



## Minutes of the Local Board Meeting

Held at the Academy on Tuesday, 21<sup>st</sup> May 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 ( <i>arrived 7.10pm</i> ) | 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)

**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 – 27<sup>th</sup> March 2019**

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

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

**1 Change format of item 4, Action Points, to make it easier to read in future minutes – COMPLETED**

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

*(Mr Heath arrived at this point, 7.10pm)*

**3 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 – ON GOING.** Mrs Jerbi reported that her experience with another school has proved Outlook SharePoint to be a more accessible tool than Outlook One Drive. She has attempted to set up an Outlook SharePoint team site for the LPA Local Board, but it will not accept LBM's email addresses as they use the Trust email domain rather than the Academy domain. She is awaiting advice from the Trust via our IT Technician. Trust IT are currently working on a strategy to set up Outlook SharePoint Trust-wide. **Action 2: KJ**

**4 Explain purpose of LBM class visits to staff & ask them to feedback to LB & offer suggestions – COMPLETED.** Mr Still & Mrs Allen to discuss how LBM class visits can tie in with the Academy Improvement Plan for the next academic year & report back to the LB. **Action 3: MS/AIA**

**5 Post Trust guidelines on LBM class visits on LB notice board in staff room – TO BE ACTIONED** **Action 4: KJ**

**6 Circulate national attendance figures – COMPLETED.** These are in the May Principal's report.

**7 Appeal to the Trust to address the car park issue on the grounds of child safety** – COMPLETED. Mr Still reported that the car park has become more manageable recently, he feels due to good weather. The 'Drop-Off Zone' hatching has been burnt off, which has helped. He & the Premises Officer have been putting out cones to channel traffic flow & encouraging permit holders to park in spaces. He has spoken to the Trust re the possible installation of barriers. The Trust Estates team have been given the original plan for this & are looking into getting the planning permission re-instated. Mr Still would now like to see the installation of barriers. LBM's asked that as this is a health & safety matter would the academy have to pay or the Trust. Mr Still feels that we would have to contribute in part. Mr Still to report on developments. **Action 5: MS**

**8 Ascertain whether training stipulations in governance email of 3Jan still apply if LBM's have completed other safeguarding training** – COMPLETED. Mrs Jerbi has liaised with the governance team who have confirmed as follows: "following feedback from members, the NGA 'Safeguarding – a Governor's Role' is too longwinded & difficult. However, at the moment this is the required training for Local Board members." LBM's discussed Trust training & observed that another Trust conference for LBM's would be appreciated soon. Mrs Allen to feed this back at the next Chairs' Forum. **Action 6: AIA**

**9 Cross reference training records to ensure all LBM safeguarding training is up to date** – COMPLETED. All LBM's have been sent an individual email detailing which training they have outstanding. LBM's to act upon this asap. **Action 7: all**

**10 Liaise with Miss Olive to organise sponsored fun run in aid of trim trail extension** – COMPLETED. This event is to take place in conjunction with the PTA during the school day on 4<sup>th</sup> July. If each child raises £10 it will cover the cost of Phase II of the trim trail, which will be more suitable for EY & KS1 children. The LB discussed the use of the trim trail by Blackthorns Academy's families after school, whether this poses a safeguarding threat to our children who are still on site participating in after school clubs & whether Blackthorns should be invited to participate in the fund-raising. These issues to be discussed further by the SLT in another forum.

## 5 URGENT MATTERS NOT ON AGENDA

None

## 6 MEMBERSHIP MATTERS

- **Nomination of Alice Allen as Co-opted LBM for another term.** Mrs Jerbi pointed out to the LB that Mrs Allen's term of office as LBM ends on 19<sup>th</sup> July 2019. Mrs Allen has expressed an interest to serve a further term of 3 years, thus being able to complete her term as Chair of the LB. **The LB voted unanimously to put forward Mrs Allen's nomination to the Trust.** Mrs Jerbi to put this nomination forward to the Trust. **Action 8: KJ**
  - **Succession planning.** Mrs Allen highlighted that the LB needs to start thinking about succession planning. Mrs Pinfield reiterated that although she holds the position of Vice Chair, she would not be willing to take on the position of Chair in the future. Mrs Allen will speak to LBM's individually regarding their future roles on the LB. **Action 9: AIA**
- Mrs Jerbi also pointed out that Mr Heath's term of office ends in October 2019.

