



## Minutes of the Local Board Meeting

Held at the Academy on Wednesday, 24<sup>th</sup> January 2018 at 7:00 pm

**Local Board Members Present:**

Mr Bill Steele (Chair)	Mr Adrian Alcock (AdA)
Mrs Alice Allen (AIA)	Mrs Claire Cleverton
Mr Nick Heath	Mrs Val Pinfield
Mr Jon Roderick	Mr Marcus Still (Principal)
Mrs Claire Stone	

**In attendance:** Mrs Kathy Jerbi (Clerk)

**Apologies:** None

### 1 WELCOME & APOLOGIES for ABSENCE

Mr Steele welcomed everyone, in particular newly elected Staff Local Board (LB) Member, Adrian Alcock, Teaching Assistant.

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

None.

### 3 MINUTES of PREVIOUS MEETING – 15<sup>th</sup> November 2017

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

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

2 Make minor amendments suggested to minutes of 20Sep & gain signature of the Chair – COMPLETED

3 send revised version of Behaviour Policy to Mrs Stone for advice only - COMPLETED

4 Instruct Premises Officer to cut back hedge alongside School Lane footpath – COMPLETED, as far as is safely possible. It has made a difference to improving the width of the path.

5 Follow up removal of 'drop off zone' hatching – IN PROGRESS

**Action 1: CS**

6 Forward copies of 2016-17 governor sign in sheets to Mrs Stone – TO BE ACTIONED

**Action 2: KJ**

7 Check governor sign in sheets to verify whether governor visits had been made that have not been reported – TO BE ACTIONED

**Action 3: CS**

8 Circulate contact telephone numbers of board members – TO BE ACTIONED

**Action 4: KJ**

9 include in next reports examples of good staff behaviour – TO BE ACTIONED, Mr Steele asked Mr Alcock to consider this when preparing his first report as staff LB member.

**Action 5: AdA**

10 Produce a framework for members' reports - COMPLETED

11 Explore 'wishing tree' fund raising idea – TO BE ACTIONED

**Action 6: MS/CS**

12 Raise at Chairs' Forum the idea of tapping into a corporate community programme to get volunteers to help listen to children read – COMPLETED, the Trust have said this activity is not their responsibility.

13 Re-send link to Prevent on-line training - COMPLETED

14 Complete on-line Prevent training & inform CS/KJ when completed – COMPLETED by all members

15 Complete on-line induction training & report back to BS – COMPLETED, both Mrs Pinfield & Mrs Cleverton found the training very basic & learnt nothing they did not already know. They felt it may be more useful to a new member who perhaps has no background knowledge of education.

16 Circulate slides from conference keynote speaker - COMPLETED

17 Source a local board member from another academy to provide Ofsted inspection experience feedback – COMPLETED. Mr Steele has circulated to governors a document from the Trust entitled "Ofsted: Role of Local Boards" (attached). He has reviewed the academy website & actioned some updates. The LB Chair is

expected to meet with the Ofsted inspector & common practice appears to be at present that the Ofsted inspector will ask the Chair what judgement he (the Chair) would grade the academy at & why. Other academies have prepared a crib sheet in advance of an inspection: Mr Still interjected that he is in the process of preparing one of these for all staff/board members. Mr Steele suggested that 2 or 3 LB members might like to attend the meeting with the Ofsted inspector when the time comes.

18 Ensure a Parent View survey is carried out in December & report to the LB – COMPLETED. Mr Still tabled "Parent View Results" & "Analysis". 77 parent responses were received, a pleasing figure, & overall very positive. Particularly pleasing that 99% of children are happy at school & 100% feel safe. Some areas raised consideration. Question 10 - 12% of parents disagree that the school responds well to concerns raised. This is not high compared to other schools, but is high in our profile. When asked if he is concerned about this response, Mr Still replied that he is, & admitted he is not always aware of conversations parents have with teachers. Question 6 re homework - members noted that all schools must receive mixed parent views re homework, some will say there is too much, some not enough. Mr Still clarified that the new homework policy has not yet been distributed. Members suggested that with Ofsted looming it would be worth reporting back to the parent body on the response we have received to the survey.

**Action 7: MS**

19 Ensure consideration of a staff survey appears on spring agenda – TO BE ACTIONED

**Action 8: BS**

## 5 URGENT MATTERS NOT ON AGENDA

Mrs Stone raised that at present she is the only LB member to have knowledge of the safeguarding measures in school, as the handover to Mrs Allen has not yet begun. She stated that she would be available to attend a meeting with an Ofsted inspector should the need arise. She will invite Mrs Allen to the next safeguarding meeting with Mr Still to begin the handover.

