



Minutes of the Local Board Meeting

Held at the Academy on Wednesday, 27th March 2019 at 7:00 pm

Local Board Members Present:

Mrs Alice Allen (Chair)	Mr Adrian Alcock
Mrs Hannah Baty	Mrs Claire Cleverton (<i>arrived 7.10pm</i>)
Mr Nick Heath	Miss Caroline Newton
Mrs Val Pinfield	Mr Stephen Sowden-Mabbott
Mr Marcus Still (Principal)	(SSM <i>arrived 8.05pm</i>)

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

1 **WELCOME & APOLOGIES for ABSENCE**

No apologies

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

None

3 **MINUTES of PREVIOUS MEETING – 30th January 2019**

- LBM's asked for item 4, 'Action Points', to be spread out more in future to make it easier to read.

Action 1: KJ

- Item 7, under 'Attendance': "The Trust are looking at a project to address late attendance" – Miss Newton queried whether this project was already happening. Mr Still confirmed it is not yet. The minutes were agreed as being a true record by the LB & signed by the Chair.

4 **ACTION POINTS from above meeting and MATTERS ARISING not on the Agenda**

1 Make agreed amendments to the minutes of 28 November 2018 meeting & gain signature of the Chair – COMPLETED

2 Raise the question of Trust-wide enrichment activities at the next Chairs' Forum – COMPLETED. Mrs Allen reported that Dr John Smith, Trust CEO, liked the idea & wishes to discuss it further with her & Mr Still.

3 Circulate Mr Alcock's summary of LB feedback on the Trust Employee Recognition Scheme – TO BE ACTIONED **Action 2: AIA**

4 Report back our feedback on the Trust Employee Recognition Scheme at the next Chairs' Forum – COMPLETED. Mrs Allen reported that the Trust are going to move forward with the scheme as it is, but that each academy is allowed the freedom to interpret it in their own way, & examples were given.

(Mrs Cleverton arrived at this point, 7.10pm)

5 Circulate Chairs' reports to the Trustees from other academies – COMPLETED

6 Circulate Trust Ofsted guidance & report on meeting with Chair of Blackthorns re Section 5 inspection – COMPLETED. Report of meeting between Mrs Allen & the Chair of Blackthorns:

- the LB were questioned thoroughly by Ofsted about Safeguarding
- Ofsted expected the LB to be aware of changes to Safeguarding legislation
- the Section 5 inspection was an intense, thorough process
- Ofsted were testing the knowledge of the core responsibilities of the LB

As a result, Mrs Pinfield has emailed Jane Robinson, DSL, & Rachel Crosbie, also on the Safeguarding Team, to get a summary of the changes to KCSIE 2018 to circulate to the LB.

7 Explore the use of Outlook Office365 One Drive as a media for sharing LB documents electronically & report – ON-GOING. Mrs Jerbi has spoken to our IT Technician who is waiting for advice from the Trust.

There is a Trust initiative to spread Outlook Trust-wide, so Mrs Jerbi to follow this up.

Action 3: KJ

8 Analyse behaviour data & report to LB – COMPLETED. Mr Alcock & Mr Still reported as follows:

- explained the use of CPOMS on-line recording of behaviour incidents
- the use of CPOMS has given rise to a lot of relevant data for individual children, but this is not necessarily worthy of reporting at LB level
- this new recording method is still a work in progress
- Mr Still unpicks data & reports the headlines in his Principal's Report to the LB
- not all behaviour recorded is bad – it includes incidents/actions
- most of the data represents just 3 particular children
- LBM's asked what we want to get from the data
- Mr Still stated that the key is for the LB to know the effect of behaviour on resources

9 Advise newer LBM's on best practise for completing LBM Visit Reports – COMPLETED. Mr Still requested that LBM's refrain from using the expression 'lesson observation' in their visits/reports. One LBM stated that one teacher did not want her in her class. Mr Still thinks there is still a misconception amongst staff as to the purpose of LBM visits & stated that he will explain it again to them. LBM's noted that there are clear guidelines from the Trust. Mrs Jerbi to post these on the LB notice board in the staff room. LBM's noted that the visit reports are very positive: if they were not then the staff may have cause to complain. It was suggested that perhaps staff feel they are constantly being watched. Mr Still pointed out that fewer lesson observations are carried out at LPA than at other academies. Our strength is that are staff are trusted. The balance is difficult to achieve. Of course, the SLT do monitor teaching. The LB asked that teachers feedback on the visit reports & offer suggestions.

