

**DEBDEN PRIMARY ACADEMY**  
**MEETING OF LOCAL GOVERNING BOARD**

**Minutes of the meeting held on 12 July 2018**

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<b>Name</b>	<b>Type</b>	<b>Office</b>	<b>Term</b>
Jo Granfield	Parent		01/01/2021
Andrew Armour	Parent		01/01/2021
Sarah Bellchambers	General Member		27/03/2022
* <i>Damian Carlier</i>	<i>General Member</i>		<i>01/01/2021</i>
Sarah Mitchell	General Member	Executive HT	Ex officio
Linda Stephenson	General Member	Chair	01/01/2021
Liam Tobin	General Member		27/03/2022
Louise Gurney	Staff	HT	Ex officio
Jo Fradd	Staff		01/01/2021
John Saxon	Foundation: Incumbent		Ex officio

**In attendance**

Tom Bennett Clerk

\* *indicates absence*

**Action**

**1/18 Apologies for absence**

No apologies were received.

**2/18 Membership**

a) **Governors**

The Chair welcomed Sarah Bellchambers and Liam Tobin to their first meeting as governors following their appointment by the MAT's Board of Directors on 27 March 2018.

b) **Clerk**

The meeting formally appointed Tom Bennett as the new clerk to the LGB.

**3/18 Notification of urgent AoB**

None.

**4/18 Declaration of business interests**

No governor declared a potential conflict of interest in the business to be discussed at the meeting or that they had given or received any gifts or hospitality that could be perceived to compromise their impartiality when dealing with matters of the Academy.

**5/18 Minutes of the previous meeting [LN]**

The minutes of the meeting held on 15 March 2018 were approved as an accurate and true record of the meeting.

**6/18 Matters arising [LN]**

All matters arising from the previous meeting had either been completed or were included on the agenda.

**7/18 The Headteacher's Report [LG]**

The HT introduced her Summer Term report. The following points were made and discussed: :

- The HT, Sarah Mitchell and Anne Fisher, the MAT's independent education advisor had met to review the provisional 2018-19 targets to be recommended to the MAT's Board of Directors. The targets for Year 6 had been raised and it was **agreed** to circulate the amended targets after the meeting. LG
- The meeting discussed tracking the progress and attainment of pupils of vulnerable groups and it was **agreed** to amend the HT's report for future meeting and include a detailed breakdown of the progress and results of all vulnerable groups of children. LG
- The Academy had received applications for three children to join Year 4 however Years 3 and 4 were full at 32.
- The meeting noted the number of pupils in each year in the next academic year as well as the number of new pupils and pupils leaving the academy.
- Currently the number of pupils leaving at the end of the academic year totalled 13 that was concerning and it was important to identify the reasons for those leaving to identify what actions should be taken to reduce the level of mobility at the school. It was **agreed** to include this on the agenda of the next meeting of the Teaching and Learning Committee. Chair T&L
- The expected number on the school roll at September will be in the region of 100 that will reduce the Academy General Annual Grant [GAG] in 2019-20.
- The Academy needed to focus on marketing the school for new children to join Reception.
- The EHT reported Great Chesterford Primary Academy [GCPA] had similar problems with mid-year applications to full classes. However the school always take a proactive and positive approach with the parents encouraging them to put their children onto waiting lists and providing regular updates on any places becoming available due to normal family mobility.
- It was **agreed** the Academy and those with direct contact with parents including the Administration staff should be encouraged and trained if necessary to, similarly, provide a positive message to parents who cannot get their children into the Academy, encouraging them to put their children onto the waiting list and to provide regular updates. LG
- The loss of the pre-school may have had an impact on the number of pupils joining reception. Parents were now placing their children at other pre-schools.
- It was felt that parents were attracted to schools that had full classes and low levels of pupil mobility.
- The meeting considered what parents at Carver Barracks felt was important when choosing a school for their children. A lot of families moving into the Barracks first looked at schools in Wimbish, being located in the village and felt location and distance to the school were important. Liam Tobin **agreed** to talk to parents to find out the reasons. LT
- The EHT reported the Academy should always be mindful of the cost per pupil head in each class to ensure the Academy remains financially sustainable for the long-term. The cost of providing a teacher and Learning Assistant to teach the 12 children in Reception was more than double when compared to a class of 30. The Academy should take a flexible approach and if say Year 1 and 2 are full, the Academy could put Year 1 children in Reception Class and provide

them the same education as Year 1.