## 7 LOCAL BOARD SELF-EVALUATION

Prior to the meeting, Mrs Allen circulated to members the LB Self Evaluation template & asked them to complete it. This exercise was last carried out in March 2018 & should be done on an annual basis to evaluate our collective strengths & weaknesses and to identify any key areas of improvement that we should focus on going forwards. Discussion raised the following key points:

- one new obvious strength is the recent strategy work being led by Miss Newton
  - the template is too long!
  - some of the key questions could be used on the strategic roadmap, as well as the self-evaluation itself as a function
  - we are obliged to put some form of self-evaluation on the academy website – what format should it take?
  - Mrs Allen to summarise into 2 pages
  - parents require more of an explanation of the LB role
  - the parent forum discussed earlier this year has been put on hold
  - LBM profiles in newsletter should be picked up again to introduce new LBM's
  - there should be an explanation of LBM roles on the academy website
  - half termly LB newsletter?
  - LB agreed to focus on raising its profile
  - we are working more collaboratively now with the PTA
  - our skills audit needs to be refreshed – this will tie in with succession planning
  - we are very close to publishing the strategic roadmap – Miss Newton to finalise
- Action 10: CN**

- what about our 3-5-year strategy? Mrs Corbett, Challenge Partner, often picks up on longer term plans.
- LBM's requested that meeting minutes are circulated more promptly & that more notice is given of academy events that require their help
- Miss Newton & Mrs Allen to go through the content of the self-evaluation document & weave it into the strategic roadmap **Action 11: CN/AIA**

## 8 ADMISSIONS SUB COMMITTEE REPORT

*(Minutes of a meeting held 4<sup>th</sup> April 2019 circulated & attached to minutes)*

The sub-Committee has received clarification from the Trust of its requirement with regards to delayed entry requests, which led to the reversal of an earlier decision in a specific case (*see minutes attached*). The decision to delay a child's entry is solely the decision of the parent – the academy's role is to decide whether to support the child's application the following year into EY or Year 1.

Questions/points raised by LBM's:

- should this be made clearer to parents & where does it sit in our Admissions Policy? The policy has not changed – it is in accordance with admissions law & the DfE School Admissions Code. It is our understanding of our role that has become clearer.
- there is no clarity in the legislation – it was never finalised properly. However, it is good to see that the Trust are now dealing with it more effectively.
- how is the application for the child's place the following year handled? Exactly the same – they have to apply again in the admissions round for starting school the following September. There is no guarantee of a place: a place is not held for the child.
- what will be the impact on the other children in the year group receiving the delayed child? There is no data yet. But if there are high numbers of delayed children in a cohort it could have a big impact – these children could be up to 16 months older than the youngest in the cohort.
- there is no obligation for secondary schools to also delay entry – i.e. on transferring to secondary school delayed children may have to begin there in year 8 and miss out on year 7.
- delayed children will experience discrepancy at outside clubs – i.e. sports teams are by age, not school year, e.g. under 8's football, therefore children will find they are not in a team with their school friends.
- will nurseries/pre-schools allow delayed children to continue attending? Unknown.
- Mrs Allen concluded by saying we should be prepared to receive an increase in delayed entry requests.
- what is the LB response to enquiries? We must consider on a case by case basis.

## 9 PRINCIPAL'S REPORT

*(Reports circulated prior to the meeting:*

- *Principal's Report to Local Board 14<sup>th</sup> May 2019*
- *Challenge Partner Report: Term 4*
- *Academy Self Evaluation Form – Summer 2019*
- *Lesson Observation Feedback – Summer 2019)*

**Behaviour.** LBM's asked if the significant increase in reported behavioural incidents (Autumn'18: 123, Spring'19: 209) is purely down to the increased use of CPOMS? Mr Still responded that this is correct. As staff respond to an incident on CPOMS there could be 15 entries relating to 1 incident. He added that we have had new children settling in, which causes unrest, but will settle down. Mrs Smith added that the chronology that CPOMS reporting provides is essential – e.g. in the case of the complaint stated in the Principal's report, senior staff were able to see on CPOMS exactly what action had been taken to support the child in question, which enabled them to respond positively to the complaint. CPOMS has made staff more efficient & more effective in their jobs.

LBM questions and responses from Mr Still & Mrs Smith:

Q. has the increase in reporting on CPOMS had an effect on the Learning Mentor?

A. yes

Q. is this a concern?

A. no, the Learning Mentor manages her time very well. She does have a waiting list of children requiring her support. She spends a lot of time supporting both children & their families.

Q. has this been raised with the Trust?

A. no – it is part of her role. Her time is limited, of course. She manages professionally & effectively. An increase in emotional well-being issues has led to an increase in demand on learning mentor service. The academy is still growing in numbers.

Q. when we are at maximum capacity in September 2019 do we expect to see a settling of demand & therefore a usual pattern emerging?

