE

Apologies received as above – reasons accepted by the Local Board (LB)

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

None

### 3 MINUTES of PREVIOUS MEETING – 28<sup>th</sup> November 2018

Two minor amendments to wording were agreed by the LB. Otherwise the minutes were agreed as being a true record by the LB. The Clerk to action the amendments & gain the signature of the Chair. **Action 1: KJ**

### 4 ACTION POINTS from above meeting and MATTERS ARISING not covered by the AGENDA

1 raise the question of Trust-wide enrichment activities at the next Chairs Forum. TO BE ACTIONED.

**Action 2: AIA**

2 update the CPVA policy with the changes & circulate to members. COMPLETED.

3 consider & make suggestions for topics to be included in the Spring Trust/LB Conference. The Trust have deferred the next conference until November 2019, but will hold induction sessions for new LBM's, dates tbc.

5 complete safeguarding training. COMPLETED.

6 sign the safeguarding record in school to confirm they have read the KCSIE Part 1 document. COMPLETED

8 circulate a shortlist of proposed names for the LB/parent forum, one to be approved by a majority vote of LB members by email. COMPLETED. Members further discussed the options & **agreed the name 'Parent Board Link'**. First meeting date proposed is 28<sup>th</sup> March.

9 explore whether Lloyds can get involved with us in promoting mental health awareness. COMPLETED.

Discussions have taken place, but Lloyds are unable to commit to this at present.

11 provide a short summary of the feedback on the Trust Employee Recognition Scheme. COMPLETED. Mrs Allen to circulate Mr Alcock's report.

**Action 3: AIA**

12 report back our feedback (action 11) at the next Chairs Forum. TO BE ACTIONED.

**Action 4: AIA**

### 5 URGENT MATTERS NOT ON AGENDA

**Chairs' reports to Trustees.** At the Board of Trustees meeting in December, Trustees suggested that the content of Chairs' reports to the Trustees should be shared with all Local Boards & Chairs, as a method of sharing information & practice. Mrs Allen will circulate the reports from other academies that she receives.

**Action 5: AIA**

The work that our LB at LPA is doing is considered to be 'trail-blazing' within the Trust. There is disparity between the LB's & the role that they perceive they have.

**Trust OFSTED guidance.** Mrs Allen has received this & will circulate to members. She is meeting with the Chair of Blackthorns LB to learn of her experience of their Section 5 inspection & will report on this meeting.

**Action 6: AIA**

## 6 ELECTRONIC SHARING OF LB DOCUMENTS

Mrs Pinfield reported to Mrs Allen & the Clerk that at a recent Locality meeting she had attended on behalf of the LB a point of discussion was the fact that many schools & academies send out information to governors/LBM's electronically via a secure link on their school network rather than by email. This not only reduces the amount of paper generated but was thought to be more secure. Mrs Jerbi reported her experience of this with another school she clerks for which use Outlook Office 365 OneDrive for this purpose. LBM's agreed it to be of interest. Mrs Jerbi to explore the possibility of using this media for LPA & report.

**Action 7: KJ**

## 7 PRINCIPAL'S REPORT (previously circulated)

*(Reports circulated prior to the meeting:*

- o *Principal's Report to Local Board 23<sup>rd</sup> January 2019*
- o *Academy Improvement Plan 2018-19 Key Target Action Plans January 2019 V2*
- o *Academy Self Evaluation Form Spring 2019*
- o *Challenge Partner Report: Peer Review Term 2*
- o *Lesson Observation Feedback Autumn 2018)*

LBM questions & responses from Mr Still:

### **Attendance**

Q. does 'authorised absence' include illness?

A. Yes

Q. can you comment on the lower attendance percentages in 1JR & 2SD?

A. these are in part due to pupils in those classes who are on part-time timetables; also, in part due to a higher amount of illness.

Q. is all 'holiday' absence unauthorised?

A. for the most part, yes. There have been a couple of exceptions recently where parents are NHS or Police personnel, for example, whose leave is restricted because of the nature of their employment, therefore Mr Still has authorised their holiday requests.

Q. are parents that take their children on holiday in term time generally taking them out for one or two days, or a whole week?

A. it varies – it can be as much as two weeks.

Q. is the initiative to issue Fixed Penalty Notices for unauthorised absence having an impact on reducing unauthorised absence?

A. yes, definitely; a cultural shift is evidenced by the comparison figures.

Q. can we separate the part-time children from the overall figures?

A. no.

Q. is late attendance recorded as an absence?

A. yes, if the child arrives in class after the register is closed at 9am. The Trust are looking at a project to address late attendance.

Q. are the ratios of authorised & unauthorised absence in line with those of the Local Authority (LA) & Trust-wide?

A. The LA cannot provide this data. The Trust can, but attendance data from the Hastings area would vary hugely from our area. We would be better to compare with Blackthorns, or just year-on-year within LPA.

