

Violet Way Multi Academy Trust
Glascote Academy

**Minutes of the Local Governing Body Meeting held in the school
on Thursday 14 May 2015 at 4:00 p.m.**

Present: Mrs V Blundell (Chair)
Mrs M Hamblin (Principal)
Mrs V Buchanan
Mr P Armitage
Mrs J Ward
Miss M Powell

In Attendance: Mrs P Andrews and Miss G Yates (Associate Members) and Mrs A Jones, Clerk to Governors

Resolved: that there were no apologies

The Chair welcomed everyone to the meeting

026. Governing Body Matters

a) **Membership**

Governing Body membership changes since the last full meeting of the Governing Body and known to be taking place before the next full meeting were reported by the Clerk.

Resignations: Mr M Kimberley, Parent Governor, as of 28 April 2015
Mr P McDermot, Parent Governor, as of 1 May 2015

Governors noted that there had been two nominations for the Parent Governor vacancy, and that DBS checks are underway for the following:

Mr J Bowman
Mr R Wynn

Resolved;

- i. that the Chair will inform Governors of the outcome of the DBS checks
- ii. that Governors will consider future nominations in light of the outcome of the skills audit (see Minute 026 (d))

b) **Confidentiality**

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

c) **Declaration of Interest**

No declarations of interest were made by Governors in respect of any items appearing on the agenda.

d) **Outcome of Skills Audit**

It was noted that Governors had completed the NGA skills audit which had subsequently been collated and circulated with a summary by Mrs V Buchannan.

Mrs V Buchanan highlighted the following:

- Dedicated, committed, effective Governing Body eager to support/challenge the school in moving forward
- Good range/spread of knowledge and experience
- Training/experience needed for/of:
 - financial planning, procurement, purchasing
 - premises and facilities management
 - other boards/chairing

Resolved:

- i. that Mrs V Buchanan be thanked for undertaking the collation/writing a summary report of the skills audit outcomes

e) **Reconstitution**

The Chair advised Governors that reconstitution of the Governing Body has taken place to bring Glascote Academy membership in line with Violet Way Academy membership of 7

Resolved:

- i. that the Local Governing Body reconstituted to 7 Members as follows:

1 Principal	Mrs M Hamblin
1 Staff	Miss M Powell
2 Parent	Mrs V Buchannan
	<i>Vacancy</i>
3 Co-opted	Mrs J Ward
	Mr P Armitage
	Mrs V Blundell

- ii. that the following are appointed as Associate Members:
Mrs P Andrews
Miss G Yates
Miss C Garey (currently on maternity leave)

027. Minutes of the Previous Meeting

Resolve: that the Minutes of the Local Governing Body meeting held on Thursday 29 January 2015 be approved subject to the following amendments:

Those present should read: Miss M Powell and not Ms M Powell
Miss G Yates and not Mrs G Yates

Mrs P Andrews and Miss G Yates are Associate Members and not Governors

Minute 024 (b) (ii) should read: 29 June 2015

That the Minutes Agenda and all reports and other papers considered at the meeting be made available for inspection.

Matters Arising from the Previous Meeting

- i. Minute 018 (iii) refers:
The Chair is currently the Safeguarding Nominated Governor and her training is up to date
- ii. Minute 021 refers:
Governors asked if the issue of children not bringing mobile phones to school is in the Mobile Phone policy and it was noted that it is included in the e-Safety Policy

028. Reports

a) Chair's and Vice-Chair's Actions

The Chair and Vice-Chair reported that they had not undertaken any actions on behalf of the Governing Body since the last full Governing Body meeting.

b) Principal's Report

The Principal's report had been circulated with the agenda papers and Governors were updated on the following:

- **Staffing** (see Confidential Appendix)
- **Safeguarding:**
 - increase in safeguarding issues in school
 - safeguarding book continues to be used
 - all staff DBS checked
 - use of Google by children in school is rigorously monitored by school
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- **Assessment/Data:**
 - second year of the new assessment cycle
 - KS1 & KS2 assessment data will become benchmark for Autumn data, age related expectations (ARE) in place of levels
 - implementation of Early Years baseline assessment not statutory until September 2016 but most Tamworth schools starting in September 2015
 - Key action points identified at pupil progress meetings and followed up by staff
 - TAs track data for the children they work with
- **New Curriculum:**
 - Staff looking at breadth, depth and coverage of new curriculum :
 - Staff looking for patterns and trends especially with GPS; significant impact on writing; separate GPS lessons
- **Planning/Work scrutiny:**
 - Monitoring of planning and children's books takes place every Friday and is tailored to where input is most needed for support; light touch is given to other staff

Governors asked the following:

Has contact with Social Services improved and it was noted that it has not

How often do pupil progress meetings take place and it was noted that they take place 4 times per year in conjunction with assessment cycle

When will Governors receive the next data report and it was noted that this will be presented at the Autumn Term Local Governing Body meeting

Chair commented positively on the all round impact/improvement seen and recorded. Governors were reminded that the Farm offers valuable experiences for children not just for Maths but also for Science.