Action 4: MS

Action 5: KJ

10 Finalise pitch document – see item 15

11 Compile roadmap feedback from group discussion, revise the draft roadmap & circulate it to Members – COMPLETED

12 Present the revised draft roadmap to the SMT at their next meeting – COMPLETED

13 Think about 'Educational Outreach' key focus area & feedback ideas to CN/AIA – see item 16

14 Signposting by outside agencies to LPA for SEN provision to be brought to Chairs' Forum / Chair's Report to BoT – COMPLETED. Mrs Allen reported that the Trust will follow up on this, as we are not the only academy in the Trust having similar issues.

5 URGENT MATTERS NOT ON AGENDA

None

6 GOVERNANCE RESTRUCTURE CONSULTATION

Mrs Allen reported to the LB about the current consultation taking place on a proposal to restructure the Governance Department within the Trust. The proposal recommends all individuals currently acting as clerks within the Trust join a single team with refreshed job descriptions & report directly to Kathryn Smith, Head of Governance. The aim of this is to provide Trust-wide consistency in the clerking support to LB's, training & pay for clerks and to share best practice. Mrs Jerbi is included in the consultation process. She informed the LB of the proposed new structure, the process so far & the expected timeline. The LB expressed its full support of Mrs Jerbi in continuing her role as their clerk.

7 REPORT from the CHAIRS' FORUM

Mrs Allen reported the following from the recent Chairs' Forum:

- there is a push to centralise all non-curriculum spend at Falmer, with an estimated saving of £100,000 with standardised procurement (ICT, administration, etc.). LBM's asked will that affect any staff at LPA. Maybe. Mr Still stated that the project is being driven by a very effective manager, who has already

helped us to make significant financial savings. He has no concerns. Estates management is also being considered to be centralised, though not immediately.

- the format of the Chairs' Forum is being reviewed to extend the sharing of contact & good practice. Dr John Smith attends the meetings, which allows him to understand the thinking of LB Chairs. Mrs Allen intends to invite other LBM's to attend.
- LB's are to ensure they are compliant in their three areas of responsibility – safeguarding, behaviour & attendance, SEND & CLA. Mrs Allen will be considering a list of expectations from the Trust.
- there is to be a new strategy overview. This may include local workshops to consider what LB's are doing in this area.

8 ADMISSIONS SUB-COMMITTEE REPORT

Mr Alcock reported the following:

- the Committee fulfilled its duty to review the ranking of applications for September 2019 entry. Mr Still confirmed that 112 applicants had listed LPA as their 1st choice (90 places). In total 390 applicants expressed LPA as one of their three preferences. There are a lot of sibling applicants. For September 2019 the change to the admissions criteria comes into effect, whereby out-of-area siblings have priority over other in-area children.
- the Committee has considered one request for delayed entry, which it has not supported. No other such requests are outstanding.

9 PRINCIPAL'S INTERIM REPORT

(Reports circulated prior to the meeting:

- *Principal's Interim Report to Local Board 20th March 2019*
- *Challenge Partner Report: Term 3)*

Further to his report Mr Still reported the following:

- the reported teaching assistant vacancy has been filled, the successful candidate to begin at the start of the summer term
- we have received 18 applications for the vacant teacher post – interviewing to be held on 1st April.

Challenge Partner Report

LBM's congratulated Mr Still on the positive Challenge Partner Report, which reflects a rigorous visit. They asked about the on-going recommendation 'to continue to monitor Year 1 to ensure consistency'. Mr Still responded that he is very happy with the environment, teaching & progress across year 1, where we have had an NQT & staff new to the year group since September. Phonics is a priority focus in year 1 currently, with the testing forthcoming in June. LBM's noted having observed the teaching of phonics in small groups.

Staff numbers

LBM's noted from the Principal's Report that our number of Teaching Assistants (TA's) FTE is just 12 & considered the risk of this. They asked Mr Still what would be the ideal level of TA staff? Mr Still responded the ideal would be 1 TA per class. We are fortunate that our TA's are of a very high standard. But our SEN register is at its highest level ever. LBM's asked for clarification of the support required for SEN children. Mr Still stated that children with an EHCP receive 1:1 support, which is funded by their EHCP. However, in order to qualify for an EHCP, a child must require 1:1 support, therefore a school must provide it (without funding) for a minimum of 2 terms to show the impact. Some children in the academy are very challenging & require the support of 2 adults at times. Monday mornings, in particular, children may need more support – staff must be pulled from other year groups to support those children. The Trust have been very supportive & continue to fund 1 additional TA this academic year. This is in lieu of the additional class we will have in September 2019, meaning this additional class will not have a designated TA. To clarify, the limited TA resources we do have are providing general TA class support across the school, 1:1 support for specific children, as well as leading interventions in the afternoons. Mr Still stated that we are under-staffed by approximately 4 x TA FTE. LBM's expressed surprise that this is not highlighted by risk assessments. Mr Still stated that this results in a strain on existing TA resource & that there is a lot of goodwill on the part of TA staff. Our TA's also provide PPA cover for teachers, however we are struggling with capacity. We are having to employ teachers for PPA cover, which defeats the financial benefit of having TA's do this. We are vulnerable to illness – if just 1 TA is absent due to illness, it may mean that Read, Write, Ink must be cancelled for the whole school. A lot of Mrs Smith's time is taken up by having to juggle TA placement daily. It's like trying to do a jigsaw puzzle without the pieces! LBM's made the following suggestions:

- the Trust are putting £100,000 back in to academies – we should highlight the need for more TA's;
- we should be specific about areas that require additional TA support, e.g. speech & language

(Mr Sowden-Mabbott arrived at this point, 8.05pm)

SAT's

Mr Still stated that due to a government change in the administration of KS2 SAT's, he is required to have an external observer present in the morning to witness him opening the papers, etc. He asked if any LBM might be available to do this, & suggested they stay on to help throughout the test. Volunteers to inform Mrs Jerbi of availability.

Attendance

Mr Still informed the LB that national attendance figures have recently been released – the LB asked him to circulate these figures to them. **Action 6: MS**

The national figure for unauthorised absence is 17.9% - for LPA this figure is 0.4%.

SEN

LBM's noted that the number of pupils on the SEN register has increased by 15 & that our percentage of SEN children is now above the national average at 14.64% (national 13.5%). Mr Still responded that our pupil progress meetings are very detailed & that the SEN register is very fluid. Some children may only need the help of an intervention programme to then be taken off the register. LBM's asked if the increase in numbers is in Early Years. Mr Still replied no, across the academy.

Mr Still continues to receive enquiries for KS2 places for children with significant SEN. Our lack of TA resource means that we are unable to cater for these children. If one more child arrives on roll that requires 2:1 support, it would have a detrimental effect on the whole academy.

Mr Still highlighted the change effected by Mrs Robinson, SENCo, to the parent consultation process in relation to ILP's – parents were invited to a dedicated parent consultation evening this term, rather than individual meetings with Mrs Robinson, which were becoming unmanageable due to volume. Mrs Robinson has also initiated 'SENCo Surgeries' – a drop-in session for parental enquiries relating to SEN.

10 CAR PARK

Use of the academy car park by parents is becoming unmanageable. The same families continue to disregard our Car Parking & Vehicle Access Policy. This is resulting in long queues & cars being left unattended, which has an impact on staff who are unable to get in/out of the car park on time. It has led to altercations & bad feeling & is ultimately creating a dangerous environment for our children & staff. Mr Still pointed out that we are the only school in the area that allows parent vehicles on site. He would now like to see a zero-tolerance policy. Unfortunately, the planning permission for a barrier that was obtained 3 years ago has just expired. After some discussion, it was agreed that as the Trust have the ultimate responsibility for health & safety on our site Mr Still should appeal to them to address the matter. Child safety is the focus. **Action 7: MS**

11 SAFEGUARDING & PUPIL WELL-BEING

➤ **Safeguarding Report** (*circulated prior to the meeting*). LBM's discussed safeguarding training undertaken. There are various media available to LBM's to complete safeguarding training. Mrs Jerbi highlighted that the Trust Governance team stipulated the minimum training requirement in an email dated 3 January 2019 – she will verify whether this is still the case. **Action 8: KJ**

Mrs Pinfield & Mrs Jerbi to cross reference training records to ensure all LBM training is up-to-date, in conjunction with Mrs Oliver, School Business Manager. **Action 9: KJ/VP**

Mr Still pointed out that the SLT are querying with the Trust the minimum level of induction required for volunteers. We have over 90 volunteers regularly working in the academy; it is a big operation to ensure we are adhering to the required standard of safeguarding & we want to ensure we are compliant with good practice.

➤ **Monitor Attendance & Behaviour** (*covered in item 4*)

12 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 (*all attached to minutes*):

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

No questions.

Mrs Cleverton added the following to her report: Mrs Robinson, SENCo, has asked that the LB be informed of a new personalised timetable now in place for a child who has been struggling since September. This is a positive move, as the child was otherwise heading towards exclusion. Mrs Robinson is looking into therapeutic work for this child. LBM's asked what is next for this child? The plan is to gradually increase the child's timetable, with the aim to get the child back into school full-time eventually.

