



Minutes of the Local Board Meeting

Held at the Academy on Wednesday 10th July 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
Mrs Val Pinfield
Mr Stephen Sowden-Mabbott (*arrived 7.10pm*)
Mr Marcus Still (Principal)

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

1 WELCOME & APOLOGIES for ABSENCE

No apologies.

2 DECLARATION of INTEREST by LB MEMBERS in ANY ITEM on the AGENDA

None.

3 MINUTES of PREVIOUS MEETING – 21st May 2019

Four minor amendments to wording were suggested & approved by LBM's. Otherwise the minutes were agreed as being a true record by the LB. The clerk to make the amendments & gain the signature of the Chair.

Action 1: KJ

4 ACTION POINTS from above meeting and MATTERS ARISING

1 Circulate Mr Alcock's summary of LB feedback on the Trust Employee Recognition Scheme – TO BE ACTIONED

Action 2: AIA

2 Await & act upon advice from the Trust re setting up an Outlook Office365 SharePoint team site as a media for sharing LB documents electronically – ON-GOING. Mrs Jerbi continues to await advice from the Trust.

Action 3: KJ

3 Discuss how LBM class visits can tie in with the Academy Improvement Plan for the next academic year & report back to the LB – ON-GOING. New targets are currently being set for next year. To be actioned in September.

Action 4: MS/AIA

4 Post Trust guidelines on LBM class visits on LB notice board in staff room – TO BE ACTIONED

Action 5: KJ

5 Report on developments regarding the proposed installation of car park barriers – Mr Still reported that a very small minority of parents continue to disregard the Car Parking & Vehicle Access Policy. The Trust Estates team are applying to the Council to have the planning application for car park barriers renewed. But they have also suggested that a change to the layout of the car park may be a cheaper alternative solution to the problem. Mr Still is meeting with Mr Darren Setter of the Estates team week commencing 15 July to discuss this & other site maintenance requirements – he invited Mr Heath to join the meeting.

Action 6: MS

6 Report to Chairs' Forum that another Trust conference for LBM's would be appreciated soon – COMPLETED. A date for a Trust LB conference has been set – Saturday 16th November at Falmer. The Trust invites ideas from LBM's for items to be covered.

7 Complete outstanding training requirements – COMPLETED. Although there remains confusion between the training requirements of the Trust & of the Academy safeguarding team. Mrs Allen to seek clarification. **Action 7: AIA**

8 Put forward to the BoT the nomination of Mrs Allen to serve another 3-year term as Co-opted LBM – COMPLETED. BoT yet to meet.

9 Speak to each LBM individually re their future roles on the LB – ON-GOING **Action 8: AIA**

11 Weave content of self-evaluation document into strategic roadmap – TO BE ACTIONED **Action 9: CN/AIA**

12 Proofread pitch document & feedback to SSM - COMPLETED

13 Proofread strategic road map & feedback to Miss Newton – TO BE ACTIONED **Action 10: HB**

5 URGENT MATTERS NOT ON AGENDA

Accessibility Plan. The Clerk pointed out that this statutory document should be reviewed annually in consultation with the LB, which was last undertaken in July 2018. Mrs Robinson, SENCo, reviewed the document in January 2019 (*circulated prior to the meeting*), but neglected to consult the LB. Mrs Cleverton volunteered to review the document on behalf of the LB & report her recommendations. **Action 11: CC**

6 PRINCIPAL'S INTERIM REPORT

(Reports circulated prior to the meeting:

- o *Principal's Interim Report to Local Board July 2019*
- o *Challenge Partner Report: Term 5)*

Behaviour. LBM's asked Mr Still for more information about the 4 racist incidents & 1 'Prevent' referral reported. Mr Still provided a brief account & stated that the academy safeguarding team felt it was appropriate to refer the incident to the police under the 'Prevent' criteria. We are confident that we followed the correct procedures.

The 4 racist incidents were cases of children having overheard adult conversations at home & then telling us. LBM's asked if staff see a change in behaviour of a child/parent after they have been spoken to about such incidents. Mr Still said yes, it is an education for them. All incidents have been dealt with.

The LB suggested it should have been informed of the 'Prevent' referral at the time it happened: normally the Chair would be informed in weekly catchups with the Principal. The LB is confident that the academy has an effective safeguarding team & they feel it is very good that the children feel they can talk openly to staff.