- It was also felt that the Academy could make a virtue of a small Reception class to attract new parents and should consider marketing the school as a “small friendly school”.
- The meeting noted the Academy held termly Parents’ Forums
- The Chair asked whether there were other ways of engaging with parents. The Academy should publicise that Liam Tobin is the school representative for parents at Carver Barracks.
- It was **agreed** to set up a marketing working party group with Sarah Bellchambers taking the lead to review and provide a marketing plan to improve how the school communicates to both existing and new parents.
- The meeting discussed the support provided to the new teacher who had had a challenging cohort of children to teach and it was **agreed** to ask the Teaching and Learning Committee to review the support provided.

SB

Chair T&L

## 8/18 School Development Plan/ Self Evaluation

### a) 2017-18 School Development Plan [SDP]

The meeting received and considered the updated 2017-18 SDP and noted the progress being made to implement the plan and those areas that were highlighted in red that were not on track.

Staff training and Continuing Professional Development [CPD] was important for staff motivation and retention. Further staff training would be linked to Great Chesterford Primary Academy and provided internally as the Academy had already overspent its training budget and this would also help provide more consistency across the MAT. The focus will be on middle leader training.

The meeting discussed the data for the Year 3 cohort that had been reviewed by the HT, the EHT, and the Academy’s independent education adviser, Anne Fisher, and a range of interventions have been put in place, going forward. It was important to record the past interventions put in place to address poor results to be able demonstrate to Ofsted the actions taken by the Academy and governors.

The meeting reviewed the attainment and progress data and the Teacher assessed Key Stage 2 [KS2] results.

The EHT provided the National results and the meeting noted the Academy’s results for pupils working at greater depth [38%] was higher than the National average with the results for Maths being in line with National averages.

Spelling, punctuation and grammar, [SPAG] was the weakest area as previously identified. The Academy needed to encourage more parents to be involved in after school SPAG learning.

The meeting noted the implementation of a new Maths programme had helped improve the Year 6 Maths results

The meeting considered the attainment and progress results for the service children and **agreed** a more detailed breakdown of the data on the attainment and progress of different groups should be provided to identify where additional support/ interventions are needed.

The Academy’s results will be moderated with the results of GCPA’s to test the accuracy and consistency of the teacher assessments as well as provide another opportunity for teachers of both Academies to work together.

## **b) Academy development/ improvement plan for 2018-19**

The HT set out following main areas for the Academy development/ improvement plan for 2018-19:

- leadership and management including safeguarding
- teaching and learning - consistency & preparation for x time tables in Year 4
- writing
- reading for the boys pupil group
- Assessment and moderating of foundation subjects
- Learning behaviour

These areas were provisional and subject to change following discussion with the Chair and EHT. The final priorities and the actions to deliver them will be available at the next LGB meeting.

### **9/18 Pre-school provision [LS/LG]**

The meeting considered a proposal to set up and run a pre-school at the Academy.

Essex CC had suggested the Academy should use an external provider to run the pre-school rather than run it itself. They had highlighted the costs of employing staff and managing the pre-school and that by outsourcing the provision reduced the risk of carrying overhead costs that could lead to the Academy making a loss.

The Chair felt also the school was not ready yet to set-up and operate its own pre-school and needed to focus on more important priorities at the Academy.

### **10/18 Catering [LS/LG]**

The meeting noted that the current catering company was leaving.

The Academy had approached Essex CC who provides schools with advice on setting up and running in-house catering services. These including advice on setting up equipping the kitchen, employing catering staff, menu planning and procurement. Essex CC had drawn up the business plan.

A kitchen assistant with considerable catering experience will be appointed and the new catering provision will begin at the start of the next academic year in September.

It was **agreed** the Academy should provide in-house catering services.

### **11/18 Risk Management [LG]**

It was noted the Academy did not have a formal risk management system in place and it was **agreed** the EHT will provide the HT a copy of the GCPA's risk register to use as a template.

**EHT**

### **12/18 Pupil Premium [LG]**

The meeting received and noted a report detailing the additional financial support received for children qualifying for free school meals and children of Service families and how the additional funding is spent to help close the gap between these groups and mainstream pupils.