Governors commented positively on music provision at Glascote, stating that it was good value for money. Children have been invited to sing at the Arboretum during the Autumn Term

Resolved -

- i. that the report be received with thanks
- ii. that Governors are invited to Level 1 Safeguarding training on Tuesday 19 May at 3:30 pm

c) **Nominated / Link Governors**

EY/KS1 Governor – Mrs J Ward

It was noted that Mrs J Ward had visited the school on 2, 8 October 2014, 26 January, 8 March 2015 and that her reports had been circulated prior to the meeting

It was noted that the drainage issue in Reception is being taken to the VWM AT Board.

Resolved: that Mrs J Ward be thanked for her reports

Safeguarding Governor – Mrs V Blundell

It was noted that Mrs V Blundell had visited the school on 27 April, 5 May, and that her reports had been circulated prior to the meeting

It was noted that all safeguarding/safer recruitment procedures are in place and that:

- new staff have an induction programme
- staff who have been off sick have a return to work programme

Mrs V Blundell reported that she had been asked by parents at the Parents Evening who the Governors are. She outlined a new initiative to introduce a Parent Council

Resolved:

- i. that Mrs V Blundell be thanked for her reports
- ii. that a leaflet is produced to 'introduce' Governors to the parents and will be ready for the Autumn Term
- iii. that the Clerk adds Parent Council to the next LGB agenda

029. School Development Plan Monitoring

The Principal reported that the key area for development/monitoring has been assessment and that:

- Early Years GLD's are above ARE (Age related expectations)
- KS1 above ARE

- New floor standard for KS2 is 85%, results will not be known until November 2015
- Reading, Writing and Maths will continue to be a focus on SDP 2015/16
- INTEGRIS is being used instead of SIMS for tracking data; some teething problems initially

Resolved: that Miss M Powell and (Eva???) be thanked for their hard work and efforts in reprogramming INTEGRIS

030. Safeguarding

It was noted that this item had been covered in the Principal's report and in the Nominated Safeguarding Governor's report

031. Moving to Outstanding

It was noted that the Vision, Aims and Values document had been circulated prior to the meeting.

Chair commented very positively on the excellent ENTRUST Monitoring & Evaluation training session she had recently attended at the Coton Centre, lead by Mrs A Jones, Associate Consultant

Resolved:

- i. that Governors adopted the Vision, Aims and Values
- i. that a meeting is convened after half term to look at 'impact' on the monitoring schedule and the Governor Development Plan
- ii. that self review RAG rating is to be completed by all Governors by 22 May
- iii. that ENTRUST Monitoring & Evaluation training is arranged for VWM AT and Woodlands in June/July, date to be agreed and Governors informed

032. Policies and Procedures

Governors were advised to approve any new policies or identify any other policies due for review.

It was noted that the **Lettings Policy** had been reviewed in light of the Polish classes being held in school in the evening

It was noted that staff had been consulted about a **Staff Code of Conduct/Staff Behaviour Policy**

Resolved:

- i. that Governors approved and accepted the Lettings policy
- ii. that Governors approved and accepted the Staff Code of Conduct/Staff Behaviour Policy

033. Other Information Items

It was noted that the Chair had drawn attention to the following items in the Governor Information Pack.

- Governors Strategic Role Page 4
- Mandatory Guidelines Page 5
- Keeping Children Safe in Education Page 6
- Assessment without levels for Governors Page 8
- Early Years Baseline Assessment Page 9
- **Languages in Primary Schools** Page 10

Governors asked about foreign languages at Glascote and it was noted that:

- Children are exposed to various foreign languages in WOW weeks
- Culture of the country of origin is considered as well as the language
- Landau Academy is happy to support German at Glascote

Governors noted that there would be a cost implication if Landau did support German in school

Resolved: that the additional information provided in the Governor Information Pack be received and noted

032 Confidential Items

Governors were asked to identify if there were any items / materials which need to be excluded from any agenda, minutes, reports or other papers discussed at the meeting which would normally be made available for inspection following the meeting.

Governors were also asked to identify any items included on the agenda which require recording in a confidential appendix to the minutes.

Resolved: that the following item be recorded in a confidential appendix to the minutes

Minute 028 (b) Principal's Report - Staffing

AND

Resolved: that there were no items / materials identified for exclusion

033. Any Other Business

a) Yr 6 SATs

Governors were informed that the Yr 6 children were fantastic during SATs week, being very relaxed and confident

It was noted that Mrs V Buchanan, as a respected member of the community, had been in to school during SATs week to verify the administration process for SATs

Resolved: that Mrs V Buchanan be thanked for her supporting during SATs week

b) ICT Course

Resolved: that Governors are invited to an ICT course lead by C Copper, ICT Leader on 9 June 2015

c) Governors Pen Portrait for Website

Resolved: that all Governors write a pen portrait for the website (*to be submitted by the end of June*)

d) **Best Wishes**

Governors asked that their best wishes be conveyed to Miss C Garey on the impending birth of her baby

035. Dates and Times of Future Meetings

Resolved: that future dates of LGB meetings 2015/16 will be agreed at the VWMAT Board meeting on Monday 29 June 2015

Chair

Date