



Minutes of the Local Board Meeting

Held at the Academy on Wednesday, 14th March 2018 at 7:00 pm

Local Board Members Present:

Mr Bill Steele (Chair)	Mr Adrian Alcock
Mrs Alice Allen	Mr Nick Heath
Mrs Val Pinfield	Mr Jon Roderick (<i>arrived 7.20pm</i>)
Mr Marcus Still (Principal)	Mrs Claire Stone

In attendance: Mrs Kathy Jerbi (Clerk)

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 **MINUTES of PREVIOUS MEETING – 24th January 2018**

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

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

1 Follow up removal of 'drop off zone' hatching – TO BE ACTIONED.

2 Forward copies of 2016-17 governor sign in sheets to Mrs Stone - COMPLETED

3 Check governor sign in sheets to verify whether governor visits had been made that have not been reported – COMPLETED, Mrs Stone has produced a spreadsheet listing all visits.

4 Circulate contact telephone numbers of board members - COMPLETED

5 Include in next reports examples of good staff behaviour – this should read good 'pupil' behaviour. TO BE ACTIONED

Action 1: AdA

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

Action 2: MS / CS

7 Inform parent body of the response to the Parent View survey – COMPLETED on academy newsletter 9th March & a more detailed letter to parents being sent on 16th Mar.

8 Ensure consideration of a staff survey appears on next meeting agenda – Mr Alcock has been working on this with Mr Smyth. The survey will be circulated to staff before the end of this term. Presentation of results to be an agenda item next meeting.

Action 3: AdA

12 Email the Trust seeking support in communicating with our parent body re the WorthLess? campaign – COMPLETED & Trust response has been circulated to members

13 Liaise with year 3 staff as to how potential parent volunteers can help - COMPLETED

14 Produce final version of updated 3 Year Strategic Plan & publish - COMPLETED

16 Co-ordinate LB member attendance at parent consultation evenings – COMPLETED members found their attendance to be very useful & worthwhile, & liked having a focus on which to begin conversation

17 Ensure Homework & EY Policies are circulated to LB members for consideration & approval via email – COMPLETED. Both policies have had revisions made to them, LB approval to be via email once all members have seen revised versions.

Action 4: JR

18 Raise with Miss Crosbie that not all staff appear to be aware of what benefits/help PP children are receiving in school – COMPLETED. Miss Crosbie has offered to lead a TA meeting on PP. Teaching staff will be better informed after the INSET Day on 29th March, which is focused on PP.

5 URGENT MATTERS NOT ON THE AGENDA

- Mr Still reported that following a successful recruitment process, a new SENCo has been appointed. Mrs Jane Robinson will take up the position from September 2018 as an exact replacement for Mrs Dixon, who leaves at the end of the academic year: same 4 days p/week, same salary.
- Mr Still reported that the car park situation has become very dangerous again. He quoted a recent example of coaches returning from a school trip which had great difficulty accessing the car park – it was 4pm, the end of after school activities & parents' evening – the children had to be off-loaded from the coaches in between parked cars. Having issued a strongly worded letter to all parents, carers & staff, Mr Still has seen some improvement. He requested that the LB review the Car Parking & Vehicle Access Policy in the first instance but fears the possibility of installing a barrier may have to be re-considered.

(Mr Roderick arrived at this point, 7.20pm)

The current situation is having an impact on staff who are frustrated by not being able to leave site on time as their cars are repeatedly blocked in; so much so that some staff are threatening to resign. Mr Steele pointed out that this is predominantly a health & safety matter & should be resolved by the Trust – he suggested Mr Still forward his 'letter to parents & staff' to the Estates team.

The policy to be reviewed by email – Mrs Jerbi to circulate the current version to members, Mrs Stone to co-ordinate a review.

Action 5: KJ

Action 6: CS

6. PRINCIPAL'S INTERIM REPORT *(previously circulated)*

Budget update. Mr Still provided the LB first with a budget update. The forecast end-of-year deficit is likely to be £3,000: this figure has shrunk considerably from earlier forecasts & therefore we consider to be in quite a good position. Members asked does this figure include revenue from the church? Mr Still replied no, & the recent TA appointment was agreed by the Trust on the basis that we would be receiving this additional revenue.

It was explained to the LB that All Saints Church, Lindfield, is to be closed for several months for refurbishment & will be hiring our facilities for up to a year to hold their Sunday services, as well as other meetings & clubs. They are funding a shipping container, its landscaping & access for storage of their equipment, which they will donate to us at the end of their lease. The agreement is expected to generate a net total income of £20,000 for the academy. They will do their own tidying up/cleaning. Other existing lettings have been accommodated.

