



## Minutes of the Local Board Meeting

Held at the Academy on Wednesday 2<sup>nd</sup> October 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 Marcus Still (Principal)

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

**Apologies:** Mrs Val Pinfield  
Mr Stephen Sowden-Mabbott

### 1 WELCOME & APOLOGIES for ABSENCE

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

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

None.

### 3 MEMBERSHIP MATTERS

- **Re-appointment of Alice Allen.** The Clerk confirmed that, at their meeting on 11<sup>th</sup> July 2019, the Board of Trustees (BoT) approved the re-appointment of Alice Allen to serve a further term of 3 years as co-opted Local Board Member (LBM) for LPA, to commence immediately.
- **Co-opted member vacancy.** The term of office of co-opted LBM Nick Heath ends on 11<sup>th</sup> October 2019. Mr Heath is not putting himself forward for a further term, but volunteered to support the LB until his replacement is recruited. He stressed the importance of succession planning, especially as we have two more LBM's coming to the end of their terms of office in May 2020. Recruitment & training takes time. Mrs Allen is to conduct a skills audit to identify skills to look for in a new candidate. Members discussed ways to advertise & recruit the vacant post. Advertising in the Lindfield Life magazine was successful last time. Mrs Pinfield to be asked to communicate the post to our corporate link at Lloyds: a candidate linked to the community but not necessarily directly with the academy would be ideal. Mr Heath recommended that we try to recruit prior to the Trust governance conference on 16<sup>th</sup> November – attendance at this would be a great introduction to the organisation that we are part of, the support we can get from it & how our academy fits in. Mr Still to put a note in the academy newsletter. Mrs Allen to prepare a formal invitation for nominations to circulate.  
**Action 1: AIA**  
**Action 2: AIA**  
**Action 3: MS**  
**Action 4: AIA**
- **Membership of Admissions sub-Committee 2019-20.** Both Mr Alcock & Mrs Pinfield are willing to stand again on the Admissions Sub-Committee for another year. Agreed by the LB.
- **LBM roles & responsibilities.** With the departure of Mr Heath, his responsibilities were shared out. Mrs Baty to take on PTA liaison; Mr Sowden-Mabbott to incorporate Additional Income Generation into his role. Mrs Allen stated that if any member wishes to change their roles & responsibilities to let her know.

➤ **LBM year group links 2019-20.** Agreed as follows:

Yr R - Mrs Cleverton

Yr 1 – Mrs Baty

Yr 2 – Mrs Pinfield

Yr 3 – Mr Sowden-Mabbott

Yr 4 – tbc

Yr 5 – Miss Newton

Yr 6 – Mrs Allen

Mr Still & Mrs Allen will be looking at focus areas for classroom visits & will communicate this to members.

The expectation is for members to make one class visit per term.

**Action 5: MS/AIA**

Members asked at this point for a finance update on how the budget stands at the current time. Mr Still is to attend a finance meeting on 3<sup>rd</sup> October & will circulate an update to members by email thereafter.

**Action 6: MS**

➤ **Trust conference 16November.** The clerk reported further information from the Trust governance team is to follow shortly.

➤ **Annual Child Protection training.** All members have attended annual child protection training sessions except for Mr Sowden-Mabbott, but he has completed the on-line Educare training. Therefore, the LB concluded as a body it has sufficient safeguarding training in place.

4 **MINUTES of PREVIOUS MEETING – 10<sup>th</sup> July 2019**

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

5 **ACTION POINTS from above meeting and MATTERS ARISING not on the agenda**

**1 Make agreed amendments to the minutes of 16May & gain the Chair's signature.** COMPLETED.

**2 Circulate Mr Alcock's summary of LB feedback on the Trust Employee Recognition Scheme.** TO BE ACTIONED. Mrs Allen asked Mr Alcock to take up this action.

**Action 7: AdA**

**3 Await & act upon advice from the Trust re setting up an Outlook Office365 SharePoint team site as a media for sharing LB documents electronically.** COMPLETED. Mrs Jerbi reported that the Head of Governance, Kathryn Smith, has advised that a Sharepoint site has been set up for the new clerking team to store & share documents. It is hoped that a Sharepoint folder for the LBM's will follow in due course. In the meantime, clerks will be able to link & share documents with the LB, which is an improvement on sending documents as attachments to emails.

**4 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. See item 3 (& Action 5)

**5 Post Trust guidelines on LBM class visits on LB notice board in staff room.** COMPLETED.

**6 Report on developments regarding the proposed installation of car park barriers or alternative traffic calming scheme.** Mr Still reported that this proposal has been superseded by other estate priorities. The academy is currently undergoing the installation of 300 solar roof panels & a survey is required to establish the viability of the current KS2 building roof, which may need to be replaced. COMPLETED.