### **Peer review.**

Members appreciated the good report from the autumn term peer review. Mr Still is very pleased with the outcome. He reported that our Challenge Partner has visited again already this term.

Q. are the Challenge Partner visits planned?

A. yes

Q. are all academies within the Trust invited to attend peer reviews?

A. normally they are undertaken within a triad – LPA, Blackthorns & Holmbush make up our triad. However, Desmond Anderson & Pound Hill requested to attend this time following our successful Ofsted inspection in September. The representatives undertook a learning walk, lesson observations & looked at data. Mr Still explained the background of our relationship with Mrs Lesley Corbett, our Challenge Partner, & her current role within the Trust for the benefit of new LBM's.

Q. did Mrs Corbett see improvement in the one area of development highlighted in our Ofsted inspection: to ensure consistent quality of teaching across KS1?

A. yes – teachers new to their year groups are developing well: the NQT in year 1 is working at a high standard; maternity cover in year 2 has commenced with the appointment of a teacher with 3 years' experience.

### **Lesson observations.**

Q. are teachers given the opportunity to observe their colleagues teaching?

A. this is prohibited by lack of time & the cost of supply cover. Subject leaders do have the opportunity to join the SLT during termly lesson observations of their subject area. It is ideal for them to see a lesson they have planned being taught in various ways. At the same time as the November peer review, Mr Smyth & Miss Duncalfe were hosting a maths triad with representatives from other locality schools present. Between 9am & 10am the whole academy was engaged in maths lessons. This was good for all SMT & guests to see. Mrs Smith gave an overview of the use of IRIS as a CPD tool for the benefit of new LBM's. She told the LB how this practice has progressed enormously – the staff hold open discussion at their twilight sessions all sharing & learning together.

Q. did LPA have to buy the IRIS equipment?

A. No the Trust bought it – all academies in the Trust have IRIS. Cost is approx. £25,000. It has had a huge impact on the quality of teaching. As a coaching tool it is very useful – staff can ask each other peer to peer: how would you have improved that lesson?

Q. what was the aim of the Trust in purchasing the equipment for us?

A. to reach an 'Outstanding' Ofsted rating for LPA.

**Academy Improvement Plan (AIP).** Timescales for the AIP have been aligned with the rest of the Trust, to run with the academic year, September to July. The current 2018-19 Plan will finish at the end of the current academic year; therefore, it will not run for a complete year. Key targets for next year's Plan will be written within the first 3 weeks of September.

Q. will this shorter timescale this year have a negative impact?

A. no, anything that is not achieved can be transferred to next year's Plan, but Mr Still hopes to achieve most targets regardless. Mrs Corbett is also confident targets can be met, based on how much has been achieved in the half a term between her previous 2 visits.

## **8 SAFEGUARDING & PUPIL WELL BEING**

**Safeguarding report.** A report was received by the LB from Mrs Pinfield on her actions as member responsible for safeguarding (*attached to minutes*).

**Monitor attendance & behaviour.** Mrs Allen & Mr Alcock will analyse the behaviour data & report at the next LB meeting to provide narrative behind the data. **Action 8: AIA/AdA**

## **9 LOCAL BOARD MEMBER REPORTS**

The LB received reports from Members prior to the meeting on actions taken & achievements made in their area of responsibility since the previous meeting as follows:

- Staff Liaison/Development – Mr Alcock
- SEND & Pupil Premium & CLA – Mrs Cleverton
- Additional Income & PTA Liaison – Mr Heath
- Vice Chair & Lloyds Relationship Contact – Mrs Pinfield
- Communication & Parent Liaison – Mrs Baty
- Vision & Strategy – Miss Newton

## **10 LOCAL BOARD MEMBER YEAR GROUP VISITS**

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

- PP visit 12.10.18 Mrs Cleverton
- SEND visit 12.11.18 Mrs Cleverton
- Accompany Year 1 off-site 21.11.18 Mrs Pinfield
- Year 1 visit 22.11.18 Mrs Pinfield
- Year R visit 26.11.18 Mrs Baty
- Year 4 visit 5.12.18 Miss Newton
- SEND visit 21.1.19 Mrs Cleverton

Newer LBM's asked for support in producing these reports.

**Action 9: AIA/CC**

## **11 COMMUNITY**

➤ **Lloyds update.** Further to Mrs Pinfield's report, (*circulated prior to the meeting*), Mrs Smith confirmed that the four additional Reading Partners from Lloyds are up-and-running with year 4 children.

➤ **PTA liaison.** Further to Mr Heath's report, (*circulated prior to the meeting*), he stated that the most recent PTA meeting was very positive & that some funds were released. The new co-Chairs have settled in quickly & appreciate the steerage & support they are being given by Mr Heath & Mr Still.

