

DEBDEN PRIMARY ACADEMY
MEETING OF LOCAL GOVERNING BOARD
Minutes of the meeting held on 21 November 2019

Name	Type	Office	Term
* Tomas McCallion	Parent		23/02/2023
Sarah Belchambers	General Member		27/03/2022
Catherine Gibson	General Member		23/02/2023
* Sarah Mitchell	General Member	Executive HT	Ex officio
Lin Stephenson	General Member	Chair	01/01/2021
* Liam Tobin	General Member		27/03/2022
Matt Hawley	Staff	HT	Ex officio
* Sarah Bailey	Staff		01/01/2021
* Rev. John Saxon	Foundation: Incumbent	Vice-Chair	Ex officio
* Michael Adeleke	Foundation		07/08/2023
In attendance			
Tom Bennett		Clerk	
* <i>indicates absence</i>			

58/19 Apologies for absence [LS]

Apologies were received and accepted from Tomas McCallion, Sarah Mitchell, Liam Tobin, Sarah Bailey, the Rev, John Saxon and Michael Adeleke.

59/19 Any Other Business [LS]

None.

60/19 Declaration of business interests [All]

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

61/19 Minutes of the previous meeting [LS]

The minutes of the previous meeting held on 26 September 2019 were approved and signed as an accurate and true record of the meeting.

62/19 Matters arising [LS]

No matters arising other than those included on the agenda were reported.

63/19 Policies [MH]

a) **Anti-Bullying**

The meeting received and noted the draft Anti-Bullying Policy that was based on the policy used by Great Chesterford Primary Academy [GCPA] and amended to reflect the context of the Academy. The policy set out the purpose and principles of the policy together on how the policy would be implemented through-out the school.

The staff had reviewed the draft and invited to provide comments and suggestions on its implementation.

It was **agreed** to adopt the policy.

b) **Collective Worship**

The meeting received and noted the draft Collective Worship Policy.

Action

MH

The policy set out the aims of the policy, aims and the legal and Church of England requirements. The policy had been reviewed and approved by the Rev. John Saxon.

It was **agreed** to approve the policy.

MH

64/19 Head of Schools' Report [MH]

The HoS introduced his termly report and highlighted the following:

- There were 88 children at the school. Six children from two service families have departed due to their fathers being reposted and one child had left due to his family moving to a different area. Three new children had joined the school since the start of the academic year.
- The level of pupil attendance at 96.95% was consistent with the level at the same time in the previous year. The attendance level of Year 5 had been impacted by one child with safeguarding issues. With effect from 8th November 2019, the Head of School now calls families when their child's attendance is below the benchmark.
- There were three children with high SEN [statemented] and thirteen SEN children requiring additional school Intervention and support.
- The report set out the planned activities for those children who qualified for Free School Meals for 2019-20., funded by the Pupil Premium Grant [£20,720].
- The data for KS2 data had identified it would be difficult for the year group to meet the aspirational targets set due to the high number of low achieving children. Additional interventions were being provided to get three pupils to standard level. It was likely the progress and attainment results for the year group would continue to be low for the next two years as the cohort progressed through the school. The standard of the cohort was like similar aged cohorts at other local schools.
- The HoS and teaching staff were more positive about the KS1 Year's attainment and progress, that had been set higher targets.
- The HoS was pushing staff to be more aspirational when monitoring and assessing pupils.
- The HoS was putting in new procedures to improve the collection and sharing of data on pupil progress and attainment.
- At the recent Ofsted inspection, the inspectors had focused on the whole school and had assessed the school as:
 - Overall effectiveness - Requires improvement
 - The quality of education - Requires improvement
 - Behaviour and attitudes - Good
 - Personal development - Good
 - Leadership and management - Requires improvement
 - Early years provision - Requires improvement
- The emphasis, as part of the new inspection framework, had been on the leadership of middle subject leaders on how teaching and learning was being provided on each subject across the school. For such a small school as DPA, this had led to class teachers being interviewed on areas they had had little or no involvement in. The EYFS teacher had been particularly affected by the inspection and has subsequently left the school.

