

DfE: 3328

THE LOCAL GOVERNING BODY OF ST AIDAN'S CE ACADEMY

Minutes of the meeting of the Local Governing Body of St Aidan's CE Academy held at 6.00 pm at the School on Tuesday 13 March 2018.



PRESENT

Mrs D Gott (Chair), Mrs E Barrow, Mrs L Earnshaw, Mrs N Evans, Ms K Hobson, Mrs N Moss, Reverend Philip Reynolds, Mrs R Sherrin and Mrs L Willimott.

The Chair stated that she had received a letter of resignation from Mrs C Dixon.

In Attendance

Mrs J Edmunds (Minute Clerk)

	ITEM	MINUTES	ACTION
100.	Welcome and Opening Prayers.	The Chair Welcomed everyone to the meeting. Reverend Philip Reynolds offered an opening Prayer.	
101.	Apologies for absence, consent and Declaration of Interest.	Apologies for absence were received from Mrs C Dixon, Mr J McAreavey and Ms F Thornton. The apologies were consented. There were no Declarations of Interest.	
102.	Notification of items to be brought up under Any Other Business.	There were no items.	

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103.	Reports from Committees	<p><u>Draft Minutes of the Resources Committee held on 6 February 2018</u></p> <p>The draft Minutes of the Resources Committee of 8 December 2017 had not been received by governors or by the school. This report would be deferred to the next meeting.</p>	
104.	Head Teacher's Report	<p>The Head Teacher explained that on this occasion she had not produced a report as she had been awaiting the arrival of Notes from MAT visit to the school from 7 March 2018. This report had been received today and was circulated to governors at the meeting.</p> <p>The visit had been a review of Early Years and Year 1 provision and consisted of paired drop in lesson observations and detailed work scrutiny. Overall the provision had been judged to be at least good with some outstanding practice. The Executive Head and Head Teacher also looked at safeguarding and the notes from this audit were also included in the Notes of Visit.</p> <p>Q. What is the referral times for CAMHS, is there still a long wait? A. Yes. The referral school made in September was seen last week and for ASD there is still a 2 year wait.</p> <p>Q. When was the previous visit and does this take place once a term? A. The last visit was in November. Visits to our school are once a term, for those schools in the MAT that require improvement visits may be more often.</p> <p>Q. Has Helme school now joined the MAT? A. Yes Helme converted to an Academy within the Learning Accord MAT on 1 March 2018 as planned. Teachers from Helme CE Academy attended the MAT teachers' meeting and the Head Teacher, Mrs M Garlick, also joined the Head Teachers' meeting.</p> <p>The Head Teacher explained that a lot of monitoring took place within school and explained that teachers from across the Pyramid had held a writing moderation meeting. Teachers had looked at examples of work from within different year groups, and worked together to look at the standard of work against the Key Stage 1 and 2 standards.</p> <p>The Head Teacher introduced an exercise for governors to gain an understanding of this monitoring process. Governors were presented with an example of written work from a child in Year 2 and Year 5, and asked to measure the Year 2 child's work against the Keystage 1 standard, and the Year 5 child's work against the Keystage 2 standard and judge whether the</p>	

		<p>children were 'working towards', 'achieving at expected levels' or 'working at greater depth'.</p> <p>A discussion took place about what governors had found out from this exercise. Governors stated they felt it was a very time consuming process and felt that it would be hard to remain consistent. A governor felt that whilst the standards of work were good, for the child whose work she had moderated she felt that there had not been much improvement. Discussion took place about how this child had moved from non-joined up to joined up writing and how this could appear to slow progress. In depth discussion took place around this aspect. The learning within the year group also focussed on sentence building and using more adventurous language which also influenced what was happening.</p> <p>Q. Why is such emphasis put on joined up writing when this does not seem to be of importance when children move to middle school?</p> <p>A. Whilst this used to be a requirement for children to achieve 'working at greater depth' at Key stage 2 assessment, this is not currently a requirement. However, writing skills are important again at the GCSE stage. Also joining up letters does help children who are dyslexic.</p> <p>The Head Teacher presented to governors the new Puma assessments, these being Progress in Reading and Progress in Understanding Maths. The Head Teacher explained these were carried out in timed test conditions. These tests provided:</p> <p style="padding-left: 40px;">An age standardised score Hodder Progress which showed if they were on track for expected progress Raw score</p> <p>These were felt to be more child friendly and feedback from the children was positive.</p> <p>When these results were put on-line, they identified where strengths and weakness were for both individuals and groups. This system was now being used throughout the MAT and so it would be possible to compare schools.</p> <p>Q. Who is responsible within the MAT for this analysis?</p> <p>A. Currently this is being done at school level. In the future this is something the Assistant Heads Group may take a lead on analysing.</p>	
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Q. If a child does not read well, what happens?

