



An Daras Multi Academy Trust

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Executive Head Teacher – W Hermon

06/02/18

Minutes

Windmill Hill Academy; Local Governing Board; Spring 1
Thursday 1st February 2018 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: Emma Gilbert (Chair), Karin Clark, Ruth Bawden, John Harris, Emmie Downing, Andrew Terry (HoS)

In Attendance: Clerk

The Chair thanked everyone for attending.

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

AT and KC are employees of ADMAT. No other interests declared.

3. **Confirm Minutes of LGAB Meeting Autumn 2 (29th November 2017) and Matters Arising** (Clerk)

- **ED requested to take on curriculum development until more Governors available.** *Agreed.*
- **JH requested to take on PE until more Governors available.** *Agreed, JH will take on PE, IT and will also look at Art.*
- **Draft letter to local councillor regarding safety outside the gate** (Clerk to draft then EG/AT to amend and send on). *Draft letter emailed to EG & AT on 12 Jan 18. Chair will action.*
- **Single Central Record to be checked under safeguarding requirements (JH)** *Complete and visit form handed in.*

The governors were content with the minutes and the Chair signed a copy.

4. **Confidential Agenda Items**

None.

5. **Governance Information and Requirements**

The Clerk issued the "Role of Governors" and "Challenges/Questions for Governors" documents. The Chair stated that she would like for all governors to try to conduct a visit of some sort once every half term to ensure appropriate monitoring and governor presence in the school. This may change if more governors can be co-opted on to the Board. JH and RB handed in visit reports.

6. **SEF/Improvement Plan Update**

The SEF has been updated. The full improvement plan has been produced and HoS talked the governors through it. He then focussed on this year's improvement plan and the monitoring section. Priorities:

- 1 – Whole school development of expectations and consistency of standards. All
- 2 – Close the gap with disadvantaged pupils. JH, All
- 3 – Attainment for KS1. ED
- 4 – Yr 6 to reach expected standard in reading, writing and maths. RB
- 5 – Embed Visible Learning. All
- 6 – Curriculum development. ED
- 7 – Maths Mastery. EG

EG challenged the attainment at Yr F and remainder of KS1. AT explained the progress so far. **EG challenged whether Priority 4 is likely to be achieved?** HoS explained the situation thus far but confirmed that the attitude to learning of the children is improving. **EG noted that Yr 3 is behind and challenged that this is likely to have an impact in Yr 4, 5 and 6. JH challenged if there are any interventions in place with KS2 to bring them all up to standard?** HoS explained the current progress and that there is sometimes a dip in Yr 3. **EG challenged whether there is internal data from last year to compare current Yr 3?** HoS stated that this is possible and that it track is used to monitor progress. Attainment aim is 75%. HoS stated that some other activities such as VL and maths mastery will help improve results. **ED challenged if teachers are communicating with parents if children are behind with progress to ensure that additional reading or work is completed at home?** HoS confirmed that parent consultations occur but extra activities at home is sometimes difficult. Some parents have been coming in to read with their children in the afternoons. **ED questioned if this is having an impact** and HoS confirmed that it certainly helps. **RB questioned the policy on homework.** HoS stated that it is given to children and they are encouraged to do it, but they do not have to do it. The governors discussed the benefits of homework but that there needs to be a balance.

7. **Visible Learning Update**

VL training day occurred in January. The programme is coming into its second year. All teaching staff have an action research project to complete. VL is fully embedded into the classrooms. Now is time to develop further but ensure every stage is embedded before moving on.

8. **Update on HoS Performance Management**

JC and the Chair completed performance management for HoS and set targets for this year.

9. **Health and Safety Governor's Report**

Initial meetings have taken place regarding the Horsa Hut and site surveys are being done. Work starts in May, there will be disruption during the last ½ term of this year. Aim to complete for start of 18/19. HoS explained the plans and that it will be attached to the main school. **EG challenged if there will be due regard for H&S during the build and if workers will be DBS checked?** HoS is sure this will all be in order but he will confirm to be sure.

AT and JC have completed level 2 H&S training. AT has also completed legionella training. The termly walk around by SL and AT is complete and there are no big issues. **RB**

questioned what is happening with the play equipment and EG asked if there is funding for it? HoS stated that the plans are to be confirmed and funding will be required.

Priorities for 17/18 is horsa hut replacement and development of the rear of the school.

10. Review Use of Exclusions

No exclusions.

11. RE/Collective Worship Compliance

School is compliant. RB is pleased and impressed with what she witnessed on her visit. RB talked about the learning of alternative religions.

12. Review of Policies

- a. RE – no changes, approved.
- b. Exclusion – ADMAT policy.
- c. Educational Visits – HoS is drafting this. **Action: Cover at Spring 2 meeting. HoS**
- d. Asbestos Management – ADMAT policy.

13. Any Other Business

The current improvement plan will be placed in the appropriate folder on the portal and will always be the most up to date version.

14. DONM

Spring 2 meeting confirmed for 16th Mar, provisional dates for Summer 1 on 4th May and Summer 2 on 22nd June, all Fridays at 9.15am at WHA.

Meeting closed at 10.40am.

Toni JH Martin
Clerk to 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