

MEETING OF LOCAL GOVERNING BOARD

Minutes of the video-conference meeting held at 16:00 hrs.

on 23 September 2021

Name	Type	Office	Term
Isobel Tunnecliff	Parent		TBC
Sarah Belchambers	General Member		27/03/2022
Catherine Gibson	General Member		23/02/2023
Sarah Mitchell	General Member	Executive Headteacher [EHT]	Ex officio
* Lin Stephenson	General Member	Chair	01/01/2025
Vacancy	General Member		
Matt Hawley	Headteacher	Head of School	Ex officio
Sarah Bailey	Staff		03/12/2023
Rev. John Saxon	Foundation: Incumbent	Vice-Chair	Ex officio
* Michael Adeleke	Foundation		07/08/2023
In attendance			
Tom Bennett		Clerk	
* <i>indicates absence</i>			

The Rev. John Saxon opened the meeting with a thought from the bible and a prayer

44/21 Welcome and apologies for absence

Apologies for absence were received and accepted from Lin Stephenson and Michael Adeleke. Sarah Belchambers had given advance notice that she would be joining the meeting late.

45/21 Chair

The meeting noted the Board of Directors of the MAT had agreed at their meeting on 15th July 2021 to re-appoint Lin Stephenson as Chair for the 2021-22 academic year.

46/21 Vice-Chair

The meeting noted John Saxon had expressed an interest in being re-appointed as the Vice-Chair for the 2021-22 academic year

No other nominations had been received and it was unanimously **agreed** to re-appoint John as Vice-Chair for the new year.

In Lin Stephenson's absence, John Saxon took the Chair

47/21 Any Other Business

None.

48/21 Declaration of business interests

- a) It was **agreed** all governors would update the declaration of pecuniary and private interest forms and send them to the clerk within two weeks of the meeting.
- b) No governor declared a potential conflict of interest with any items to be discussed at the meeting or that they had received or given any gifts or hospitality that could be perceived to compromise their impartiality when dealing with matters for the Academy.

Action

All

49/21 Code of Conduct

The meeting received and noted the LGB's Code of Conduct setting out the roles of the LGB and individual governors, the requirements of governors to fulfil their role and responsibilities and how the LGB would conduct itself in meetings and the importance of confidentiality on the matters discussed.

It was **agreed** to adopt the Code of Conduct.

All

50/21 Governance

a) Membership

The meeting noted the Board of Directors of the MAT had agreed at their meeting on 15th July 2021 the appointment of the governors for 2021-22 and there was one vacancy.

The Chair reported that Lin Stephenson had been in contact with Major Michael Lowry who had expressed an interest in being a governor. He was based at Carver Barracks and had three children at the school.

A further meeting was planned with Mayor Lowry to explain the role and responsibilities of being a governor and confirm that he would be able to meet them.

b) Scheme of Delegation for the LGB

The meeting received and noted the MAT's Scheme of delegation setting out the roles and responsibilities of Board of Directors, the Executive Headteacher, the LGB and the Head of School on the running of the school.

c) Annual programme of business

The meeting received the LGB's annual programme of business setting out the LGB's responsibilities as detailed in the Scheme of delegations and the meetings when they would be dealt with.

d) Membership of the committees

The meeting reviewed and **agreed** the draft schedule setting out the proposed membership of each committee.

All

e) Governor responsibilities

The meeting considered the areas of responsibilities to be monitored by each governor and it was **agreed**:

- Lin Stephenson would take over the additional monitoring of Maths.
- Catherine Gibson would take over the additional monitoring of English.
- Michael Adeleke and new governor being recruited would jointly take on the monitoring of PE and Sports.

All

LS

CG

MA

f) Committees' Terms of Reference

It was **agreed** to ask each committee to review its terms of reference and make any recommendations to amend them at the next meeting of the LGB

Committee
Chairs

51/21 Policies

a) Policy Schedule

The meeting received and noted the Academy's policies due for review in 2021-22. It was **agreed** to remove the Trust's policy on Dealing with allegations against teachers and other staff as these were already covered by the Trust's Whistle Blowing and Staff Grievance policies.

MH

b) Child Protection Policy

The meeting noted the Child Protection Policy was based on a template provided by Essex CC Schools and Learning that provided all schools the best practice on compliance with the updated statutory requirements on Keeping Children Safe in Education (DfE, 2021).

It was noted that safeguarding was a “hot” topic for Ofsted following the lockdowns and school closures due to Covid 19 and the threat to pupils from other children crossing “county lines”.

It was **agreed** to approve the policy and that all governors would complete the declaration that they had reviewed the statutory requirements on Keeping Children Safe in Education (DfE, 2021) within two weeks after the meeting.

MH/ All

c) Behaviour Policy

The Head of School [HoS] reported staff had been trained on using appropriate restorative action to deal with behavioural issues at the school, empowering them to manage conflicts.

John Saxon reported that he had carried out a school monitoring visit and reported that pupils were very positive, felt safe and the behaviour log had been updated and was now clearer on the follow-up action undertaken to deal with behaviour issues.