Budget. LBM's asked if the academy expects to receive any further 'savings challenge' for the 2018-19 budget from the Trust. Mr Still replied that won't be known until October. He will be meeting with the Trust SMT at which he will use our end-of-year results to support a request for more teaching assistant resource. Such a request was refused in the spring this year. The Trust have accepted our proposed budget for 2019-20.

Challenge Partner Report. LBM's asked why the West Sussex writing moderation appears as a risk on the report? Mr Still explained that in the autumn the moderator from the Standards & Testing Agency had told him that no school should achieve more than 5% of pupils at Greater Depth for writing. He had high standards & felt that this was not achievable. Mr Still flagged this with Mrs Corbett, our Challenge Partner, as he felt it could affect our targets. At the moderation, the moderator agreed with all our judgements & even moved some up. He used the word 'exceptional', suggested that one of our year 6 teachers become a moderator herself & that some of our work should be used as examples for next year's SAT's.

Mr Still also reported that on the same day as the moderation, the second in command at Ofsted visited our academy as part of the Trust Ofsted inspection. She was very impressed with our academy & the work on display. She questioned members of our LB relentlessly & complimented our LB for the work that we do. There has yet to be any official feedback on the result of the Trust inspection, but the Trust have described it as a 'positive experience'.

Further questions from the LB & responses from Mr Still:

Q. when do we expect the Ofsted Section 5 inspection to take place?

A. it could be week commencing 15th July. The inspection framework changes in September 2019 with completely different criteria. He understood that our Section 5 inspection would be carried out under the same framework as our previous inspection in September 2018.

Q. is it possible for the academy to gain an 'outstanding' judgement under the new framework?

A. the SLT are preparing for the new framework now in anticipation of Ofsted inspecting in the autumn. They are nearly ready.

Q. is there a major change in emphasis under the new framework?

A. Mrs Smith explained the main change is in the curriculum. There are lots of different approaches & a lack of clarity. But our curriculum is our strength.

Q. we will have new teachers in September – would an inspection early in the term pose a potential problem?

A. having NQT's & teachers new to year groups is a risk. LBM's pointed out that this was the case more so in September 2018 & was overcome positively.

Q. has the teaching maternity cover post been filled?

A. yes, an experienced KS2 teacher has been appointed to join us in October.

Q. is our September intake full?

A. yes, & there is a considerable waiting list for places. LBM's reported positive feedback from new parents.

Q. are there waiting lists for other year groups?

A. yes, current Years R, 2 & 3, with new applications being received for other year groups.

Academy Results 2018/19. Mr Still tabled report 'Primary Pro forma 2018/19' detailing all LPA end-of-year results. He is very pleased with all the results & highlighted the main headlines. KS1 maintained very high standards. KS2 results are much better than expected given the cohort & its high level of emotional need. The 'disadvantaged' figures are also impressive – the gap has been diminished.

Q. will results be notified to parents?

A. they will be published in the letter that accompanies annual reports to parents & on the academy website & will be celebrated in the final newsletter of the year.

The LB felt greater emphasis should be given to how impressive the results are & recognition should be given to the staff, who have put in so much work to help the children achieve. This was discussed. Mr Still is cautious not to over-emphasise, but agreed that last year's results had a positive impact on September 2019 intake applications, even though we did not over-advertise them. Mrs Allen to prepare a letter to parents & staff.

Action 12: AIA

Q. how do our results compare with other academies in the Trust?

A. we are top of the tree by quite some margin.

Q. how long have booster groups been running?

A. two years; they are having a positive impact on 'greater depth' achievement.

7 PUPIL WELL-BEING

➤ **Safeguarding.**

- Mrs Pinfield reported that safeguarding induction for volunteers has begun; more sessions will take place in the autumn.
- Our annual safeguarding report has been submitted to the Trust.
- Mr Still reported that we received a complaint from MASH regarding our treatment of a child. They felt we should have made a referral sooner than we did. Our safeguarding team completed the necessary form. We had evidence that previous referrals had been made by us to WSCC. We received a response the same day stating that we had followed correct procedures. CPOMS records helped provide the evidence in this situation. We will present this example to Ofsted when they visit.

➤ **Monitor attendance & behaviour.** Mrs Smith has reviewed the academy Good Behaviour Policy (*circulated prior to the meeting*). Mr Alcock has looked at it on behalf of the LB & together they have made minor revisions. LBM's asked who the policy is aimed at, concerned that it is a rather lengthy document. Mrs Smith replied that it is aimed at pupils, parents & staff alike. It contains statutory items, such as policy on exclusions, & is a referral document. The 'Good Behaviour Code' is shared with children. Mr Still pointed out that at the start of each academic year teachers talk to their new class about the Code & together classes produce their own precis on an A4 sheet which is displayed in the classroom as a reminder for the children.