**Action 9: CS**

*(Items 6, 7, 8 & 9 deferred to later in the meeting)*

## 8 PRINCIPAL'S REPORT *(previously circulated)*

Mr Still invited questions from LB members & provided responses:

Q. progress chart page 3 – please explain

A. using Target Tracker, there are 6 steps over the course of an academic year for children to be at. They all start the year at 'B', progress to 'B+', 'W', 'W+', 'S', 'S+'. All children should be at 'S' by the end of the academic year. At this current point in time, start of the spring term, children should be at 'B+'. Teachers update Target Tracker each half term & the data informs pupil progress meetings in each year group. The year group causing concern at present is year 3. They have had the step up from KS1 to deal with, they are a low ability cohort with several children requiring SEN support. But Mr Still is concerned about the level of teaching support. He has moved 1 TA back into the year group in the afternoons; he has asked the Trust for consent to employ a further TA. Finance have approved this move, he awaits approval of the Board of Trustees. Members asked if parent volunteers could help – Mr Still replied yes & that there are some already in year 3. Members also asked how parents can help at home – advice was given to parents at the start of the year.

Q. query the increase in number of pupils on the SEN register.

A. this is a result of the pupil progress meetings, more children have been identified as needing support.

Q. Data dashboard analysis page 9 – how will we continue the good progress in phonics with less adult resources?

A. we have a student teacher on her final placement in year 1 to provide additional adult resource & a TA has been put back in class in the afternoons across the classes. We do, however, still have less adult support in year 1.

Mr Still informed the Board of the Professional Partner full day visit on 22<sup>nd</sup> January. Mrs Corbett performed a mock Ofsted inspection, conducting a learning walk, book scrutiny, lesson observations & safeguarding inspection. She found the Early Years provision to have improved to be 'outstanding' since her previous visit in December. Members asked what changes have been made. Mr Still replied mainly the display of more writing on the walls, making the environment more inspiring. Mrs Corbett found safeguarding to be effective & behaviour to learning outstanding. The transition of children from their RWI groups back to classes is quiet & effective – outstanding. She met with the School Council who gave great responses re behaviour & bullying. Literacy skills in topic work are very pleasing. All learning environments are very good. TA's are very well trained. Target Tracker being used in other than core subjects puts us ahead of the game compared to other academies. Mrs Corbett agreed with our SEF overall judgement of 'Outstanding'.

Members noted that attendance for the autumn term was good, though slightly lower than last year. Mr Still reported that year 3 had the lowest attendance.

Q. safeguarding page 14 – re Child in Need Plan for a child increasing to a Child Protection Plan due to non-engagement of the parent – if a parent will not co-operate what is our responsibility?

A. any decisions to be made are made by Social Services.

- Q. behaviour page 13 – was the ‘racist incident’ low grade?  
 A. yes, both sets of parents were spoken to & were shocked.  
 Q. are ‘lunch club’ & ‘mindfulness club’ proving popular?  
 A. yes, both are over-subscribed.

Mr Steele pointed out that previously there was a Governance section in the SEF document for the LGB to complete its own self-evaluation. This no longer appears in the current SEF. Now that the LB has been working for 5 months he feels it is time to again complete such an exercise, perhaps using the template produced by the Trust & issued last year. The results could then be published on the academy website. Not all members agreed such an exercise was necessary now. Mr Steele agreed to circulate the Trust’s template & to give further consideration on how best to progress this matter. **Action 10: BS**  
 Members suggested we ask Mrs Corbett to guide us in the completion of this exercise. **Action 11: MS/BS**

Mr Still was thanked by the LB for his report.

## 11 INSET DAYS 2018-19

Mr Still proposed the following dates to be INSET Days:

Monday 3<sup>rd</sup> September 2018

Monday 25<sup>th</sup> February 2019

Monday 3<sup>rd</sup> June 2019

Monday 22<sup>nd</sup> July 2019

Tuesday 23<sup>rd</sup> July 2019

He explained that staff would not be asked to come in to school on 22<sup>nd</sup>/23<sup>rd</sup> July, but instead they would partake in six ‘twilight’ training sessions based around IRIS, the video coaching programme. He believes that all but one of these dates tie in with Blackthorns Community Primary Academy. The LB approved the dates.