It was **agreed** the report needed to include data showing the impact of the use of the additional funding.

**LG**

#### **Primary PE and Sport Premium**

The meeting considered a report on the funding and use of the Primary PE and Sport Premium and evidence and impact of the activities funded.

The Sports Premium had doubled to £17,000, the Academy needed to demonstrate the increase in funding has resulted in an increase in level of sport at the school.

The meeting noted that 50% children had achieved the Government's target additional requirement in swimming.

The meeting asked whether there were any unspent funding that could be used to employ a sports coach to increase the level of sport at the Academy and to re-start providing hockey at Joyce Frankland Academy Newport [JFAN].

It was **agreed** to include a financial section in future reports to allow the governors to monitor how the money was being spent and to find out whether the school could still use the facilities at JFAN.

**13/18 Safeguarding children**

The meeting received and noted Annual Headteacher's Safeguarding Report and noted the actions planned to improve safeguarding at the school.

**14/18 SEND**

The meeting received a monitoring visit report prepared by the Chair following a visit on the 19 April 2018 to review the procedures and data for SEND.

The Chair reported there had been an increase in the number of children with SEND needs that had had an impact on the school's finances. The Academy received additional funding for those children with individual Education and Health Care Plans [EHCPs] but had to fund the first £6,000 per child from its notional SEND budget.

For future years, the Academy should consider including a contingency for unexpected increases in children with SEND needs.

The meeting noted the Academy had received a lot of support from staff at GCPA supporting those children with additional needs.

**15/18 Policies**

The Head teacher had provided a list of the Academy's policies to the Clerk who was carrying out a review of the MAT's policies to identify those that fell within the Academy's remit and it was **agreed** to present the amended list at the next meeting.

Clerk

**16/18 Chair's action**

No urgent action had been taken by the Chair since the last meeting.

**17/18 Correspondence [LS]**

No correspondence addressed to the Governing Body had been received since the last meeting.

**18/18 Minutes/reports of committees**

a) **Finance and Premises Committee**

The meeting received and noted the minutes of the meeting held on 19 April 2018.

The meeting had identified the key priorities for the Academy that had been considered when preparing the draft 2018-19 Budgets. An amount had been included to redecorate areas of the school that were showing wear and tear to help market the school to prospective as well as existing parents and prevent more children leaving the school.

The EHT reported the LGB needed to be mindful that the income for 2019-20 would be based on the school roll at January 2019 that currently was expected to be 100 children, 15 less than the roll used in the 2018-19 budget.

Sarah Bellchambers reported she had some contacts that could provide advice on raising funds for listed buildings and **agreed** to investigate if any funding is available for the Academy.

SB

Liam Tobin **agreed** to look whether the school could be used by members of the Army undertaking NVQ courses for different trades.

LT

The Chair suggested the Academy/ new marketing working party should consider asking parents if they would be willing to provide pro-bono services with perhaps a BBQ.

The Chair **agreed** to provide the new marketing working party and Liam Tobin a list of areas and jobs that she had identified during a walk through the school

LS

### **Teaching and Learning Committee**

The meeting received and noted the minutes of the meeting held on 11 May 2018, no questions were raised.

#### **19/18 Church Matters**

John Saxon provided an overview of joint school and church activities including attendance at assemblies, visits to the church by pupils, working with children for Mothers' Day and an end of term service at the Church.

#### **20/18 Governor visits [LS]**

It was **agreed** to draw up and include in the SDP a rota for governor visits linked to their areas of responsibility and that this would be provided for the September LGB meeting.

LS

#### **21/18 Governor training [LS]**

The Chair reported she had completed the Designated Lead Safeguarding [DSL] Level 3 training course.

Anne Fisher had provided a training session to all the schools within the consortium of local schools on preparing for an Ofsted inspection.

It was **agreed** to provide the Academy with access to the National Governors Association's [NGA's] online governor training modules and to organise governor induction training for the new governors.

EHT

#### **22/18 Any other business**

None.

#### **23/18 Date/time of future meetings [LS]**

- To be advised after the meeting

The Chair outlined a proposal for committees to hold meetings earlier to make it easier for members of staff to attend when required and **agreed** to circulate a list of provisional dates and times for the LGB meeting in September.

LS

**Signed by Lin Stephenson [Chair] on 6<sup>th</sup> September 2018**