**7 Clarify LB safeguarding training requirements.** COMPLETED. We are compliant.

**8 Speak to each LBM individually re their future roles on the LB.** ON-GOING.

**Action 8: AIA**

**9 Weave content of self-evaluation document into strategic roadmap.** COMPLETED.

**10 Proofread strategic road map & feedback to Miss Newton.** COMPLETED.

**12 Prepare letter to parents & staff celebrating end-of-year results.** COMPLETED.

**13 Produce chart detailing when LBM reports are due for submission & circulate.** TO BE ACTIONED.

**Action 9: AIA**

**14 Set up a 'corporate sponsorship' working group.** TO BE ACTIONED.

**Action 10: SSM**

6 **URGENT MATTERS NOT ON AGENDA**

None

## 7 REPORT from the BOARD of TRUSTEES

The LB noted receipt of the Report from the BoT meeting held on 11<sup>th</sup> July 2019.

## 8 ANNUAL ADMINISTRATIVE ACTIONS

- **Register of pecuniary interests.** The Clerk tabled 'Declaration of pecuniary and business interest forms' for LBMs to complete & sign, in order to prepare a register of interests for publication on the academy website (statutory requirement).
- **Annual attendance at meetings for website.** The Clerk has prepared a LBM Annual Meeting Attendance Record for 2018-19 to publish on the academy website (statutory requirement).
- **Meeting dates** for 2019-20 (*circulated*). Agreed as follows:
  - 27<sup>th</sup> November 2019
  - 29<sup>th</sup> January 2020
  - 25<sup>th</sup> March 2020
  - 20<sup>th</sup> May 2020
  - 8<sup>th</sup> July 2020

**Governance Restructure Consultation.** Mrs Jerbi took this opportunity to update the LB on the outcome of the governance restructure consultation (reported at the March 2019 meeting). There was an amendment to the initial proposed structure. The structure has now been approved by the BoT & is in place from 1<sup>st</sup> September 2019. The outcome is that Mrs Jerbi will continue as Clerk solely to the LB of LPA, is now line-managed by Kathryn Smith, Head of Governance, as opposed to the Chair of the LB, & has a new contract with an annual salary, as opposed to being paid on a casual hourly basis.

## 9 SEN INFORMATION REPORT

(*Circulated prior to the meeting*). It is a Trust requirement that this statutory document be reviewed & approved by the LB on an annual basis. The link LBM for SEN should be invited to review the document, & other SEN procedures, before this is reported to the first LB meeting of the academic year. The report, updated by SENCo Mrs Robinson at the beginning of September 2019, has been reviewed by Mrs Cleverton, who reported that she is happy with its content. **The LB approved the SEN Information Report as presented.** This report to be published on the academy website (statutory requirement).

## 10 ACCESSIBILITY PLAN

(*Circulated prior to the meeting*). Similarly, the Accessibility Plan is another statutory document that requires review & approval by the LB. The Plan was updated by the SENCo Mrs Robinson in January 2019, but was not brought to the attention of the LB at that time or updated on the academy website. To rectify this, Mrs Cleverton reviewed the Plan at the beginning of September 2019 (*Action 11 from July LB meeting*). Mrs Cleverton has queried the 'Action' in the Plan to "provide Equalities Training for governors". Mrs Jerbi has relayed this query to Kathryn Smith, Trust Head of Governance, whose initial response was that 2 or 3 LBMs should complete the training, but she will offer further advice after further thought. Mrs Jerbi to follow this up.

**Action 11: KJ**

Otherwise, Mrs Cleverton is happy with the content of the Plan. **The LB approved the Accessibility Plan as presented** (*subject to the Equalities training query being answered & adjusted accordingly*). The Plan to be published on the academy website (statutory requirement). Review is required every 3 years; therefore, next review date is January 2022.

## 11 PRINCIPAL'S REPORT

*Reports circulated prior to the meeting:*

- *Principal's Report to Local Board 2<sup>nd</sup> October 2019*
- *Challenge Partner Report: Term 6 15<sup>th</sup> July 2019*
- *Challenge Partner Report: Term 1 10<sup>th</sup> September 2019*
- *Academy Self Evaluation Form – Autumn 2019*
- *Raising Achievement Plan (formerly Academy Improvement Plan) 2019-20*
- *Raising Achievement Plan / Academy Improvement Plan for Curriculum Subjects 2019-20*

Mr Still explained that the Academy Improvement Plan is now to be called the Raising Achievement Plan (RAP). The RAP 2019-20, based on a Trust template which we are required to follow, focuses on the 4 key targets for the academy. The Curriculum Subjects Plan 2019-20 is a much more detailed action plan tying into the new curriculum & assessment. It is a working document for the staff, not necessarily for the LB to understand fully. The 4 key targets in the RAP are what we are working towards in all areas & what LBMs need to be familiar with. LB classroom visits will focus on these targets. Mrs Smith has prepared a 2-page document which gives a clear picture of our strengths & areas for development, which will be easier for LBMs to become familiar with (to be circulated). Miss Newton has identified interesting items on the subject plan that

could be pulled through to the roadmap: she is to meet with the SMT & go through these. The roadmap will be a more effective tool for the LB to follow, fed into from the more detailed documents.