13 LOCAL BOARD MEMBER ACADEMY VISIT REPORTS

The LB received reports prior to the meeting on the following Member visits to the Academy (*all attached to minutes*):

- PP visit 25.1.2019 Mrs Cleverton
- Year 2 visit 8.2.2019 Mr Sowden-Mabbott
- Year 5 visit 14.2.2019 Mrs Allen
- Year 4 visit 28.2.2019 Miss Newton
- Year 6 visit 11.3.2019 Mrs Cleverton
- Year 1 visit 21.3.2019 Mrs Pinfield
- Year R visit 26.3.2019 Mrs Baty

No questions. Mrs Allen thanked LBM's for being pro-active in visiting their linked year groups.

14 COMMUNITY

- **Lloyds update.** Mrs Pinfield stated that all is going well with the Lloyds reading partners. She highlighted her LBM Report item about the Lloyds executive living locally wanting to volunteer in some capacity. Mr Still wants to ensure our volunteer safeguarding procedures are adequate (*see item 11*) before going ahead. In the meantime, Mrs Pinfield to make contact with the lady in question so that the opportunity is not lost.

LBM's asked whether the Lloyd's plaque has been installed – it is on order.

- **PTA liaison.** Mr Heath & Mr Still reported that the recent PTA Committee meeting was very positive. Five proposals for funding support were received from staff, all were agreed unanimously by the Committee. The PTA are fully supportive of the work the academy is doing. Future events were discussed. The new trim trail phase 1 has been completed with the support of the PTA, as well as corporate sponsorship. The PTA would be happy to finance phase 2, but it was suggested that we hold a sponsored fun run with the direct goal of raising funds for this specific project. A date was proposed of 21st June – Mr Still to liaise with Miss Olive, PE Co-ordinator.

Action 10: MS

15 OTHER FUND-RAISING STREAMS

- **Corporate sponsorship pitch** (*a draft pitch document was circulated prior to the meeting*). Mr Sowden-Mabbott talked through the content of the draft pitch document with the LB, taking any questions/comments. The LB discussed the practical nature of the document – who, when, how. LBM's were asked to feedback any additional comments to Mr Sowden-Mabbott asap. The PTA will also be consulted.

16 VISION

Three-year strategic plan road map (*circulated prior to the meeting*):

- **update on changes made following feedback.** Miss Newton thanked LBM's for their feedback & highlighted the main changes made as a result.
- **process for reviewing/updating.** Many of the projects are already in progress. The remainder of this academic year will be spent bedding in this document & its use. Miss Newton is already thinking about next year's road map. It should be set up at the same time as objectives & the budget are being set, i.e. in July, & should be reviewed termly. There is a lot of activity on the road map which involves the PTA – Miss Newton asked Mr Heath for help in talking to them about it. It also needs to be aligned with the corporate pitch document.

17 Agree items to be brought to the attention of the Board of Trustees

None at this time

18 DATE and TIME of NEXT MEETINGS

Tuesday 21st May 2019

Wednesday 10th July 2019

All meetings will begin at 7pm.

The meeting closed at 10.15 p.m.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	3	Change format of item 4, Action Points, to make it easier to read in future minutes	Mrs Jerbi	LB mtg 21May
2	4	Circulate Mr Alcock's summary of LB feedback on the Trust Employee Recognition Scheme	Mrs Allen	immediately
3	4	Explore the use of Outlook Office365 One Drive as a media for sharing LB documents electronically & report; explore Trust initiative to spread Outlook Trust-wide	Mrs Jerbi	LB mtg 21May
4	4	Explain purpose of LBM class visits to staff & ask them to feedback to LB & offer suggestions	Mr Still	asap
5	4	Post Trust guidelines on LBM class visits on LB notice board in staff room	Mrs Jerbi	asap
6	9	Circulate national attendance figures	Mr Still	LB mtg 21May
7	10	Appeal to the Trust to address the car park issue on the grounds of child safety	Mr Still	LB mtg 21May
8	11	Ascertain whether training stipulations in governance email of 3Jan still apply if LBM's have completed other safeguarding training	Mrs Jerbi	LB mtg 21May
9	11	Cross reference training records to ensure all LBM safeguarding training is up-to-date	Mrs Jerbi/Mrs Pinfield	LB mtg 21May
10	14	Liaise with Miss Olive to organise sponsored fun run in aid of trim trail extension	Mr Still	LB mtg 21May

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