



**Minutes of the Local Academy Board meeting
held on 12.9.18 at 6.00pm
at Yeoman Park Academy**

Governor name	Initials	Governor category	A = absence
Ingrid Wiggins	IW	Chair of Governors	
Emily Scales	ES	Appointed	
Darren Langton	DL	Parent	
Sue Johnson	SJ	Appointed	
Kelly Russell	KR	Appointed	Apologies sent
Sharon Savage	SS	Staff	
Derek Smitheman	DS	Staff	
Lynn Weeks	LW	Appointed	
Vacancy (Redgate parent)			
Vacancy (Community/ Appointed)			

In attendance: [staff or other invited persons]

Staff name	Initials	Role	
Jane Cooper	JC	Principal of Yeoman Park	
Pauline Corfield	PC	Principal of Redgate Primary	
Sharon Gilbert	SG	Clerk to Governors	
Neil Holmes	NH	Executive Principal	

The meeting commenced at 6.01pm. Training took place from this time until 6.30pm. The details of this training are recording separately. See 'Training minutes 12.9.18'.

Item No	Item	Action/ by who/when
LAB/001/1819	<p>Apologies for absence</p> <p>Apologies were received from KR by email. These were accepted by governors on the basis of illness. Minutes will be circulated to KR in due course and she will complete her safeguarding training online via an Educare module.</p> <p>SG to email her the details/ timescales. KR to forward her certificate</p>	<p>IW/ SG</p> <p>KR End Sept 2018</p>
LAB/002/1819	<p>Declaration of interest including any changes to these since the beginning of the year.</p> <p>There were no new declarations of interest advised/ noted for this meeting.</p>	IW
LAB/003/1819	<p>Safeguarding</p> <p>Training completed at the start of today's LAB. Attended by all governors except those absent as noted above. Absent governors will complete an online Educare module as an alternative.</p> <p>Single Central Record- Ingrid to attend a meeting 13.9.18.</p> <p>New locks at the shared facility within Manor complex- the locks would need drilling into the floor and these would then create trip hazards. As an alternative, extra strong magnets can be used. This will be implemented with immediate effect. JC explained that the Manor students currently frequenting the building are a very different selection compared to those witnessed prior to the holidays.</p>	IW



	<p>Now the students there are in the main there because they are deemed, socially deprived. Manor staff are extremely sensitive to the needs of Yeoman park students.</p> <p>A section of this agenda item was deemed confidential and therefore recorded separately in 'Confidential Minutes' dated 12.9.18. Consult either Principal for access to these minutes.</p>	
LAB/004/1819	<p>Minutes of the last meeting 18th July 2018</p> <p>These were agreed by all governors and signed off by the CoG as a true representation of the meeting.</p>	
LAB/005/1819	<p>Matters arising</p> <p>LAB/056/1718</p> <p>Courtney Hoop does not have the capacity to take on additional report creation for Redgate. Neil Holmes asked for this action to be carried forward due to the fact only 8 school days have passed thus far and it is too early to expect this to have been actioned.</p>	
LAB/006/1819	<p>Academy Results/ Performance review</p> <p>One student at Redgate achieved their expected level in Reading. They just missed out on their SPaG predicted grade due to 'Pathological Demand Avoidance (PDA) however the experience of taking the test was a positive one. This student was also rated as 'emerging' for Maths and Writing. A second student narrowly missed out on achieving a grade on the back of his medication needing adjustments. Additional time was granted and the student was able to access the information on this occasion. Both students felt pride with what they had achieved.</p> <p>IW commended both schools target setting techniques. This was echoed by Chris Pickering and Neil Holmes, all of which attended a meeting earlier the same day.</p>	IW
LAB/007/1819	<p>Election for Chair & Vice Chair of Governors (including a review of membership)</p> <p>IW put forward a proposal for membership arrangements within our governing body. These included; Darren Langton standing as Chair as a replacement for Ingrid after Xmas. DL agreed to take on the role and fellow governors supported this change. They were offered the opportunity to place their vote in private however this was declined in favour of a unanimous supportive vote.</p> <p>In addition, Lynn Weeks will step up to vice chair and attend CSI meetings in Darren's absence if he is unable to attend if he is working. IW agreed to support DL between now and the end of December. These membership changes will take place with immediate effect. IW will remain on the board as an advisory member to DL and LW until the end of this calendar year.</p> <p>SG to ask Wendy Green (Neil Holmes secretary) to include both DL & LW on emails regarding CSI meetings. SG to notify Shirley Carlton for GIAS purposes.</p>	<p>IW</p> <p>SG by end Sept 18</p>