LBM questions & responses from Mr Still & Mrs Smith:

Q. is the development of links with Oathall Community College progressing?

A. yes, our subject leaders have devised lists of what they would like to see developing from such links & a meeting has been set up for December with the subject leaders from Oathall.

Q. is the Trust centralisation of IT services working for us?

A. yes

Q. is the Trust centralisation of finance & estates working for us?

A. yes, apart from problems with purchase orders.

Q. have the few pupil spaces we have been filled?

A. the spaces in year R & year 3 have been filled, the pupils are now on role. We only have 3 spaces now across the whole academy – 2 in year 5, 1 in year 6.

Q. do the new in-year admissions require additional support?

A. some of them, yes.

Q. are the Trust aware of this?

A. yes, but they will become more aware once targets have been set. This will be a good time to raise the need for additional TA resource, in particular as our Learning Mentor is leaving on 4<sup>th</sup> October. There is currently a lot of emotional need across the academy. The children in need are not necessarily on the SEN register. The SLT are faced with having to get across to the Trust just how stretched our resources are. But Mr Still feels that at the next Trust School Improvement meeting he will be presenting a good case to support his request for additional TA resource: 3 years of budget savings & in year mobility.

Mr Still reported that for the advertised Learning Mentor post we received 20 applicants, 8 of which have been invited for interview on 4<sup>th</sup> October.

Mrs Allen stated that the Chairs Forum discussed how much emphasis there is now on emotional need & the stretch it presents to SEN resources.

Mr Still stated that the Trust have recently appointed a new Safeguarding lead & a new Inclusion lead. He has urged the staff to tap into these new Trust resources & ask for help.

Q. re the development of MFL, music & other curriculum subjects, could we perhaps use the corporate pitch to tap into this?

A. Mr Still to create a wish list to assist in directing where to pitch.

**Action 12: MS**

Q. LBMs liked the School Council update in the Principal report & asked to see some of the pupil 'inspirational speeches'. Mr Still to follow up.

**Action 13: MS**

LBMs noted how invaluable it is for pupils to be picking up these skills at this age. They also commented on how much excellence there is at LPA, not just in academic achievement, that should be celebrated.

Q. Could we implement a 'buddy' system for children new to the academy?

A. we already do this: some LBM's were not aware. Pupils have many different roles & responsibilities – peer mediators, sport leaders, play leaders, etc. We do not purchase pupil badges for all roles due to cost. An opportunity for low level support perhaps.

## 12 PUPIL WELL-BEING

- **Safeguarding Report** (*circulated prior to the meeting*). Mr Still added that the new Trust Safeguarding & Inclusion leads mentioned above were invited to our recent safeguarding review meeting. They were very impressed with our rigour & routines. They have come from East Sussex & are already noting the lack of support evident in West Sussex by comparison.
- **Monitor attendance & behaviour** (*reported in the Principal's Report & Mr Alcock's 'Behaviour: review – summer term' report circulated prior to the meeting*). No questions.

## 13 OFSTED UPDATE

Mr Still reported that the new Ofsted framework is completely different. The SEF that the SLT has produced (*circulated prior to the meeting*) is in line with the new guidelines. We await our next Ofsted inspection, which will be 2 days, 3 or possibly 4 inspectors. It will begin with a 90-minute initial phone call to the SLT, from which the inspectors will determine what their six 'deep dives' will be. We expect one to certainly be reading. Inspectors will meet with subject leaders & ask very challenging questions, looking at how rigorous our curriculum is. These staff members have been given time this term to prepare & questions to research. They need to know what is happening in every class in their subject. Workload & staff well-being is becoming a fore-front issue. Data is no longer the key focus of Ofsted. They will not want to see internal tracking. They may not wish to speak to the LB. They will look at the Trust – whose recent Ofsted went very well - & the other academies within the Trust, the fact that they are all rated 'Good' or above.

LBM questions & responses from Mr Still:

Q. what is the time-scale for the visit?

A. two years from our previous visit, which was Sep 2018 – so before the end of this academic year.

Q. will Mr Still get a recording of the 90-minute telephone conversation?

A. unknown.

Q. Could they ask to see any LBM?

A. yes

Q. is there self-evaluation of the LB in the SEF document?

A. yes, not as a separate item, but incorporated.

Mr Still added that the inspectors will conduct a staff survey on well-being & a similar parent survey to before, but with an in depth focus on SEN provision. Pupil Premium will be a key focus. Mr Still has received feedback from Dudley Infant Academy, who were inspected in September – LBM's asked for this to be circulated.

