

05/10/17

Minutes

Windmill Hill Academy; Local Governing Board; Autumn 1 Friday 29th September 2017 at 9.15am at Windmill Hill Academy

Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue

1. **Welcome and Apologies**

Present: Ali Parsons, Emma Gilbert, Ruth Bawden, Emmie Downing, John Harris, Andrew Terry (HoS), Jo Callow (EHT)

Apologies: Karin Clark

Not Present: Paul Smith

In Attendance: Clerk

2. **Declarations of Interest Relevant to this Agenda**

AT, KC and JC are employees of ADMAT.

3. **Confirm Minutes of LGAB Meeting Summer 2 (30th June 2017) and Matters Arising**

- Confirm Governor responsibilities (Clerk). *Already at item 12*
- Address issue of memory stick passwords (JC). *JC is on data protection training in early October and will address this issue.*

Governors agreed the minutes and the Chair signed a copy.

4. **Confidential Agenda Items**

None.

5. **Chair and Vice-Chair**

EG was nominated as Chair and agreed to take it on. RB agreed to take on Vice-Chair for 6 months and then re-assess position due to personal reasons. Governors voted unanimously for both nominations.

AT noted that AP has been a fantastic Chair of Governors, she has lead the school and Governors very well. The school and HoS owe a huge debt of gratitude to her. Everyone agreed and thanked AP. AP stated that she has enjoyed being a Governor for 8 years and Chair, and feels that the school has made great progress and has much to offer. She informed the Governors that she will be stepping down as Governor at the end of this meeting.

6. **Annual Signature Requirement**

Governors present signed to confirm they are aware, or still aware of the code of conduct, Keeping Children Safe in Education and that nothing has changed since they last signed a Governor Eligibility Declaration.

7. **Review Documents**

Clerk informed Governors that revised documents are now on the An Daras website and that she will place a link to these documents on the school website and remove any old versions.

8. **SEF and Improvement**

AT showed the Governors the WHA end of year results, some of which were compared with Cornwall figures or national figures. The Chair and AT discussed some matters on teaching provision. Some results noted included:

- KS1 Phonics at national average.
- KS2 Phonics 8% above national average.
- KS1 results in reading, writing and maths, including GDS are favourable (in line with or above national average).
- KS2 reading 5% above, writing 3% above, maths 1% above and GPS 13% above.
- KS2 GDS reading 3% above, writing 10% above, Maths 1% above and GPS 3% above.
- Average scaled scores are above national average.

AP challenged whether this is the result of measures put in place or is it down to the cohort? AT and Governors agreed that it is down to a combination of strong teachers, classroom teams, measures implemented effectively and the cohort. The governors agreed that the staff have been very effective and well organised.

There was no SIP visit previously but there is a monitoring plan in place using a number of experts, including an OFSTED inspector. On 2 Nov, there will be a monitoring standards visit.

9. **Visible Learning Update**

Inset day used for VL training at the beginning of term. Governors confirmed they have seen the learning pits. This term's focus is understanding the language of learning and ensuring the children understand what makes a good learner. HoS asked Governors to inquire about VL during their visits. **AP challenged the cost involved and whether it is continuous in future?** JC confirmed yes and impact coaches are being trained now so that they can continue training in the future. **RB challenged how children are responding to it?** AT and JC explained that the children are responding well and embracing this way of learning. Governors agreed it helps with confidence and self esteem, and ensures the children help each other.

10. **Governor Impact Statement**

This will be drafted for next meeting and then put on website.

Action: Draft Impact Statement for Autumn 1. EG (with assistance from Clerk and AP)

11. **Confirm School Risk Register**

Clerk advised that Directors wanted to know the top 3 risks in order to allocate resources appropriately across the schools. **The Chair raised the issue of safety outside the gate.**

AT explained the risk register and asked for Governors to meet to discuss. It was agreed that JC, AT, the Chair and any other interested Governor will meet on 6th Oct at 11am.

12. Governor Portfolio and Responsibilities

The following was agreed:

- EG – PE, PPG and maths
- KC – EAL and H&S
- RB – SMSC, RE and literacy
- JH – Computing, Safeguarding and SEN
- ED – EYFS and KS1
- PS – Curriculum in general and science (TBC)
- AT – Provision of teaching and learning

JH offered to be whistleblowing governor. AT will ascertain at the next staff meeting, if the staff are content with this proposal?

13. Review Staff Directed Hours

AT talked through staff directed hours and non-negotiables. The governors discussed some elements and agreed.

14. SEND

Current offer already approved and on website.

15. PPG

AT talked through the PPG provision map, and discussed some of the year groups and their requirements. Assessments have been done on each child to ascertain what is required to make expected progress. He also explained some of the interventions. **EG challenged how some of the provisions will impact on other year groups (using staff to provide extra maths sessions for example)?** AT confirmed no impact, and some staff are funded by the PPG money.

16. Review Discipline and School Behaviour

Nothing to report.

17. Skills and Training

Clerk is aware of course request from EG. She will also look at skills audit and new Governor responsibilities, and highlight potential courses. Basic Governor course is required for a number of Governors.

18. Review of Policies

- a. Accessibility Plan – no change – approved.
- b. Equality Objectives – no change – approved.
- c. Discipline and Behaviour – minor amendments – approved.
- d. Admissions Consultation – 19/20 under consultation.
- e. SEND – refer to item 14.

19. Any Other Business

Horsa Hut checks have started. JC told Governors that they can be involved in designing the lay out of the Horsa Hut. **Governors questioned the school contribution to the funding.** JC explained the cost implications. **EG challenged that the children should be**

involved with the design. Governors agreed. AT agreed to look at including this in a project or competition.

20. **DONM**

Date for Autumn 2 confirmed as 1st December 2017 at 9.15am at WHA.

Toni JH Martin (ADMAT Clerk/LGAB)

Distribution List:

Emma Gilbert	Chair/Parent Governor
Ruth Bawden	Vice-Chair/Co-opted Governor
John Harris	Community Governor
Emmie Downing	Parent Governor
Karin Clark	Staff Governor
Andrew Terry	Head of School
Jo Callow	Executive Head Teacher
Will Hermon	CEO
Brian Jennings	Chair Board of Directors