## **12 OTHER FUND-RAISING STREAMS**

Mr Sowden-Mabbott & Mr Heath have been working on the pitch to be presented to potential corporate partners – initial thoughts included in Mr Heath's LBM Report circulated prior to the meeting. Mr Heath stated the importance of getting it right to satisfy what companies must do as part of corporate life & to be compliant. Pitch to be finalised in February.

**Action 10: SSM/NH**

13 **VISION**

**Three-year strategic plan road map.**

- **Introduce roadmap template.** Miss Newton tabled this A3 document, the content of which has been built from our existing 3 Year Strategic Plan & input from the SMT. She explained the format. It is designed to be a yearly, moving document – the yellow section (key focus areas & projects) changing as required; the dark green section (Vision, Mission & Values) staying the same. The intention is to be focussed to get us closer to achieving our mission & vision. It is one-page, easy-to-use, forces us to prioritise & all projects are inter-linked & could sit under any of the four key focus areas. It is a summary of the goals in the Strategic Plan – the Strategic Plan being the full detail of our vision & values and depth & narrative to our goals. It should be set up each year at the same time as targets & budgets are set. The roadmap is a tool to track what we are doing to achieve our goals. Members raised slight concern that we will have too many documents giving strategic direction.
- **Focus group break-out.** Miss Newton split the LB into 4 groups to each consider one of the key focus areas for 20 minutes & answer the 3 following questions:
  - which of the projects would be a primary objective & how would it improve LPA?
  - would any of the projects require a completion date of either February half-term or Easter?
  - how could the direction/success of each project be measured?
- **Feedback from groups.** The LB came back together & shared their thoughts/ideas. Miss Newton & Mrs Allen will compile the feedback, revise the draft roadmap & circulate it to Members. **Action 11: CN/AIA**  
Miss Newton & Mr Still will present the revised draft to the SMT at their next meeting. **Action 12: CN/MS**  
Miss Newton asked all Members to think about column 4, the Educational Outreach key focus area, & email any feedback to her or Mrs Allen by 6<sup>th</sup> February. **Action 13: all**
- **Agree priorities/projects.** To be agreed at the next SMT meeting.

14 **Agree items to be brought to the attention of the Board of Trustees**

As a result of her meeting with SENCo Mrs Robinson, Mrs Cleverton stated that she has been made aware that LPA’s good SEN provision is being recognised by outside agencies & that they are signposting parents with children with SEN to us. Whilst this is complementary to our efforts, it is out of their remit to do so & leading to an increased number of enquiries for places for children with SEN, which we cannot accommodate. The Board should be made aware. **Action 14: AIA**

15 **DATE and TIME of NEXT MEETINGS**

Wednesday 27<sup>th</sup> March 2019  
**Tuesday** 21<sup>st</sup> May 2019  
 Wednesday 10<sup>th</sup> July 2019  
 All meetings will begin at 7pm.

The meeting closed at 9.50 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	3	Make agreed amendments to the minutes of 28November 2018 meeting & gain signature of the Chair	Mrs Jerbi	immediately
2	4	Raise the question of Trust-wide enrichment activities at the next Chairs Forum	Mrs Allen	CF mtg 26Feb
3	4	Circulate Mr Alcock’s summary of LB feedback on the Trust Employee Recognition Scheme	Mrs Allen	immediately
4	4	report back our feedback on the Trust Employee Recognition Scheme at the next Chairs Forum	Mrs Allen	CF mtg 26Feb
5	5	Circulate Chairs reports to the Trustees from other academies	Mrs Allen	ASAP
6	5	Circulate Trust Ofsted guidance & report on meeting with Chair of Blackthorns re Section 5 inspection	Mrs Allen	ASAP
7	6	Explore the use of Outlook Office365 One Drive as a media for sharing LB documents	Mrs Jerbi	LB mtg 27Mar

		electronically & report		
8	8	Analyse behaviour data & report to LB	Mrs Allen/Mr Alcock	LB mtg 27Mar
9	10	Advise newer LBM's on best practise for completing LBM Visit Reports	Mrs Allen/Mrs Cleverton	ASAP
10	12	Finalise pitch document	Mr Sowden-Mabbott/Mr Heath	February
11	13	Compile roadmap feedback from group discussion, revise the draft roadmap & circulate it to Members	Miss Newton/Mrs Allen	asap
12	13	Present the revised draft roadmap to the SMT at their next meeting	Miss Newton/Mr Still	Wk beg 1Apr
13	13	Think about 'Educational Outreach' key focus area & feedback ideas to CN/AIA	All	6Feb
14	14	Signposting by outside agencies to LPA for SEN provision to be brought to Chairs Forum / Chair's Report to BoT	Mrs Allen	CF mtg 26Feb or BoT mtg

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

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

**Name:** Mrs Alice Allen      **Position:** Chair of Local Board of Lindfield Primary Academy