**Action 14: MS**

#### 14 **ADMISSIONS SUB COMMITTEE REPORT**

*(circulated prior to the meeting)* No questions or comments.

Mr Still took this opportunity to advise the LB that all In-Year Admissions will now be administered by the WSCC Admissions Team, but still adhering to the Trust Admissions Policy & over-subscription criteria. LBMs asked if this is a good thing. Mrs Jerbi, speaking with experience from her role as School Secretary, said she felt it was, due to the vast experience of the team. She already has a good working relationship with them from when we worked with them previously as a maintained school. The Admissions Sub Committee will continue to have a role to play in the process for delayed entry requests & perhaps other unusual circumstances.

#### 15 **VISION**

➤ **Strategic road map.** *(Documents circulate prior to the meeting: 'Roadmap Review 2018-19' and 'LPA Roadmap 2019-20')* Miss Newton reported that she feels these documents are almost ready for publication. The targets for 2019-20 are very different to last year. Target dates needs to be pinned down to show we are planning, to become focussed & targeted. She suggests we survey the staff to establish whether this project is worth doing & whether the right people are involved. Publishing the document shows that as a LB we are being strategically pro-active. Outcomes will not appear in the published version of the roadmap – these are for us as an academy to show it is working & to push us forward. Completion dates & review times are markers in the sand, not immovable.

#### 16 **COMMUNICATION**

➤ **Communication with parents.** *(Document circulated prior to the meeting: 'Board Newsletter Autumn 2019 – Draft')* Mrs Baty invited questions/comments:

- Could we flag the roadmap at a high level?
- Could we flag recruitment of a LBM?
- Should we flag the corporate pitch document?
- How often is it proposed to issue the newsletter? Termly – we don't want to overload parents, but we want them to engage with it. It was suggested we map the year. This one introduces what the LB does, who we are. Add photos of LBMs?
- Content was discussed
- Aim to get it published week commencing 7<sup>th</sup> October

#### 17 **COMMUNITY**

➤ **Update on partnership with Lloyds.** Deferred in Mrs Pinfield's absence.

➤ **PTA link update.** Mr Heath reported that the PTA AGM was well supported & went well. Spending for the Year 1 outside area (£17,000) & the Trim Trail Phase 2 (raised from the Colour Run sponsored event) were both approved, as well as funding for books & some annual subscriptions.

#### 18 **OTHER FUND-RAISING STREAMS**

Item deferred in Mr Sowden-Mabbott's absence.

#### 19 **CELEBRATION**

Mrs Allen stressed how important it is to seek opportunities to celebrate. She would like the LB to be more visible in celebration. A recent example is the winners of the West Sussex Writing Competition. She suggested cards be sent from the LB to the three LPA pupils who were winners. She asked that the LB be made aware of special achievements such as this.

#### 20 **Agree items to be brought to the attention of the Board of Trustees**

None.

#### 21 **DATE and TIME of NEXT MEETING**

Wednesday 27<sup>th</sup> November 2019 at 7pm

The meeting closed at 9.40 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	Conduct a LB skills audit	Mrs Allen	Immediately
2	3	Ask Mrs Pinfield to communicate our LBM vacancy to Lloyds	Mrs Allen	Immediately
3	3	Advertise LBM vacancy in academy newsletter & ensure added to academy column in Lindfield Life magazine	Mr Still	Immediately
4	3	Draft & circulate a formal invitation for LBM nominations	Mrs Allen	Immediately
5	3	Agree focus for LBM classroom visits & communicate to members	Mr Still/Mrs Allen	November 2019
6	3	Provide a finance update to members by email	Mr Still	25Oct
7	5	Circulate Mr Alcock's summary of LB feedback on the Trust Employee Recognition Scheme	Mr Alcock	Immediately
8	5	Speak to each LBM individually re their future roles on the LB	Mrs Allen	LB mtg November
9	5	Produce chart detailing when LBM reports are due for submission & circulate	Mrs Allen	Immediately
10	5	Set up a 'corporate sponsorship' working group	Mr Sowden-Mabbott	LB mtg November
11	10	Follow up query with Trust governance regarding whether LBM's are required to complete Equality training	Mrs Jerbi	LB mtg November
12	11	Create a wish list to assist in directing where to pitch for support in developing curriculum subjects	Mr Still	LB mtg November
13	11	Circulate examples of pupil inspirational speeches for election of school council & house captain roles	Mr Still	LB mtg November
14	13	Circulate feedback on Ofsted inspection from Dudley Infant Academy	Mr Still	immediately

**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