



Minutes of the Local Board Meeting

Held at the Academy on Wednesday, 28th November 2018 at 7:00 pm

Local Board Members Present:

Mrs Alice Allen (Chair)	Mr Adrian Alcock
Mrs Hannah Baty	Mr Nick Heath
Miss Caroline Newton	Mrs Val Pinfield
Mr Stephen Sowden-Mabbott	Mr Marcus Still (Principal)

In attendance:

- Mrs Kathy Jerbi (Clerk)
- Mrs Vanessa Smith (Vice Principal)
- Mr Nick Geddie (Assistant Principal)

Apologies: Mrs Claire Cleverton

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 MORE ABLE POLICY

(circulated prior to the meeting)

The LB noted receipt of this new policy. Mr Geddie, as newly appointed More Able Lead, attended the meeting to discuss & answer questions from the LB. He explained that provision for More Able children is an area that requires improvement. The SLT have produced the attached policy which outlines how we will identify children, make provision for them & monitor their progress. The policy will be published on the academy website to advertise our More Able provision. It also relates to children identified as 'Most Able' – those who are More Able in more than one area.

LBM questions & responses from Mr Geddie:

Q. when the policy refers to pupils working at a higher level than their peers, does that relate to peers in their class or in their year group?

A. in their year group & nationally.

Q. More Able ability could be in sport – would that apply to 'Most Able' as well?

A. Yes, we track progress in all areas of the curriculum, including PE, PSHE, History, etc.

Q. How do you identify More Able children in the academy values, e.g. teamwork, perseverance?

A. we can identify strands within our strong PSHE programme, 'Jigsaw', or children can be marked high for showing examples of empathy, etc.

Q. is this policy an Ofsted requirement?

A. No, but Ofsted do look at a school's provision for the More Able.

Q. in the Most Able category, would only academic subjects be considered or other subjects such as drama as well?

A. any area can be considered: the core academic subjects are easier to track, but a teacher's personal viewpoint can be enough as they know the children best.

Mr Geddie stated that his role as More Able Lead will be to support staff in supporting children to reach the next level of their ability, rather than seeing their progress stagnate, allowing children to reach their potential rather than just coast. The policy brings this aim to the forefront of everyone's minds.

The Board discussed with Mr Geddie & Mrs Smith communication of this policy to parents – main points raised:

- communication will have to be managed carefully: parents may be upset at this extra provision for the More Able – special trips are referred to in the policy
- do we use the term ‘Greater Depth’ or ‘More Able’, or are they the same?
- Mrs Smith stated that all children are monitored from when they begin with us & all develop at a different pace. If children show a special interest in any subject, whatever it be, we will look at how we can encourage that interest
- The ‘Aims’ in the policy state ‘pupils who are working at a greater depth’ rather than ‘pupils who are striving to work at a greater depth’
- Parents will wonder if their child, as a middle achiever, is going to get over-looked
- Mr Geddie responded that the aim is to identify how pupils can achieve further
- a lot of parents would like to see more ‘challenge’ for their children
- looking at every child’s potential is what we should be focusing on
- it is good that non-academic areas are included
- Mrs Smith stated that holding an ‘enrichment day’ for the whole academy has been discussed, so that everyone’s need is met
- Mr Geddie stated parents often ask, ‘my child is good at this, what are you doing about it?’ this policy addresses that question
- how the identification & provision is being described here does not necessarily come across in the wording of the policy
- does the Trust run enrichment activities? – not as many as we would like. It is up to our subject leaders to find opportunities, rather than them being offered to us; Mrs Allen to raise at the next Chairs’ Forum
Action 1: AIA
- locality competitions & events present opportunities for all; Oathall Community College offer various enrichment activities.