It was **agreed** to adopt the updated Behaviour Policy.

MH

d) Collective Worship Policy

The HoS reported he and John Saxon had reviewed and updated various school activities and policies over the summer holidays to ensure the Academy’s Christian faith and values were fully embedded and reflected in all aspects of school life.

It was **agreed** to adopt the updated Collective Worship Policy.

MH

e) Fire Policy

The meeting received the updated Fire Policy. The HoS reported that he and Holly Matthews had completed the Fire Marshal training course that had been deferred due to Covid-19.

It was **agreed** to adopt the updated Fire Policy, subject to amending the policy such that a separate school key is retained in the administration office.

MH

f) MAT Charges and Remissions

The meeting noted the MAT Board of Directors had approved the MAT Charges and Remissions policy to be operated by both academies.

MH

52/21 Minutes of the previous meeting

The minutes of the previous meeting held on 1 July 2021 were approved as an accurate and true record of the meeting.

53/21 Matters arising

MAT Development

The Executive Headteacher provided an update on the development of the Trust and the proposal for two other schools to join it. Currently, the MAT is not pursuing any leads with other schools but is continuing to be open to explore other opportunities as they arise.

54/21 Head of School [HoS]

The meeting noted the COVID19 Risk Assessment – September 2021 Update and COVID19 Outbreak Management Plan circulated before the meeting.

The HoS reported the school had put in place appropriate measures to provide a secure and safe environment for pupils and staff that were lower than previously required but more that set out in the recent guidance issued by the Department for Education.

The staff had carried out lot of preparation work prior to the start of the new academic year that had resulted in a very positive start for both pupils and staff due the relaxation in the Covid-19 isolation measures and the ability for staff and pupil to meet and carry out more activities together.

Three new teachers had started in September and were settling in well and making good progress with the support of school mentors and the HoS, who was monitoring progress through learning walks and class observations.

Creating an additional class had resulted in lower pupil numbers in all classes that was already showing benefits in pupil outcomes and in providing additional time and resources to support children with special education and disability needs.

There were currently 115 children at the school and the senior leadership team [SLT] will need to consider over the year the future structure of the school and whether the school can retain the new class. It was **agreed** the Finance and Premises Committee [F&P] would monitor and include this on its agenda for each meeting.

Baseline education assessments of all new children joining Reception had been completed and showed a higher average attainment level than last year's cohort. The number of children joining the school was lower but would help teaching staff to identify and address individual education needs.

The new KS2 Newly Qualified Teacher [NQT] was making good progress in meeting the agreed target of ensuring children at all levels actively participate in both class and outside and are stretched to their full potential.

The NQT was being supported by the DFE's early career framework (ECF) reforms, a funded programme to support early career teachers by providing a structured 2-year package of high-quality professional development.

F&P Chair

55/21 School Development Plan/ Self Evaluation

The meeting received and noted school development plan [SDP] for 2021-22 circulated prior to the meeting.

The HoS outline how the school planned to meet each of the following five priorities for the year:

1. Teaching, Learning and Assessment: To monitor and consolidate agreed teaching and learning practices and processes in terms of pedagogy and feedback, to ensure that the quality of teaching and learning remains at least good.
2. Interventions and Support: To consolidate and further develop the programme of school-wide interventions, to boost the progress of identified children at the school.
3. Maths: To revisit the school's approach to mathematics to ensure that progress in the subject is maximised.
4. Foundation Curriculum: To further develop the school's approach to the following foundation subject areas: Design Technology, Modern Foreign Languages [MFL] and Music.
5. Religious Character: To ensure that the school's religious ethos continues to contribute to the positive attitudes, behaviours, and personal development of children at the school.

It was felt the SDP was very positive, covered new areas not previously addressed.

	It was agreed the new SDP should be incorporated within the governors' monitoring visit programme.	MH/ LS
56/21	Finance The meeting noted the Academy Budget 2021-22 that included the costs of the new class that had been approved by the Board of Directors at its meeting on 15 July 2021.	
57/21	Chair's action No urgent action had been taken by the Chair or Vice-Chair since the last meeting.	
58/21	Correspondence No correspondence relevant to the Governing Body was reported.	
59/21	Safeguarding children The meeting noted there had been one half day fixed term exclusion due to inappropriate behaviour that had been satisfactorily resolved. It was agreed that governors who were unable to attend the recent joint school Safeguarding Training should view the training on-line.	All
60/21	Church Matters The Chair reported he had been involved with the organisation of collective worship at the school and children from the school would be attending Harvest Festival at the Church.	
61/21	Any other business The meeting discussed whether future meetings should continue to be held by Zoom, or in person or as a hybrid of both options. It was felt that it was easier to attend video meetings, but governors should work to holding at least one meeting a year, in person. It was agreed to trial holding Teaching and Learning Committee [T&L] meetings in person and report back.	T&L Chair
62/21	Date/time of future LGB meetings Thursday 18/11/2021 Thursday 24/03/2022 Thursday 30/06/2022 All video conference meetings to start at 16:00 hrs	

Approved by the LGB on