A. yes

Q. has the change in reporting, i.e. the use of CPOMS, been reported to the Trust?

A. Mr Alcock tabled a note outlining how he proposes to carry out his recently assumed LB role 'to contribute to the monitoring of pupil behaviour', which will be reported on at least termly to the LB & ultimately to the

Trust. He added that he sees the need to unpick from the data the strain being placed on TA's & the Learning Mentor. Mrs Cleverton added that having met recently in her LB role with our SENCo, they discussed the need of some children requiring the support of two adults, which is placing a big strain on our resources. LBM's noted Mr Alcock's comment on his report that 'behaviour by a very small number of children is having a negative impact on staff morale'.

Q. what support do staff get?

A. it depends on the situation. Staff members are given one-hour slots working with particularly demanding children. This is not always the best provision for the child – those with ASD particularly can respond better to one constant adult. There are regular meetings with the team supporting each child to re-visit provision & timetabling.

Q. is there specialist training for TA's for the differing levels of support they provide?

A. yes. We are fortunate to be supported by Jane Crawford from the WS Autism & Social Communication Team, who gives individualistic advice as required.

Q. is there DSL supervision?

A. yes, each Monday morning the safeguarding team meet to talk through all current issues.

Q. numbers of children on the SEN register are increasing – has Mrs Corbett, Challenge Partner, or the Trust picked up on the fact that our percentage of SEN is now above the national average?

A. not really

Q. are SEN using up a lot of resource?

A. only a few on the SEN register require a lot of support

Q. is there any interest from the Trust in providing additional TA support?

A. no, not at present

### ***Lateness.***

Q. are children going into class late being disruptive?

A. no. Mr Geddie, Assistant Principal, & Mrs Charrington, Administrative Assistant, are working closely together to improve academy attendance & punctuality, especially now that Mr Geddie is out of class full time. LBM's noted the noticeable improvement in punctuality figures.

### ***Challenge Partner Report.***

Further to the Term 4 report, Mr Still reported that Mrs Corbett visited the academy again on 20<sup>th</sup> May. She is very pleased with the direction of travel the academy is moving in & that it has not plateaued. Being the week after KS2 SAT's she was impressed to see year 6 children immersed in lessons.

LBM's were present at the start of each day of SAT's & agreed that our handling of them was very impressive - the breakfast club, the mindfulness sessions, the calm atmosphere, the lovely relationship between staff & children. Parents & children have given positive feedback.

Mrs Corbett was also particularly impressed with the children's behaviour & behaviour for learning across the whole academy, which she says is outstanding. Mrs Smith stated that our Behaviour Policy is the basis for this. Mr Still added that at LPA we focus on behaviour, give a lot of praise & celebration. Parents are perhaps not aware that other schools do not all do this. LBM's also noted the sense of community & caring within the academy community, which we should make much more of. Parents get a great sense from the staff that their child matters.

### ***Recruitment / Staffing.***

- Mr Still reported that teacher interviews were held on 17<sup>th</sup> May: we had 2 vacancies, created by the resignation of 2 full-time teachers. We received 18 applications, of which 9 were selected for interview – 4 for an EY/KS1 position, 5 for a general 'primary' position.
- The EY post was easily decided, with the successful candidate, an NQT, giving an outstanding interview & teaching session.
- The interview panel decided not to appoint any of the 5 candidates for the 'primary' position.
- There will be movement in September amongst our existing staff from part-time to full-time & vice versa.
- An additional teacher was recruited at the interviews held on 1<sup>st</sup> April to work in KS2, where we will have an additional class from September.
- Mrs Dempster has returned from maternity leave on a part-time basis. She has taken over the teaching job-share role that Mr Geddie was fulfilling, thus releasing him to be full-time non-teaching Assistant Principal.
- Miss Gorringer, employed as Mrs Dempster's maternity cover, has been awarded a permanent full-time contract on successful completion of her NQT year.
- Miss O'Brien continues maternity cover for Miss Dewdney until December 2019.
- All this means that we are now fully staffed for September 2019.
- Teachers have until 31<sup>st</sup> May to resign at the end of this academic year.

## 10 SAFEGUARDING & PUPIL WELL-BEING

- **Safeguarding Report** (circulated prior to the meeting). Nothing to add.
- **Monitor attendance & behaviour** (covered in item 9 above)

## 11 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
- Communication/Parent Liaison – Mrs Baty
- Community Engagement/Corporate Sponsorship – Mr Sowden-Mabbott

## 12 LOCAL BOARD MEMBER VISIT REPORTS

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

- SEND visit 10.5.19 Mrs Cleverton
- CLA & PP visit 10.5.19 Mrs Cleverton
- Year R visit 20.5.2019 Mrs Baty

It was requested that LBM visits be given a focus. Mr Still suggested that in September there will be a new Academy Improvement Plan & that visits could be linked to key targets in the Plan (see Action Point 3). Members stated that when they visit it is not always easy to find time to speak with the class teacher, so if visits are to be focused on a key target area, this to be explained to the teacher in advance.