- The Inspectors had also not taken account of the restructuring and strengthening of the new leadership team and that the new HoS had only been in place for four weeks.
- The HoS had put in new practices following the inspection whereby teachers hold team meetings and provide presentations to other teachers on their subjects. This has led to improve across school knowledge, team cohesiveness and support.
- The school has arranged for Karen Musgrove from Essex Schools to review and formulate a new plan for the Academy's Early Years Foundation provision.
- An interim teacher is teaching the Reception class while the Academy recruits for a full-time teacher.
- In summary it was felt the Inspectors had not taken account of the Academy's context, the resolution of the past leadership issues, the restructuring and recruitment of the new leadership team, the plans to grow the school and the difficulties of retaining good leaders and teachers.

The Chair thanked the HoS for his comprehensive report.

65/19 School Development Plan/ Self Evaluation [MH]

The meeting received and noted the updated School Development Plan [SDP] and the progress being made to achieve the key priorities.

The HoS confirmed the key priorities covered the areas identified for improvement by the Ofsted Inspectors with the addition of a new priority for EYFS.

The Chair commended the HoS for all the work that had been achieved in the short period of time since the start of the new academic year.

66/19 Minutes/reports of committees [LS]

a) Finance and Premises

The meeting received and noted the minutes of the meeting held on 24 October 2019 and highlighted the following points:

- The replacement of the boiler had been completed subject to some remedial work on the heating of a few classrooms that was being followed up.
- Five staff have responded to a staff survey on how they felt the buildings and fabric could be improved. These suggestions would be reviewed at the Finance and Premises Committee meeting to be held on 19 November 2019.
- The year-end management accounts were currently being finalised with the Auditors and would be presented at the meeting on 19 November.

The HoS expressed his gratitude to several parents who had given up their time to come to the school to carry out work to improve the facilities and that this showed DPA was a strong community school.

b) Teaching and Learning Committee

The meeting received and noted the previously circulated committee minutes.

67/19	Membership [LS]	<p>It was agreed to confirm whether the MAT Board of Governors had approved the transfer of Sarah Belchambers from being a General Governor to a Parent appointed governor.</p> <p>It was also agreed to follow up the LGB's previous request to the MAT Board to increase its size to allow it to recruit another governor to help it fulfil its delegated and statutory responsibilities.</p>	<p>SM</p> <p>SM</p>
68/19	Chair's action [LS]	None.	
69/19	Correspondence [LS]	None.	
70/19	Safeguarding children [LS/MH]	The HoS reported on a safeguarding and behaviour incident that had been properly recorded, responded to and resolved with the parents of both parties to the incident.	
71/19	Church Matters [JS]	The meeting received a report on Church Matters and noted John Saxon would be meeting the School Council to plan the School Christmas Service and that the Minnows Class had visited the Church.	
72/19	Governor visits [LS]	<p>The Chair reported Tomas McCallion had visited the school following the Teaching and Learning Committee meeting and had asked good challenging questions.</p> <p>John Saxon, Michael Adeleke and the Chair planned to carry out visits before the year end of term.</p> <p>The focus of monitoring visits during the first half term had been English, Maths and Science and the focus for the second half term would be on EYFS.</p>	
73/19	Governor training [SM/All]	<p>a) Link Governor Report</p> <p>The meeting received and noted the Link Governor Report detailing the on-line training modules available through the school's NGA training membership. Also included were suggested modules for specific governor roles and specific committees. All courses have been ranked as essential / desirable as well as those that are available for extra information / support / interest.</p> <p>It was agreed all governors should complete at least two courses during the academic year and send certificates to Sarah Mitchell to update the governor training record to be reported at all future meetings.</p>	All
74/19	Any other business [LS]	Sarah Belchambers invited all governors to help out or run a stand at the Christmas Fair to be held on 6 th December 2019	All
75/19	Date/time of future meetings [LS]	<ul style="list-style-type: none"> • Thursday 26/03/2020 • Thursday 02/07/2020 	

Approved by the LGB on 21st May 2020