## 6 WEST SUSSEX SCHOOLS FUNDING

*(Documents circulated: ‘Fair Funding – parent letter Jan 2018’; ‘Funding Information & Factsheet Jan 2018’; ‘School Funding Statement – WS MP’s 10.1.18’)*

Members discussed the documentation; main points as follows:

- Are we circulating the ‘letter to parents’ to our parents? The Trust have said no, it is ‘too political’
- Mr Still feels something needs to go out to our parent body
- Many parents still believe the lack of finance we are suffering is due to academisation, so we need to be broadcasting the message that this is not the case
- Mr Still has asked the Trust PR department to make a statement
- He feels a communication from the LB to the Trust to support this will help
- Parents can access the letter directly via the website link, that we have already advertised
- The NFF will not solve the problem of finance in WS schools – the Trust needs to engage with this
- The Trust has academies in both East & West Sussex – East Sussex are not so badly affected
- Recent national news items have not generated parent queries – parents do not understand or have the necessary knowledge
- Other local Trusts are supporting the WorthLess? Campaign, i.e. Sussex Learning Trust
- Mr Steele to send an email to the Trust seeking support **Action 12: BS**

## 7 LOCAL BOARD MEMBER YEAR GROUP VISITS

The LB received the following visit reports:

- JR Yr 6 visit 7.12.2017
- BS Yr 1 visit 15.11.17
- VP Yr R visit 17.11.17

Mr Roderick reported that having spoken to teaching staff in year 6 about the level of volunteer support, he wanted to establish how much voluntary support the academy was receiving on a regular basis. He met with the School Secretary who helped him accumulate the information & it transpires that currently the academy enjoys approximately 60 hours per week of volunteers’ time. Members agreed that this is fantastic & suggested that moving forward we ask for focused support where we need it – parents generally respond to this. Year 3 would be a perfect opportunity. Mrs Stone to liaise with year 3 staff as to how volunteers can help. **Action 13: CS**

## 8 REPORT from the BOARD of TRUSTEES/CHAIRS FORUM

The Board of Trustees met in December – minutes not yet available. The next meeting of the Chairs’ Forum is to be held on 27<sup>th</sup> February here at LPA.

## 9 VISION

- The Local Board has conducted a review of our Three Year Strategic Plan, with Mrs Allen recording the suggested amendments (*updated version circulated to members prior to the meeting*). The vision was found to be slightly out-of-line with that of the Trust &, thanks to Mrs Allen, it now reads more clearly. Members suggested & discussed further slight amendments – Mrs Allen to consider/action.

**Action 14: AIA**

- Mrs Allen advised members that the Learning Link has a very good on-line course on strategic planning that they might find useful.
- Members discussed whether parents have been consulted with regards to the demand for wrap-around care. It was agreed that Mr Roderick set up a steering group to work with the SMT to support them in investigating this & to start work on drawing up detailed action plans for those longer term goals relating to wrap around care.

**Action 15: JR**

## 12 PUPIL WELL BEING

- **Safeguarding report.** (*Report from the LB member responsible for Safeguarding circulated prior to the meeting*). Mrs Stone reported that half-termly safeguarding meetings with the staff responsible for safeguarding are becoming quicker & more effective now that a system is in place. Mrs Stone feels confident that she would be able to answer safeguarding related questions from an Ofsted inspector should it be required. She feels more knowledgeable since the safeguarding peer review last year.
- Mr Still reported a high risk that has developed: Mrs Dixon, our SENCo & Designated Safeguarding Lead, will be absent from work for some foreseeable time, having broken her leg. The other designated safeguarding staff, Mr Still, Mrs Smith & Miss Crosbie, have met & will meet weekly to delegate jobs that arise for the week, e.g. attend meetings. Our Learning Mentor, who works alongside Mrs Dixon, is being given extra responsibilities. As soon as Mrs Dixon can, the SMT will find ways of enabling her to attend important meetings, whether by virtual link or by collecting her themselves. Mrs Dixon has built relationships with the families that she is currently working with &, as well as being their main contact, will want to remain involved. LB members asked that Mr Still pass on their best wishes for Mrs Dixon's recovery.

## 13 COMMUNICATION

- **Recent Parent View survey** – covered under item 4.
- The LB passed on thanks to Mrs Jerbi, School Secretary, for the monthly items having been published in the Lindfield Life magazine since October. They provide a lovely communication link between the academy & the larger village community.
- Members agreed that forthcoming parent consultations would be a good opportunity for the LB to communicate with parents directly. Dates 27<sup>th</sup> February & 1<sup>st</sup> March. A focus to instigate discussion was agreed: 'did parents find the interim reports useful?' Interim reports are being issued for the first time this term, one week before the parent consultations. Mr Steele to co-ordinate member attendance.

**Action 16: BS**

- **School Council report** – included in the Principal's report item 10.

## 14 COMMUNITY

- **LB Member report** (*circulated prior to the meeting*). Mrs Pinfield reported further on her discussion with the organiser of Lloyds Ambassador Programme. They offer a variety of programmes, including reading, e-safety & money management. They offer not necessarily financial support, but people to deliver these programmes. They seem very keen to get involved with us. Mrs Pinfield will report further following her meeting with them.
- Mrs Pinfield asked for feedback on the list of school events that she had circulated. Members felt that this was not necessary as events appear on the academy newsletter.

