

**MEETING OF LOCAL GOVERNING BOARD**

Minutes of the meeting held on 6 September 2018

Name	Type	Office	Term
Vacancy	Parent		
Vacancy	Parent		
Sarah Belchambers	General Member		27/03/2022
Vacancy	General Member		
Sarah Mitchell	General Member	Executive HT	Ex officio
Lin 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*

*Lin Stephenson opened the meeting with a prayer*

**Action**

**24/18 Apologies for absence**

The meeting noted Andrew Armour, Jo Granfield and Damian Carlier had decided to step down as governors.

Apologies were received and accepted from John Saxon.

**25/18 Chair**

The Clerk reported the Board of Directors of the MAT had re-appointed Lin Stephenson as the Chair of the Academy's LGB for the new academic year.

**26/18 Vice-Chair**

The meeting noted John Saxon had expressed an interest in being appointed the Vice-Chair for the 2018-19 Academic Year.

It was also noted that, following Andrew Armour's decision to stand down as a governor it was important for a member of the LGB to be a Director on the Great Oak Multi Academy Board of Directors to maintain the link between the Local Governing Body and the Board. John Saxon had expressed an interest in being appointed as a Director a year ago but was turned down. He has advised that if he takes on vice chair role he will be unable to be a Director due to time pressures.

It was **agreed** to appoint John as the Vice-Chair.

JS

**27/18 Any Other Business**

- School Maintenance
- Admissions

**28/18 Declaration of business interests**

**Notification of business interests**

- a) The governors present updated the governor and staff Register of Pecuniary and Personal Interests.

- 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 or be perceived to compromise their impartiality when dealing with matters for the Academy.

**29/18 Code of Conduct**

The Chair highlighted the main areas of 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 will conduct itself in meetings and the importance of confidentiality on the matters discussed.

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

**30/18 Governance[LS]**

**a) Membership of the LGB**

The meeting considered the actions to take following the resignations of Andrew Armour, Jo Granfield and Damian Carlier. The LGB needed to find suitable candidates that met its needs and recommend them to the Board of Directors to appoint to fill the two Parent Governor vacancies and the General Member vacancy.

It was **agreed** to notify all parents with children at the school of the two vacancies and invite them to be nominated and if there are more than two nominations to hold a parent election to select two candidates.

The notification to parents should highlight that parents with a financial background and experience were particularly welcome. The wording of the notification also needed to state that those elected will be recommended for appointment by the LGB to the MAT's Board of Directors, who appoints all governors. It was **agreed** the Executive Headteacher would provide a draft of the notification to the Headteacher.

It was noted the recommendation and appointment of General Member Governors allowed the LGB to nominate individuals with skills and expertise that may be lacking on the LGB and it was **agreed** to wait until after the appointment of the new Parent Governors to identify any skills and experience the LGB needed to strengthen.

**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 Headteacher.

**c) Annual programme of business**

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

**d) Membership of the committees**

The meeting reviewed and amended a draft schedule setting out the proposed membership of each committee. It was **agreed** to circulate the amended schedule with the minutes.