A. Where children struggle with reading we can read out the questions on the Maths assessment but cannot read out mathematical words. Sometimes if children are finding reading difficult, we get them to read the question out loud as this can help them to understand it better.

Q. For children with dyslexia, will the assessments be gone through afterwards with the children?

A. Yes we look afterwards with all the children at the assessments in detail.

The Head Teacher went on to explain that reading and understanding mathematical words was central to learning that went on with children throughout the year. A governor raised a concern about whether homework reflected the learning required leading up to the assessment and what involvement parents had in understanding the requirements. The Head Teacher emphasised that homework was usually directly linked to the learning taking place in preparation for the assessments. A maths workshop had been offered to parents and only 12 parents turned up.

Q. What information goes home to parents following the assessments?

A. Once the teachers had been through the assessments with the children, a copy is sent home with the child. Parents also have the opportunity to re-visit these at parents' evening.

Q. Do children get informed beforehand about the assessments?

A. No. These are presented to children within the lesson and the emphasis on them is about helping the teachers to understand what still needs to be taught. The tests are carried out within the requirements of the assessment but the profile is kept low so that children do not worry or become panicky.

Q. Do we know why parents did not attend the maths workshop?

A. No but this is something we could ask at parents' evening.

There were no further questions.

The Chair thanked the Head Teacher and governors for the very interesting exercise and the

		good discussions this had initiated.	
105.	Business Manager's Report	<p>The Head Teacher presented to Governors, the Business Manager's report.</p> <p>The report included:</p> <ul style="list-style-type: none"> • Financial analysis and financial monitoring • Staffing • Premises • General Data Protection Regulations (GDPR) • Grants & Income Generation <p>The Head Teacher invited questions.</p> <p>Q. Is the Schools Advisory Service the insurance service, and what is the timescale for money being paid once a claim is made?</p> <p>A. Maternity is paid once a teacher returns to the school, for other claims the Head Teacher was unsure of the timescales.</p> <p>Q. How many parents still need to pay for the JCA residential trip and does it tend to be the same families.</p> <p>A. About a dozen and it does tend to be the same families. If these are Pupil Premium children we tend to come to an agreement. As it is a residential trip, in theory we could refuse to take a child but we prefer this not to happen.</p> <p>Q. The GAG for 2018-2019 has increased from £698,829.81 to £701,625.89 on the previous year, this seems a big increase.</p> <p>A. This is due to a slight increase in pupil numbers and possibly increase in inflation.</p> <p>ACTION: School Business Manager to provide a breakdown of the increase in the GAG for governors.</p> <p>Q. Have we any spaces in classes for extra pupils?</p> <p>A. In theory we are full but we do have a few spaces, particularly in Year 3 where we currently have only 22 children. One child has withdrawn from the register. This child may wish to</p>	EB/HR

		<p>return in May of this year and if this happens governors can choose to agree to re-admit this child under “exceptional circumstances”. This decision does not need to go to the Local Authority so it can be made quickly.</p> <p>Q. The hob is being repaired at a cost of £300, would it not be better to buy a new one? A. The cost of replacing this was high. This repair had been carried out on 13 March 2018.</p> <p>The Head Teacher reported the school were putting in a bid to the Denby Dale Small Grants fund for a defibrillator, a £800 donation had been received from the Emley Show which would be used to offset some of the expenses of Grow to Schools, and letting out the school hall for parties was going well.</p> <p>The Chair thanked the Business Manager for her report.</p>	
106.	Approve Pay Policy	<p>The Pay Policy had previously been viewed by Governors.</p> <p>RESOLVED: That the governors agreed to accept the Pay Policy.</p>	
107.	Approve staffing structure	<p>The Head Teacher presented a report containing proposals for a staffing review and explained this information in detail.</p> <p>This was discussed in depth.</p> <p>RESOLVED: That the Governors agreed to the changes in staffing structure in line with the Head Teacher’s proposals.</p>	
108.	School Development Plan	<p>The Head Teacher was currently putting together an up date to the School Development Plan and this was not yet completed. However School Development Plan had been discussed in depth at the previous LGB meeting.</p>	
109.	Safeguarding	<p>The Head Teacher reported she had undertaken 2 day Recruitment for Managers Training. Consideration needed to be given to which of the governors were ‘safer recruitment trained’. Four of the governors stated they had attended the training. Mrs Willimott needed to attend the training and Mrs N Evans may need to attend a refresher. The Head Teacher explained that at least one person on a recruitment panel needed to have undertaken the training.</p>	