## 15 ACADEMY SUPPORTERS

*Covered above under item 7.*

## 16 CELEBRATION

After discussion with the Vice Principal, Mr Steele reported that he has decided against the idea he proposed at the previous LB meeting of a LB annual awards ceremony, as the academy already has awards systems in place.

## 17 POLICY APPROVAL

Mr Roderick has studied the list of academy-specific policies. Mrs Smith, Vice-Principal, is currently working on 'Homework Policy' & 'Early Years Policy', which are both ready for circulation. Next to be reviewed will be the 'Teaching & Learning Policy' & 'Behaviour Policy'.

The Clerk reminded the Board that academy-specific policies are to be considered & approved by the LB. Mr Roderick to ensure 'Homework' & 'Early Years' Policies are circulated to members by email for approval.

**Action 17: JR**

## 18 LOCAL BOARD MEMBER REPORTS

The following LB Member reports were circulated prior to the meeting:

- **Additional Income Generation/PTA Liaison – Mr Heath.** Mr Still thanked Mr Heath for his support at PTA Committee meetings. The PTA Chairs also feel it is beneficial to have him there & feel that the PTA & academy are working more closely together. Mr Heath stated that we are currently enjoying the support of the PTA Committee with suggestions we are putting forward, but is concerned what will happen when the current co-Chairs step down at the end of the academic year. He feels the PTA Committee need to be encouraged to think strategically about how they spend their budget & look further ahead.
- **Pupil Premium (PP) / SEN Liaison – Mrs Cleverton.** Also circulated by Mrs Cleverton prior to the meeting was the up-to-date SEN Information Report, a statutory document, prepared by Mrs Dixon, SENCo, in October 2017. The LB approved the document to be published on the academy website. Members noted that Miss Crosbie, Pupil Premium co-ordinator, is achieving a great deal of work with the PP children. She has gathered very useful data. Mr Alcock raised a query that not all staff are entirely sure what benefits/help PP children are receiving in school. Mrs Cleverton to raise this with Miss Crosbie.  
**Action 18: CC**
- **Extra-Curricular Activities – Mr Roderick.** Also circulated by Mr Roderick was a report on Sport Premium funding for 2017-18 produced by the PE co-ordinator. This statutory information has been published on the academy website.

## 19 REPORT from the ADMISSIONS SUB COMMITTEE

Nothing to report.

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

None.

## 21 DATE and TIME of NEXT MEETING

Wednesday, 14<sup>th</sup> March 2018 at 7.00pm

The meeting closed at 9.25 p.m.

### ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	4	Follow up removal of 'drop off zone' hatching	Mrs Stone	immediately
2	4	Forward copies of 2016-17 governor sign in sheets to Mrs Stone	Mrs Jerbi	immediately
3	4	Check governor sign in sheets to verify whether governor visits had been made that have not been reported	Mrs Stone	immediately
4	4	Circulate contact telephone numbers of board members	Mrs Jerbi	Immediately
5	4	include in next reports examples of good staff behaviour	Mr Alcock	LB mtg 14Mar
6	4	Explore 'wishing tree' fund raising idea	Mr Still / Mrs Stone	LB mtg 14Mar
7	4	Inform parent body of the response to the Parent View survey	Mr Still	Immediately
8	4	Ensure consideration of a staff survey appears on next meeting agenda	Mr Steele	LB mtg 14Mar
9	5	Invite Mrs Allen to next safeguarding meeting in school	Mrs Stone	LB mtg 14Mar
10	10	Circulate Trust template for LB self-evaluation to members & further consider the way forward with this	Mr Steele	immediately
11	10	Ask Mrs Corbett for guidance on LB self-evaluation	Mr Still/Mr Steele	immediately

12	6	Email the Trust seeking support in communicating with our parent body re the WorthLess? campaign	Mr Steele	immediately
13	7	Liaise with year 3 staff as to how potential parent volunteers can help	Mrs Stone	immediately
14	9	Produce final version of updated 3 Year Strategic Plan & publish	Mrs Allen	immediately
15	9	Liaise with Mr Still to arrange a wrap-around care vision meeting with the SMT	Mr Roderick	LB mtg 14Mar
16	13	Co-ordinate LB member attendance at parent consultation evenings	Mr Steele	27Feb
17	17	Ensure Homework & EY Policies are circulated to LB members for consideration & approval via email	Mr Roderick	immediately
18	18	Raise with Miss Crosbie that not all staff appear to be aware of what benefits/help PP children are receiving in school	Mrs Cleverton	LB mtg 14Mar

**Signed as being a true and accurate account of the meeting:**

..... **Date:** .....

**Name: Mr Bill Steele      Position: Chair of Local Board of Lindfield Primary Academy**