The LB noted that attendance for the year is slightly lower than last year. This is attributed to the severe outbreak of a vomiting virus that hit the school in the spring term.

8 'CHILDREN LOOKED AFTER' ANNUAL REPORT TO LOCAL BOARD

(*Circulated prior to the meeting*)

This annual statutory report has been received by the LB from the designated member of staff responsible for CLA, the SENCo Jane Robinson. Nil return.

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 (*all attached to minutes*):

- SEND & Pupil Premium & CLA – Mrs Cleverton
- Additional Income & PTA Liaison – Mr Heath
- Communication/Parent Liaison – Mrs Baty

After discussion, it was agreed that these reports need only be submitted 3 times per year, in terms 2, 4 & 6, unless LBM's have something specific to report. It was further agreed that a safeguarding report should be submitted ahead of every meeting. Also, that analysis of attendance & behaviour figures is required only 3 times per year. LBM's asked for a chart to clarify all this – Mrs Allen to produce. **Action 13: AIA**

The clerk asked LBM's to submit their reports in time to be circulated with meeting agendas, to give everyone more time to read them ahead of meetings.

Mrs Allen thanked Mrs Baty for her involvement in planning the successful academy 'Role Model Week'. The volunteers that visited the children really enjoyed their experience.

10 LOCAL BOARD MEMBER VISIT REPORTS

None received.

11 REPORT from the TRUST/CHAIRS FORUM

- **Report on Trust Ofsted Inspection.** Not yet available.
- **Chairs Forum** (*minutes of Chairs Forum meeting 11th June 2019 circulated prior to the meeting*). Mrs Allen stated that the meeting focused on 'Vision'. The Trust feels that its current vision statement is too corporate & wishes to rebrand. It will feedback to LBM's at the November conference. Mr Still or Mrs Allen to inform the LB if anything of note comes to light before then. Miss Newton volunteered herself to help in any way.

12 COMMUNITY

- **Lloyds update.**
 - Representatives from Lloyds visited year 5 during their 'Business Week'. They gave a talk to the children & visited their 'stalls', congratulating them on their projects.
 - Lloyds have donated a plaque to be awarded to a year 6 child for achievement in reading at the end of year.
 - Mrs Pinfield has made contact with the Lloyds executive who wants to volunteer her time.
- Mr Still added at this point that another award has been donated by Mid Sussex RED for year 6 achievement in history.
- **Trust Celebration Event.** Mr Still reported that he will be attending the Trust 'Awards Ceremony' on 15th July. This year's nominees from LPA are: Staff member of the year – Lorraine Pellett, Learning Mentor; Pupil of the year – the staff have once again chosen a year 6 pupil for all round contribution to academy life. The child, parents and Mrs Pellett will all attend the event.
- **PTA liaison.**
 - Mr Heath reported on a meeting held between himself, the PTA, the SLT, Mrs Oliver (SBM) & Miss Ancombe (teacher representative on the PTA), to discuss spending PTA funds. With an increase in the number of pupils on roll, the PTA is raising more money than ever – more than £38,000 this year – spending needs careful planning. Funding requests are to be streamlined, with annual requests being pushed through at the first PTA Committee meeting of the year to allow focus on other items.
 - The LB discussed the take-up of booster sessions funded by the PTA, which is mainly good. As usual, booster groups will not take place in the autumn term. It is hoped to be able to start up booster sessions for years 1 & 4, in addition to those currently run in years 2, 5 & 6.
 - Mr Heath further reported that a lot of new parents attended a recent PTA Committee meeting, which bodes well for succession. The Committee are already setting up working groups to organise next year's events.

13 OTHER FUND-RAISING STREAMS

- **Corporate sponsorship pitch.** Mr Sowden-Mabbott tabled the completed pitch document, which he is soon to present to the local contact mentioned in the previous meeting, with the hope of securing reading volunteers again & whatever financial sponsorship they are comfortable with. The pitch is now available for anyone to present to a potential sponsor. It will need regular up dating. The LB agreed that this document is a super achievement – being able to demonstrate how donations would be spent. They asked for guidance on how best to use it. Mr Heath & Mr Sowden-Mabbott will oversee on a high level to avoid duplication & the PTA will be involved. Action for next year – to set up a working group to form a list of potential sponsors that we could approach & assign them. **Action 14: NH/SSM**

15 VISION

- **Update on 3-year strategic road map.** Miss Newton stated it will take time to get used to this document & how to use it. Review will be of the process rather than of the content. This year's has not been published, but it has been the right thing to take time over it. The LB considered what should & should not be published & decided to publish part of it in the end-of-year LB round up, saying this is what we have been working on.