110.	Correspondence	No correspondence had been received.	
111.	Head Teacher's Well-being	<p>The Head Teacher reported that overall she was fine. The 'snow days' had been quite stressful and it had been difficult making decisions about whether to close the school.</p> <p>Q. Has there been any feedback from parents about the decisions to close? A. No.</p> <p>Q. What happens regarding the attendance figures in these situations? A. If the school is closed, this does not impact on the figures. If the school remained open and some children were absent this would make a difference.</p> <p>Q. Do the Out of School Club have any capacity to support families at such times? A. This might be worth asking as many of their staff are local.</p> <p>Discussion took place about a number of attempts that had been made in the past from governors and the Head Teacher to try to make the road outside of the school a priority route. However this had been unsuccessful.</p>	EB
112.	General Data Protection Regulation (GDPR)	<p>The Chair stated that from May 2018 schools must ensure their data processing complied with new data protection law under the General Data Protection Regulation (GDPR) and governors needed to ensure the school were ready for this change.</p> <p>The Head Teacher stated the schools would be working as a MAT. As the MAT Finance Manager could not be the Data Protection Officer, the MAT were looking at outside providers who could audit the systems, make recommendations and carry out an annual review.</p> <p>A meeting had been held with a cyber security company Satswana and also with the MAST Academy who were both offering this service. Overall confidence was high that Satswana could offer the expertise. They would carry out an audit and make recommendations to ensure the schools were compliant, carry out termly visits and undertake a yearly health check. The cost of this would be paid by the MAT.</p> <p>The process did not need to be fully complete by May but needed to be underway. It was</p>	

		<p>reported that the regulator had stated it would be lenient during the first year while organisations adapted and schools were not a high priority.</p> <p>Some changes had already been made to the computer systems. The school had invested in laptops for each staff member so that they were not doing work from their own personal devices and the school had tightened up its use of passwords. The IT Manager would do some additional training with staff to tighten up on IT security.</p> <p>Q. Is there access to any e-learning packages? A. Yes there will be, we will explore this.</p> <p>The Chair highlighted that a document was available on One Hub which advised Governors of their responsibilities https://ws.onehub.com/files/nf8eri74.</p>	<p>EB/HR</p> <p>ALL</p>
113.	Governor Training and Governor Visits.	Governors' visits into school had taken place and one governor had taken part in a train trip.	
114.	Any other business.	There were no items of any other business.	EB
115.	Dates of future meetings and possible agenda items	<p>RESOLVED: It was agreed that future LGB meetings would be held on the following dates:</p> <p style="text-align: center;">Tuesday 8 May 2018, 6:00 pm Wednesday 27 June 2018, 5:00 pm</p>	
116.	Minutes of the meeting held on 23 January 2018	<p>RESOLVED: That the Minutes of the meeting held on 23 January 2018 be approved and signed by the Chair as a correct record with the following amendments:</p> <p style="text-align: center;">Page 45 correct spelling of "Burkinshaw" Page 50 correct spelling of "climbing wall"</p>	
117.	Matters arising	<p>i) <u>Reports from Committees (Min 88 refers)</u></p> <p>The panic alarms had not yet been tested. The Emergency Planning Officer from Kirklees was coming to visit the school to do this and to talk to staff.</p>	

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		<p>ii) <u>School Development Plan (Min 89 refers)</u></p> <p>An Assistant Head Teacher meeting would be held after Easter.</p> <p>The Head Teacher reported that once data was available for the Spring term, she would provide a breakdown for boys and girls.</p> <p>The Jigsaw PHSE programme was going well and positive feedback had been received.</p> <p>The Head was considering changing the dedicated headship time to a Monday, to see if this was more achievable.</p> <p>The Admissions Committee had met and applications had been ranked. There were 31 first choice applicants but at least one family had now moved out of the area. Another family had been to look around the school, but should they apply they would be treated as a late applicant which meant they would go to the bottom of the list.</p> <p>iii) <u>Skipping Workshop and Sponsored Events (Mins 65, 83 & 98 refer)</u></p> <p>The Governors wished to thank the following people for their contributions towards the climbing wall:</p> <p style="padding-left: 40px;">The PTA for their fundraising Earnshaws for donating the bark chippings Avon Club for donating funds</p>	
118.	Agenda, minutes and related papers – school copy.	RESOLVED: That no part of these minutes, agenda or supporting papers be omitted from the copy to be made available at the School under the Freedom of Information Act.	

The Meeting closed at 8.00 pm.

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