	<p>NH raised the issue of Governor Mark and felt that this should be put on hold in light of our imminent membership changes.</p> <p>SG explained to governors that there are two new potential governors looking to join our board. One of which is a parent governor (Redgate), the other is a friend of LW and would join us as a community governor. ES & LW offered to act as mentors for any new governors joining the team.</p>	
LAB/008/1819	<p>Portfolio team membership/ Link Roles</p> <p>SG reminded governors about the DALP level changes prior to the summer regarding statutory and non statutory link roles.</p> <p>SG to send this document to governors as a reminder. Also to add this to the portfolio agendas for further discussion and clarification.</p>	SG end of Nov 18
LAB/009/1819	<p>Training plan</p> <p>IW reminded governors that link visits should be related back to the School Improvement Plan. Link visit reports should include aims/ objectives.</p> <p>Questioning techniques, use of Sharepoint & an explanation of 'My Concern' for new governors was a suggested idea for future training sessions. It was also suggested that this could be added to the induction/ safeguarding package currently offered to new governors.</p> <p>SG to speak with Alison Elway regarding delivery of a session covering the above suggestions.</p>	<p>IW</p> <p>SG end of Nov 18</p>
LAB/010/1819	<p>E-Safety</p> <p>PC gave governors an update from Patrick Knight (IT/ DALP) Changes included a section 128 check for DBS checks and peer on peer risk assessments.</p> <p>There was also some general advice on e-safety for schools/ teachers; don't over- block in doing this, some suspicious activity has been hidden. Professionals are now referred to as practitioners within the safeguarding/ online arenas.</p> <p>Child and children is also now the preferred terminology for each student. A serious case review is now called a panel review. Schools/ Academies are reminded to track their cyber footprint.</p> <p>Currently, neither school has external links to other websites within their own websites.</p>	ALL
LAB/011/1819	<p>GDPR</p> <p>Theresa Skillen (TS) conducted a GDPR walk round last week and found no issues/ breaches in terms of the new regulations. There is a review taking place 13.9.18</p>	IW
LAB/012/1819	<p>Policies</p>	



	<p>SG explained that the rolling timetable is being continually updated. SG will arrange a meeting with JC/PC to discuss the priority policies for the next term prior to the portfolio meetings, where policies will be presented to governors for review/ approval.</p>	
LAB/013/1819	<p>Pay & Performance</p> <p>NH explained that the twice yearly P&P meetings previously scheduled into the DALP calendar, have now been cancelled and a new format/ process has been adopted with immediate effect. The contents of these meetings will be distributed between the S&O/ F&R meetings as appropriate. This will allow the number of meetings to be streamlined. Performance Management of staff will follow a similar timetable and Bluesky (package recently purchased at DALP level) will assist with this process.</p>	
LAB/014/1819	<p>Any other business</p> <p>PC explained that Colin Pettigrew visited every special school within the local authority as a factfinding exercise in terms of places available/ admissions to our special schools.</p> <p>He has a social care background and is fully briefed in terms of the demands for places. He focussed his visit on the opportunities for expansion and capacity within existing buildings/ classrooms.</p> <p>There has been a steep increase in the number of cases resulting in tribunals.</p>	
LAB/015/1819	<p>Determination of Confidentiality and Equalities Act consideration</p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential and whether during their discussions any equal opportunities issues have arisen.</p> <p>It was resolved that discussions during the item LAB/003/1819 should be restricted and remain confidential. See separate confidential minutes.</p> <p>There had been no Equality Act implications to consider.</p> <p>The meeting closed at 7.31pm.</p>	
LAB/016/1819	<p>The Date and time of next meeting;</p> <p>21st November 2018 6pm at Yeoman Park Academy</p>	

Signed.....(chair) Print :

Date.....