(Mr Geddie left the meeting at this point, 7.30pm)

4 MINUTES of PREVIOUS MEETING – 3rd October 2018

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

5 ACTION POINTS from above meeting and MATTERS ARISING

- 1 inform Mrs Jerbi of any recent training completed – ON-GOING
- 2 update CPVA policy with the changes & circulate to members – TO BE ACTIONED **Action 2: KJ**
- 3 complete on-line GDPR training, or if already completed, tell Mrs Jerbi to update training record – SOME MEMBERS YET TO ACTION
- 4 Take the issue of EHCP’s to the Chairs Forum – COMPLETED. Other academies agreed they are encountering similar problems. The Trust are going to follow up with WSCC.
- 6 Circulate annual record of attendance at meetings 2017-18 & publish on website - COMPLETED
- 7 action the suggested amendments to the Strategic Plan, share the Plan with the PTA for their input, & publish the finished document on the academy website – Miss Newton having now taken on responsibility for the Strategic Plan is reviewing it – see item 13.
- 8 Raise the issue of financial concessions due to lettings income at the Chairs Forum - COMPLETED
- 9 Report to Lloyds how their donation is being spent - COMPLETED
- 10 Forward Ofsted report to Lloyds - COMPLETED
- 11 Publish an article in Lindfield Life highlighting the corporate partnership with Lloyds – COMPLETED. Article will appear in the January issue.

6 URGENT MATTERS NOT ON AGENDA

SEN Information Report. Mrs Robinson (SEnCo) has presented to the LB for urgent approval the statutory SEN Information Report (*circulated prior to the meeting*) which requires publication on the academy website. Members have reviewed the report & found only one minor adjustment necessary. Subject to this correction **the LB approved the SEN Information Report.**

7 MEMBERSHIP MATTERS

The appointment of Miss Caroline Newton to the post of Co-opted LBM was approved by the Trust Board of Trustees at their meeting on 11th October.

8 TRAINING

- Mrs Allen reported that the proposed Trust training conference has been postponed to the spring & that the Trust invite suggestions for topics to be covered from LBM’s. Ideas to be emailed to Mrs Allen, who will take them back to the Chairs Forum. **Action 3: all / Action 4: AIA**
- Mr Heath felt that attending the INSET day training session in September for the whole academy was a great way to interact with the staff & would relish more similar opportunities.

9 2018-19 TRUST DOCUMENTS TO NOTE

The LB noted receipt of the following documents for 2018-19 from the Trust, circulated by Mrs Jerbi on 23rd October:

- LB Terms of Reference (personalised to LPA)
- Terms of Reference – Complaints Panel
- Terms of Reference – LB Admissions Sub-Committee (personalised to LPA)
- Terms of Reference – Exclusions Panel
- Code of Conduct for Trustees & Committee Members
- Summary of Trust Policies in Approval
- Scheme of Delegation

10 REPORT from the CHAIRS FORUM

(Minutes of Chairs Forum meeting, 12th November 2018, circulated prior to the meeting)

Mrs Allen added that Chairs were given an update on the Trust finance review. She asked Mr Still if Mrs Oliver, SBM, is happy with the setting up of the finance hubs. He replied no, there are inevitable teething problems & there do not appear to be the staff there to answer our questions. He knows that meetings are lined up to address the issues.

11 PRINCIPAL'S REPORT

(Reports circulated prior to the meeting:

- *Principal's Interim Report to Local Board 28th Nov 2018*
- *Academy Improvement Plan 2017-18 Final Review*
- *Academy Improvement Plan 2018-19 Key Target Action Plans*
- *Academy Improvement Plan 2018-19 Subject Action Plans*
- *Challenge Partner Report Term 1 - 1st Oct 2018*
- *UoBAT Primary Target Pro-Forma)*

The Principal's report is in the new format proposed by the Trust following feedback from Principals & LBM's. Questions from LBM's & responses from Mr Still:

Q. previously, teachers new to year groups were presenting a risk – how are they progressing?

A. they are all progressing well: a peer review took place on 19th November that included a learning walk, where only one year group was identified as presenting this risk. Mr Still knows the areas to be improved.

Q. behaviour (page 4) – is the number of incidents reported (111) at a normal level?

A. having instigated a new on-line reporting system, we have seen a vast increase in the number of incidents recorded. All incidents are logged, no matter how minor; this helps us to build a picture of the child involved.

Q. were the needs of the two children having repeated behavioural incidents recorded expected?

A. no, they are requiring a lot more support than last year & are proving to be a huge drain on resources. Staff have had to be re-allocated to share the emotional strain caused by such behaviour; every year group has been affected.

