

27/01/17

Minutes

Windmill Hill Academy; Local Governing Board; Spring 1 Friday 27th January 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 (Chair), John Harris, Ruth Bawden, Andrew Terry (HoS), Jo Callow (HT)

Apologies: Karin Clark, Emma Gilbert. **Not Present:** Paul Smith

In Attendance: Clerk

2. Declarations of Interest Relevant to this Agenda

AT and JC are employees of ADMAT.

3. Confirm Minutes of LGAB Meeting Autumn 2 (2nd December 2016) and Matters Arising

- Check Thrive access. HoS. *Some Thrive techniques being used but not officially as currently no provision of Thrive trained staff. Chair confirmed that Thrive removed from the offer.*
- Approval of Admissions Policy. *See item 15d*
- Budget Review. Chair. *See item 16*
- Safeguarding Governors Report. JH. *See item 13*
- PE Impact Governors Report. EG. *See item 12*
- Investigate School text system options. JC. *JC stated that she had met with MB. The current system needs to be used and there are no options to change for next 18 months. The Governors discussed the payment system on Gateway and the minimum payments issue. **RB challenged whether it was certain that 2 systems couldn't run side by side. AP stated that it may be possible but that WHA would probably have to find the additional funding.** It was suggested that the school just applies for a bigger bundle if required and re-visit in the future.*
- Teaching and Learning Policy. HoS. *See item 15e*

The Chair handed a copy of the signed minutes to the Clerk.

4. Confidential Agenda Items

None.

5. Curriculum Review including British Values and SMSC

The HoS discussed how subjects have to show an impact across the curriculum. British values and SMSC are an integral part of life at the school but always needs developing. **AP challenged the HoS to reiterate British Values** and the Governors discussed how these

are put across to the younger children. The Chair confirmed that embedding the curriculum is part of the improvement plan and PS is the lead.

6. Extra-Curriculum Provision Review

The HoS briefed that extra-curriculum provision is leading towards paying other coaches/agencies and not committing teachers to after-school clubs. JC confirmed that due to workload, teachers can now volunteer to do after-school clubs and are not expected to do them. **AP said she agreed but challenged whether this loses the opportunity for teachers to 'bond' with the children outside of the classroom. She completely accepts that some teachers need more time to manage their heavy workload.**

7. Visible Learning Update

HoS briefed that 3 days training have been conducted with senior leadership. On 31 Mar, there is a full inset Foundation day for Visible Learning. Following this, HoS feels that the staff will have a better understanding of the process. JC summarised what VL is about. The Governors discussed it and are interested in attending the training day on 31 Mar 17 – JC will come back to them if this is not possible.

8. SEF Review and new AIP

HoS highlighted key points on AIP:

- Pri 1 – GDS – AP. AP visiting in Feb to discuss KS1.
- Pri 2 – PPG – EG
- Pri 3 – Yr 6 standards – JH
- Pri 4 – Curriculum – PS
- Pri 5 – VL – RB

For detail see AIP. RB handed in 2 reports.

9. Review Exclusion Policy

Governors content with the exclusion policy.

10. Health and Safety Governors Report

PS not in attendance so carry forward to Summer 1. HoS highlighted a few areas of ongoing H&S/fire related matters. He is liaising with Sam Littlewood. **AP challenged whether there are any urgent H&S issues.** HoS stated no but there are some outside areas that need some attention (see previous minutes).

Action: H&S Governor requested to conduct a visit and report at Summer 1. PS Carry forward to Summer 1 agenda. Clerk

11. SEN Report to Governors

HoS discussed the SEN report. AP asked for clarification on funding for SEN children. JC explained how the funding works. **AP challenged whether the numbers and staffing required for this is usual and manageable.** RB challenged who manages issues with children who are absent. JC explained the difference between absence and medical issues. Governors discussed specific cases.

12. PE Impact Governors Report

EG not present and hence carry forward to Spring 2.

Action: Carry forward to next agenda. Clerk/EG

13. Safeguarding Governors Report

JH is doing some work on safeguarding and will meet with CP. On cyclical plan for Spring 2 and will appear on next agenda anyway.

14. Training Requirements

The Clerk updated the Governors on the Governance compliance requirements for paperwork, the website and EduBase which are now all up to date. The use of the portal was also covered. The skills audit matrix and training needs analysis will be done in due course.

Action: Add to Summer 1 agenda. Clerk

15. Review of Policies

a. Educational Visits

Action: Spring 2 agenda. HoS

b. Exclusion

Approved

c. Asbestos Management

Clerk is seeking clarification from the Directors/central team on this issue and will feed back. **Action: Spring 2 agenda. Clerk**

d. Admissions Policy

Approved

e. Teaching and Learning Policy

Issued for Governors to look at. For discussion and approval at next meeting.

Action: add to next agenda. Clerk/All

f. Behaviour Policy

HoS highlighted a few minor changes. Governors approved.

16. Budget Review

The Chair met with MB, JC and AT. Grounds expenditure was discussed. Photocopying expenditure is high. Other matters such as gates, signage and messaging system were discussed. Overall, there is no cause for concern at this time.

17. Any Other Business

The Governors discussed at length and wish to look at options. Their preference is for gates not a barrier, but they want to know more about costs. The Clerk will feed this back to the appropriate committee. **Action: Clerk**

18. DONM

Spring 2 confirmed as 17 Mar at 9.15am. Summer 1 and Summer 2 are 12 May and 30 June respectively at 9.15am.

Meeting closed at 11.45am.

Toni JH Martin
Clerk to LGAB

Distribution List:

Ali Parsons	Chair
Paul Smith	Community Governor
Emma Gilbert	Parent Governor
John Harris	Community Governor
Ruth Bawden	Parent Governor
Karin Clark	Staff Governor
Andrew Terry	Head of School
Jo Callow	Executive Head (designate)
Will Hermon	Executive Head/CEO
Paul O'Brien	Chair Board of Directors