Professional Partner Report Jan 2018. Members' questions & responses from Mr Still:

Q. Current Pupils' Data - Year 2 attainment percentages are significantly low, whereas Year 6 are very good. Is there any concern about Year 2?

A. yes, there is concern for Year 2, as well as for Year 1 & Early Years, which is why we are pressing for more TA support. Year 1 have an additional TA now in place & the teachers are already seeing what a difference this is making. They are now more confident of reaching targets. Year 2 now have TA maternity cover in place. Year 6 are a very strong cohort, so we expect data to be strong this year.

Q. Year 6 writing, greater depth appears to be on target?

A. yes, it is.

Mr Still tabled a document entitled 'Data entry info 2016-17' & explained that the '2016-17 Trust' column is the average result of all academies within the Trust. He pointed out that for the most part our results are above the National figure, & even where our result is lower than National it is still above the Trust & WSCC figures.

Q. within the Trust, is there another academy that we should expect to match?

A. Blackthorns. Elsewhere, Silverdale is a similar size academy, but their results are lower, they have a much higher percentage of Pupil Premium children.

Q. National figures seem very high compared to WSCC?

A. WSCC continue to produce some of the worst results in the country, & yet they still will not change their ways. Results are plummeting, especially Early Years.

Q. Back to the Professional Partner Report, what is meant by the statement: 'ensure you prepare a list of your referrals ready for your Ofsted'?

A. it means prepare a list or tick sheet of all safeguarding referrals made & at what stage they are at for easy reference.

Q. under 'Recommendations for further improvement' – 'move to CPOMS when the new SENCo is appointed'. What is CPOMS?

A. it is an electronic safeguarding reporting tool, which is reportedly very effective & will improve efficiency.

Q. why not start using it now?

A. it is quite a big move, with training involved.

Q. will the new SENCo come in during the summer term for transition work?

A. yes, & if Mrs Dixon is unable to return to work from her injury absence at the beginning of the summer term, the Trust have said they will finance Mrs Robinson to work 2 days per week immediately.

Mr Still reported that the Director of Education at the Trust has also agreed to finance half a day per week

release time for the maths & literacy co-ordinators.

Mr Still highlighted to the Board the two crib sheets he has prepared ahead of Ofsted (*circulated & attached to minutes*) – one on 'Our Values & Vision 2018', and one on 'Strengths 2018' & 'Areas for Development 2018'.

Principal's Interim Report. Member questions & responses from Mr Still:

Q. attendance appears to be slipping slightly?

A. skiing holidays have an impact at this time of year, & illness of course. The 5 highlighted classes all have individuals who are persistent offenders.

Q. Class RNC has particularly high 'authorised' absence – why?

A. it contains a child on a part-time timetable. If Ofsted pick up on this, they will then ask the SEN team why this is & what they are doing to move the child into full-time attendance.

Pupil Interim Reports. Mr Still reported that the newly introduced pupil interim progress reports proved to be popular with parents, but there is concern for the staff workload that they created. There has been lively discussion amongst the SMT & Mr Still is sure this topic will feature in the forthcoming staff survey. Discussion to continue. From September 2018, Mr Still intends to move away from marking pupils' work & instead provide verbal feedback to the children only. This will reduce staff workload. Member questions:

Q. what does this mean?

A. currently, once a week, teachers write developmental marking in pupils' maths & literacy books. One academy in the Trust has a 'no books home' policy. Mr Still has put our name forward to also develop this practice. Staff from the said academy will train us on how it's done.

Q. how would that work in years 2 & 6?

A. Mr Still does not yet know this, but it does work, & we will be shown how.

Mr Steele commented that feedback from parents was unanimously in favour of receiving the pupil progress information at this point, rather than at the end of the year, while there is time to react. It also forces teachers to have focused conversation with parents, sometimes difficult, & to be accountable to them. Other member comments about the reports:

- consistency is created between the teachers & of what is said between teachers & parents;
- could the end-of-year reports perhaps be shortened, even take the same format as the interim reports, to help staff workload;
- could reports perhaps be bullet-point style rather than conversational.

Q. Did the staff find it useful to produce the interim reports for parents?

A. Some teachers said parents did refer to the report at parent consultations, others said they did not. Many staff said the work involved encroached on their half term break. Next year, Mr Still will give up 2 or 3 staff meetings to allow staff time to complete the reports. The exercise has proved to be too good a thing not to repeat it. Members suggested a 'buddy up' system amongst teachers for proof-reading. Mr Still replied that his intention had been for this *not* to be a big job, with no proof-reading required. Those who asked him to proof-read were told they had written too much, it was meant to be very brief.

Education & Standards Committee letter (*circulated prior to the meeting*). This complimentary letter from the Trust committee provides further evidence for Ofsted.