Mrs Pinfield noted having witnessed a TA working excellently with a challenging child when in school recently.

Q. can we encourage more parental involvement in school?

A. we are enormously well supported already by parent & community volunteers.

Q. how will future intakes be affected?

A. we are known to be good at provision for SEN children, even the WSCC SEN team speak highly of us, & our SEN Information report states we welcome all children.

Q. are the Trust aware of the resource difficulty we are currently facing?

A. Mr Still has just submitted a request to the Trust for two additional TA's, so yes!

Q. is staff morale being affected?

A. yes

Q. do we get parent volunteers mainly in KS1?

A. no, we are well supported in KS2 as well

Q. were the two reported incidents of bullying low level?

A. yes

Q. were the Open Sessions successful?

A. yes, attendance was high, feedback all positive.

LBM's noted that attendance is improving, so the message we are sending seems to be getting across to parents. Mr Geddie has taken over responsibility for attendance from Mr Still, which involves contacting parents of children with persistent poor attendance & liaising with the newly appointed Trust Attendance Manager. Mr Still will continue to authorise / unauthorise absence requests.

12 PUPIL WELL BEING

Attendance & behaviour. Covered in Principal's report.

Safeguarding report. A report was received by the LB from Mrs Pinfield on her actions as member responsible for safeguarding (*attached to minutes*). Those LBM's still to complete safeguarding training were urged to do so as soon as possible.

Action 5: CN/NH/SSM

Any LBM's who have not yet read Part I of the document Keeping Children Safe in Education September 2018 version should do so immediately & **sign the safeguarding record in school** to confirm they have done so by 7th December.

Action 6: all

13 VISION

Update on strategic action plans. Miss Newton reported that she has met with Mrs Allen to feedback her ideas on the Strategic Plan. Her intention is to bring the key points together in a one-page document that all stakeholders can engage with. She will be sharing this with the SMT on 10th December. Input from all parties is required. It should highlight our key strategic focus, who is responsible & how it is being measured. Miss Newton will report further at the next meeting.

Action 7: CN

14 COMMUNICATION

Approve LB / parent 'pop-in'. Mrs Baty reported that she has met with Mrs Allen & Mrs Cleverton to discuss her idea to improve communication with the parent body, whom she feels would like to be more involved. She suggests setting up parent / LB meetings of some type, perhaps based on subject areas. She feels this would support what the academy is already doing but draw more people into it. The LB was supportive of the idea. Art was suggested as a good topic to start with – it is a broad topic & we know we have a lot of artistic talent within our parent body. These meetings would also present an opportunity for parents to meet LBM's, especially now as we have new members, & we need to clarify to parents the difference between the PTA & the LB. Members were unable to agree on a name for these meetings: Mrs Baty to circulate a shortlist of proposed names, one to be approved by a majority vote of LB members by email.

Action 8: HB

15 COMMUNITY

Update on progress with Lloyds. A report was received by the LB from Mrs Pinfield on her actions to develop the relationship with Lloyds (*attached to minutes*). Mrs Pinfield added that a further four volunteers from Lloyds will be coming to us to join the reading partner scheme & that she has received confirmation today that Lloyds will contribute to our 'Business Week', held in the summer term. The LB discussed Lloyds' current advertising campaign promoting mental health awareness & asked Mrs Pinfield to explore whether this is an area in which they could get involved with us. It was also noted that Lloyds locally are under-going significant changes.

Action 9: VP

Update from the PTA. Mr Heath reported that the new Committee are proving to be very positive & enthusiastic. The events calendar for the year is moving forward. They have accepted that they fund more than just 'the icing on the cake': with government funding issues on-going people are much more aware that PTA funding is much needed. Mr Heath has no concern in the level of expectation on the amount that can be raised. We are very fortunate to have a PTA that focus on fund-raising & that parents are involved, i.e. parent only events.