## 13 COMMUNITY

- **Lloyds update.** Mrs Pinfield reported that Lloyds have informed us that they are unable to continue to support us with the reading partnership scheme beyond the end of May. This is not their choice; it is due to an internal re-shuffle. This is unfortunate, as a lot of work has gone into it & the volunteers themselves are upset to be leaving – they have really enjoyed working with the children. It is hoped the scheme will resume in the autumn. Lloyds will still support our Business Week later in the summer term. Mrs Pinfield will continue to liaise with our contact at Lloyds. LBM's asked will anyone be available to continue the reading support their volunteers have been providing to particular children – Mrs Smith replied no, not at this time. Mr Alcock added that these children have made real progress thanks to the scheme.
- **PTA liaison.** Mr Heath reported that the new PTA co-Chairs continue to settle into their role. There have been a few issues, which have been overcome positively. One event recently had to be cancelled due to lack of support & the Summer Ball has not sold as many tickets as hoped. A lot of year 6 parents involved in the PTA are leaving the academy this summer, therefore it will be important to get new parents involved from September. The PTA like the idea of a focused activity (the fun run to raise funds for the trim trail extension) & feels this gets parents more engaged. In general, the PTA are becoming more focused on what they need to raise funds for/what the academy needs. The allocation of funds term by term works well for them – they need to see the money raised being put to use effectively. Mr Heath does not foresee any issue with continuing PTA funding support for booster groups, but asked that any change in requirement be communicated to the PTA, as well as the impact of these sessions. Booster groups have finished now for this year, the impact will be seen in the end of key stage results, both KS1 & 2.

## 14 OTHER FUND-RAISING STREAMS

- **Corporate sponsorship pitch.** The pitch document has been presented to the PTA; their feedback has been considered. Mrs Baty to proofread. **Action 12: HB**  
Mr Sowden-Mabbott has a contact who thinks his local company may be interested (400 employees). We hope for reading support again, but also the year 1 outside area is ear-marked for development & requires funding, though it is hoped the PTA will contribute to this project.  
LBM's were asked to pass any leads/ideas for partnership opportunities to Mr Sowden-Mabbott or Mr Heath.

## 15 VISION

- **Update on 3-year strategic road map.** This document is almost ready. Miss Newton has been working with the SMT to get other documents in line with it. She will document key dates, add review dates & will circulate it again ahead of the next LB meeting. We need to put something up to date on the academy website to be prepared for an Ofsted inspection. Mrs Baty to proofread. **Action 13: HB**  
A vote of thanks was given to Miss Newton for her extensive work on this document.

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

The need for another Trust Local Board conference – the previous one that members attended had a very good guest speaker who was very inspiring.

**17 DATE and TIME of NEXT MEETING**

Wednesday 10<sup>th</sup> July 2019 at 7pm

The meeting closed at 9.45 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                         | Circulate Mr Alcock's summary of LB feedback on the Trust Employee Recognition Scheme   | Mrs Allen             | immediately         |
| 2                          | 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 10Jul        |
| 3                          | 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 10Jul        |
| 4                          | 4                         | Post Trust guidelines on LBM class visits on LB notice board in staff room  | Mrs Jerbi             | LB mtg 10Jul        |
| 5                          | 4                         | Report on developments regarding the proposed installation of car park barriers   | Mr Still              | LB mtg 10Jul        |
| 6                          | 4                         | Report to Chairs' Forum that another Trust conference for LBM's would be appreciated soon   | Mrs Allen             | Chairs' Forum 11Jun |
| 7                          | 4                         | Complete outstanding training requirements  | All                   | LB mtg 10Jul        |
| 8                          | 6                         | Put forward to the BoT the nomination of Mrs Allen to serve another 3-year term as Co-opted LBM   | Mrs Jerbi             | immediately         |
| 9                          | 6                         | Speak to each LBM individually re their future roles on the LB  | Mrs Allen             | Autumn term         |
| 10                         | 7                         | Finalise roadmap  | Miss Newton           | LB mtg 10Jul        |
| 11                         | 7                         | Weave content of self-evaluation document into strategic roadmap  | Miss Newton/Mrs Allen | LB mtg 10Jul        |
| 12                         | 14                        | Proofread pitch document & feedback to SSM  | Mrs Baty              | asap                |
| 13                         | 15                        | Proofread strategic road map & feedback to Miss Newton  | Mrs Baty              | asap                |

**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