Mr Steele pointed out that this agenda item had taken 35 minutes to consider & enquired of the LB whether reports from the Principal could be reduced to three per year, as per Trust guidelines. It was concluded that the interim reports are so very useful & Mr Still was requested to continue to produce them. When compiling future meeting agendas Mr Steele/Mrs Jerbi will ensure sufficient time is allocated to this item.

7 **REPORT from the BOARD of TRUSTEES**

(*Circulated prior to the meeting*). The Local Board noted receipt of this report, which shared key issues & outcomes from the BoT meeting held on 14th December 2017.

Members commented that the 'Trust monitoring & reporting arrangements – annual plan' included with the report is useful.

Members asked what is the role of the Regional Schools Commissioner (RSC)? Mr Still replied that they control where Ofsted go in their area; they are key in looking at MAT's rather than Local Authority maintained schools.

8 **VISION**

Update on Steering Group/Action Planning. Mr Roderick stated that no action has yet been taken. The SLT are exploring wrap around care provision & will meet with Mr Roderick in due course. Mr Steele requested Mr Roderick to now give this matter his urgent attention.

9 PUPIL WELL BEING

Safeguarding Report. Mrs Stone & Mrs Allen attended the half-termly safeguarding meeting with designated staff on 5th March. Of major concern at the current time is Mrs Dixon’s on-going absence due to injury. The safeguarding designated staff are doing an amazing job covering but are having to do a lot of juggling. Mr Steele, having observed the pressure staff are under, called Dr John Smith. He was very well-received & we received an offer of help that same day.

10 REPORT from the ADMISSIONS SUB COMMITTEE

The Committee has had to consider several in-year applications recently & is meeting with prospective parents as appropriate.

WSCC Admissions Team have confirmed that they expect to fill our 90 places for intake in September 2018.

11 LOCAL BOARD SELF-EVALUATION

Following the discussion at our last LB meeting, plus talks with both the Trust (Kathryn Smith) & our Academy Improvement Partner, the Chair decided it was now timely to carry out such an exercise. To facilitate the process a self-evaluation matrix was produced based upon the National Governors Association paper entitled ‘20 Key Questions All Governing Bodies should ask’, tweaked to better suit our LB responsibilities.

Members completed this matrix before the meeting to record their individual assessments. This information was then collated by the Chair, who produced a ‘team matrix’, which he tabled at the meeting for the LB to review. In the majority of cases little discussion on the various questions was required - there was a general consensus on 10 out of the 13 topics used. Nevertheless, the responses on all 13 topics were reviewed - most time/discussion was however devoted to the 3 where there was initially disagreement. After discussion full consensus was reached. In those areas where improvement is thought needed, action points were raised. These are included in the actions section at the end of these minutes.

Actions 7-15: various

16 DATE and TIME of NEXT MEETING

Wednesday, 2nd May 2018 at 7.00pm

The meeting closed at 9.20 p.m.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	4	include in next reports any examples of good pupil behaviour	Mr Alcock	LB mtg 2 nd May
2	4	Explore ‘wishing tree’ fund raising idea	Mr Still / Mrs Stone	LB mtg 2 nd May
3	4	Results of staff survey to be presented at the next meeting	Mr Alcock	LB mtg 2 nd May
4	4	Ensure revised Homework & EY Policies are approved by members via email	Mr Roderick	LB mtg 2 nd May
5	5	Circulate current Car Parking & Vehicle Access (CPVA) Policy to LB members	Mrs Jerbi	immediately
6	5	Co-ordinate a review of CPVA policy	Mrs Stone	asap
7	11	Get the steering group up & running as a matter of urgency	Mr Roderick	LB mtg 2 nd May
8	11	Get closer to teachers/TA’s, perhaps by LB attendance at staff meetings	Mr Still/Mr Steele	LB mtg 2 nd May
9	11	Explore ways of better informing parents on the work of the LB, perhaps via periodic articles in the academy newsletter	Mrs Pinfield/Mr Steele	LB mtg 2 nd May
10	11	Explore ways of linking LB member visits to more closely monitor the academy’s strategic goals	Mr Still/Mr Steele	LB mtg 2 nd May
11	11	Assist in the appointment of a replacement SENCo & to support in the induction of this individual	Mrs Stone/Mrs Cleverton	As required
12	11	To ensure an annual review of the LB skills set is carried out	Mr Steele/Mrs Jerbi	Summer term

13	11	Up-to-date feedback to be sought from our Academy Improvement Partner	Mr Steele	27 th Mar
14	11	LB self-assessment to become an annual event	Mr Steele/Mrs Jerbi	Spring 2019
15	11	Finalise the self-evaluation document & publish on the academy website	Mr Steele	asap

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