16 OTHER FUND-RAISING STREAMS

(Mr Heath tabled a document entitled 'Thoughts on workshop for Partners/Sponsors')

Mr Heath, Mr Sowden-Mabbott & Mrs Allen met to discuss how we can raise funds for the academy which would be in addition to PTA fund-raising. If we can put more effort into developing corporate relationships, benefits will be felt by both sides. The attached document is a result of their meeting. The idea is to put together a pitch that can be presented to potential corporate partners. This need not only be local businesses – for example, due to our proximity to Gatwick airport & the number of our parent body that work there, this could present opportunities further afield. Most companies are trying to support community projects – it's just about how to engage them.

Action 10: all

- Mr Heath & Mr Sowden-Mabbott to meet with Mr Still during the week commencing 14th January to get his input on the 'pitch'.
- All LBM's to begin thinking of input for the 'pitch'
- All LBM's to begin thinking of businesses to approach. Often getting hold of the right person at a company is key, so begin using contacts to identify businesses/key people
- this is a collective approach by the LB – not just the responsibility of one person
- pitch to be finalised at the January LB meeting.

17 CELEBRATION

Trust staff/pupil recognition scheme. Mrs Allen reported that the Trust are very happy with the success of their first annual awards held in September & are subsequently thinking of launching a more regular 'Employee Recognition Scheme' (*overview document circulated prior to the meeting*). The Trust has asked for feedback from LB's. The LB discussed: key points raised:

- could we perhaps link to our values – have a different category each term?
- do pupils have a say, or just staff? the School Council should be involved somehow
- are we expected to choose 1 child per term out of 600!

- we celebrate children already, e.g. ‘Star of the Newsletter’
- do we think the scheme will be helpful?
- it’s meant as a staff morale-boosting tool, but could be seen to be contrived, & therefore have the opposite effect
- day to day ‘thank yous’ are much more valuable
- teams would be easier to recognise than individuals, as we are very much about teamwork at LPA
- setting the criteria would be important & need to be thought about carefully
- should we also recognise community members who make outstanding contributions?
- Mr Alcock could help identify staff outstanding contribution, & may find 3 examples a year, but necessarily one per term

Mr Alcock to provide a short summary of the feedback on the Trust Employee Recognition Scheme to reflect thoughts of: (i) LB; (ii) senior management; & (iii) staff as appropriate. Mrs Allen to report back our feedback at the next Chairs Forum.

Action 11: AdA
Action 12 : AIA

18 REPORT from the ADMISSIONS SUB COMMITTEE

Mr Alcock & Mrs Pinfield reported that the Committee was consulted by Mr Still on one particular recent in-year admission request, because admitting the child would take us over our PAN for the year group in question. Having considered carefully all the circumstances & the needs of the child & of the family, the Committee unanimously agreed to admit the child.

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

None at the current time.

20 DATE and TIME of NEXT MEETINGS

Wednesday 30th January 2019

Wednesday 27th March 2019

Tuesday 21st May 2019

Wednesday 10th July 2019

All meetings will begin at 7pm.

The meeting closed at 9.20 p.m.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	3	Raise the question of Trust-wide enrichment activities at the next Chairs Forum	Mrs Allen	CF mtg 26Feb
2	5	update CPVA policy with the changes & circulate to members	Mrs Jerbi	immediately
3	8	consider & make suggestions for topics to be included in the Spring Trust/LB Conference	All	CF mtg 26Feb
4	8	Report back results of Action 3 to the Chairs Forum	Mrs Allen	CF mtg 26Feb
5	12	Complete safeguarding training	NH / SSM / CN	immediately
6	12	sign the safeguarding record in school to confirm they have read the KCSIE Part 1 document	All	7Dec
7	13	Report on review of Strategic Plan	Miss Newton	LB mtg 30Jan
8	14	circulate a shortlist of proposed names for the LB/parent forum, one to be approved by a majority vote of LB members by email	Mrs Baty	LB mtg 30Jan
9	15	Explore whether Lloyds can get involved with us in promoting mental health awareness	Mrs Pinfield	LB mtg 30Jan
10	16	See above	All	immediately
11	17	provide a short summary of the feedback on the Trust Employee Recognition Scheme	Mr Alcock	LB mtg 30Jan
12	17	report back our feedback (action 11) at the next Chairs Forum	Mrs Allen	CF mtg 26Feb

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