LB questions & responses from Miss Newton:

Q. what do staff think of the roadmap?

A. only the SMT have seen it, they like it & Miss Newton will continue to work with them in developing it. Academy action plans sit behind the roadmap.

Q. where are we falling behind? what should we focus on in the autumn?

A. a) communicating with parents – to be on the LB agenda in the autumn.

Action 15: CN/HB

b) links with Oathall – the subject action plans have actions for subject leaders to form links with Oathall included. The LB should reach out to Oathall's GB as well.

c) once the list of potential sponsors has been drawn up (*see item 13*) we can note progress on the roadmap. The LB noted it will be important not to over-stretch the resources of the academy & to be sure of the commitment on both sides of any new relationship.

Q. what of the strategic aim to consider nursery provision on site?

A. this idea has been put aside.

Q. what of the strategic aim to consider becoming a 'reading school'?

A. Mr Still stated that he has undertaken some investigation into this & found that a school has to be invited by the DfE to take this on, the criteria being to have a 3-year upper trend in reading achievement. The government provide additional funding to a school to provide support in reading to other schools in their locality. It does take an enormous amount of time & funding, which the academy would have to consider. Mr Still feels it is not outside our scope, it is a good aspiration & is achievable, but we have no control over whether we are offered the opportunity. The LB agreed to take this aim off our strategic roadmap for the time being & to put it back if the opportunity arises.

After some discussion, the LB agreed that moving forward next year, it should focus 3 meetings per year on vision/strategy (starting in September) and 3 meetings on reporting (starting in November). Key projects that appear on the strategic roadmap should be taken away from the main LB meetings & allocated to smaller focus groups.

The LB agreed that the PTA section should remain on the strategic roadmap as we are considering all aspects of the academy.

Once review completed, the roadmap to be circulated to LBM's, published on the LB notice board & the academy website.

Action 16: CN/KJ

Mrs Allen thanked Miss Newton on behalf of the LB for the vast amount of work she has committed to this project.

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

None.

16 DATE and TIME of NEXT MEETING

TBC. Mr Still & Mrs Jerbi to agree dates to propose to the LB.

Mrs Allen conveyed her appreciation to the LBM's for their hard work this year & Mr Still thanked the LB for its continued support.

The meeting closed at 9.40 p.m.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	3	Make agreed amendments to the minutes of 16May & gain the Chair's signature.	Mrs Jerbi	immediately
2	4	Circulate Mr Alcock's summary of LB feedback on the Trust Employee Recognition Scheme	Mrs Allen	immediately
3	4	Await & act upon advice from the Trust re setting up an Outlook Office365 SharePoint team site as a media for sharing LB documents electronically	Mrs Jerbi	LB mtg Sep
4	4	Discuss how LBM class visits can tie in with the Academy Improvement Plan for the next academic year & report back to the LB	Mr Still/Mrs Allen	LB mtg Sep
5	4	Post Trust guidelines on LBM class visits on LB notice board in staff room	Mrs Jerbi	LB mtg Sep
6	4	Report on developments regarding the proposed installation of car park barriers or alternative traffic calming scheme	Mr Still	LB mtg Sep
7	4	Clarify LB safeguarding training requirements	Mrs Allen	LB mtg Sep
8	4	Speak to each LBM individually re their future roles on the LB	Mrs Allen	Autumn term
9	4	Weave content of self-evaluation document into strategic roadmap	Miss Newton/Mrs Allen	LB mtg Sep
10	4	Proofread strategic road map & feedback to Miss Newton	Mrs Baty	asap
11	5	Review Accessibility Plan & report recommendation to LB	Mrs Cleverton	immediately
12	6	Prepare letter to parents & staff celebrating end-of-year results	Mrs Allen	immediately
13	9	Produce chart detailing when LBM reports are due for submission & circulate	Mrs Allen	September 2019
14	13	set up a 'corporate sponsorship' working group	Mr Heath / Mr Sowden-Mabbott	Autumn 2019
15	14	Ensure communication of the 3-year strategic roadmap is communicated to parents	Miss Newton / Mrs Baty	Autumn 2019
16	14	Once reviewed, circulate roadmap to LBM's, publish on LB notice board & academy website	Miss Newton / Mrs Jerbi	Autumn 2019

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