**e) 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

**f) Governor responsibilities**

LG

SM

Clerk

Committee  
Chairs

	<p>The meeting considered and <b>agreed</b> the areas of responsibilities to be monitored by each governor and to circulate the agreed schedule with the minutes.</p>	Clerk
	<p>The Chair offered to support and accompany new governors carrying out their first monitoring visit. Monitoring sheets are available and will be forwarded to all governors to complete and record their findings of the visit. The governor monitoring forms also included questions governors should to ask on the implementation of the actions listed under each priority in the School Development Plan.</p>	LS
	<p>It was <b>agreed</b> all governors planning a monitoring visit should first contact the Headteacher to who would make the necessary arrangements with the teaching staff, confirm the area being to be covered and how to feedback to the teaching staff.</p>	All
31/18	<p><b>Minutes of the previous meeting</b></p> <p>The minutes of the meeting held on 12 July 2018 were approved as an accurate and true record of the meeting.</p>	
32/18	<p><b>Matters arising</b></p>	
	<p><b>Minute 7/18 Headteacher’s Report</b></p> <p><b>Pupil Attainment</b> - It was noted the amended targets for Year 6 would be presented to the first meeting of the Teaching and Learning Committee, who would also be considering and setting the Year 5 Targets for 2018-19.</p> <p><b>Marketing</b> – The Chair reported the Marketing Working Group had met with the administration staff and had a very positive meeting with the group raising some very good ideas for promoting the school to prospective parents. The group had agreed to meet three times a year and the Chair was confident the Governors will see progress being made.</p> <p><b>Minute 12/18 Pupil Premium</b></p> <p>It was <b>agreed</b> to include measures of the impact for each activity funded by Pupil Funding alongside a financial report.</p> <p><b>Minute 15/18 Policies</b></p> <p>The Clerk reported he had started to review the list of policies to identify those that were MAT policies and those that the LGB was responsible for reviewing and monitoring and it was <b>agreed</b> to report at the next meeting.</p> <p>The meeting noted that if the Academy wishes to amend its Admissions Policy, it would need to to carry out a consultation period for parents to comment on and the Academy should consider starting the review soon to provide enough time to implement the new policy.</p> <p>It was <b>agreed</b> the Academy needed to contact Essex CC Admissions to confirm the school’s catchment prior to it becoming an academy.</p>	LG
	<p>a) <b>Minute 18/18(a) Minutes/reports of committees - Finance and Premises Committee</b></p> <p>Liam Tobin advised he had been advised that the school could not be used by members of the Army undertaking NVQ courses for different trades. They could offer to support the school when off duty.</p> <p>It was <b>agreed</b> to draft a letter asking all parents and others to join working parties to help with the refurbishment of the school.</p>	Clerk
		LG
		LS

**33/18 Chair's action**

The Chair reported that she had approved the updated Safeguarding and Childcare Policy including the DFE's updated statutory guidance on "Keeping children safe in education" that had been circulated to all governors prior to the meeting.

**34/18 Correspondence**

None.

**35/18 Academy Development Plan/ Self Evaluation**

The Headteacher provided an overview of the Academy's draft development/improvement plan for 2018-19.

The meeting noted the key questions listed under each priority were linked to and would be covered at governor monitoring visits.

The EHT felt the actions listed under each priority should be more detailed to make it clearer and show how the Academy will be addressing the areas requiring improvement such as children who had not met their expected progress last year. This will show Ofsted the Academy monitoring and putting in place actions and interventions to improve performance in those areas.

Under the Teaching and Learning priority the Academy needed to include measuring the effectiveness of interventions that are put in place and that if they do not improve attainment and progress what other interventions could be put in place. The priority should also include as actions class observations and KS1 tests.

Under the priority for behaviour, the meeting noted all staff will be involved at mealtimes to inculcate appropriate behaviour. The Academy will also invite parents in at lunchtime to show them the importance of mealtimes and to encourage all parents to use the free school meals for their children and ensure no children are excluded.

The meeting noted the "Friends", the Academy's Parents and Teachers Association [FODS], helped fund pupil trips. It was **felt** teachers and staff could provide the list of what they felt the school needed and could be funded. The Headteacher advised she attended the PTA meetings and provided feedback on the activities funded by the PTA.

The meeting **agreed** to adopt the 2018-19 SDP subject to including the amendments agreed at the meeting.

**36/18 Safeguarding children**

No safeguarding issues since the last meeting were reported.

The meeting noted all the teachers, LSAs and catering staff had attended a safeguarding course held at St Thomas More School.

All staff had also been trained on the new General Data Protection Regulations.

It was noted and **agreed** that all governors were required to have confirmed in writing that they had read the amended Safeguarding and Child Protection Policy including Part 1 of the DFE's updated statutory guidance on "Keeping children safe in education"

All

**37/18 Church Matters**

The meeting noted John Saxon's report on joint school and church activities.

**38/18 Any other business**

**School Maintenance** – The Chair reported a lot of time had been spent over the Summer holidays by a number of parents carrying out essential maintenance and decorating jobs and thanked Sarah Bellchamber for organising the parents and being

involved in the work with the other parents.

**Admissions** – The meeting noted only nine children had joined the Academy’s Reception class that will affect the Academy’s future funding level. The Academy should consider reviewing its class structure and how the Reception Class are deployed to minimise the financial impact of the lower level of funding. Although it was important to try and maintain the current class structure, the Academy needed to be flexible in, say, the Reception Teaching staff helping to teach pupils in Class 1 and the Academy providing spaces in other classes that may be full, when other classes and years are not full. The HT confirmed these plans were in place.

**39/18 Date/time of future meetings**

- 22<sup>nd</sup> November 2018
- 4<sup>th</sup> April 2019
- 4<sup>th</sup> July 2019

**Signed by Lin Stephenson [Chair] on 22 November 2018**