



An Daras Multi Academy Trust

Central Office
St Stephens Community Academy
Roydon Road
Launceston
Cornwall PL15 8HL

Central Office Tel: 01566 772170
E-Mail: clerk2@andaras.org

Executive Head Teacher – W Hermon
Academy Improvement Officer – C Green

18/05/17

Minutes

Windmill Hill Academy; Local Governing Board; Summer 1 Friday 12th May 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), Emma Gilbert, John Harris, Ruth Bawden, Emmie Downing, Karin Clark, Andrew Terry (HoS), Jo Callow (EHT)

Apologies: Paul Smith

In Attendance: Clerk

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

AT, KC and JC are employees of ADMAT.

3. **Appointment of Governors**

- The Governors formally appointed Emmie Downing as a Governing Body appointed Parent Governor (no ballot required due to no other applicants) subject to successful DBS clearance.
- Ruth Bawden was formally appointed as a co-opted Governor.

Action: Add review of Governor responsibilities to next agenda. Clerk

4. **Confirm Minutes of LGAB Meeting Spring 2 (17th March 2017) and Matters Arising**

- H&S Update to Governors, KC agreed to take on. KC. *See item 11*
- Skills Audit and Matrix. Clerk. *See item 15*
- Asbestos Management Update to LGABs. WH. *WH has produced a note and the Clerk will distribute to the LGABs.*
- Price up options for access to outside the gate. KC. *See item 16*
- Carry forward Anti-Bullying Policy. All. *See item 17a*
- Carry forward Teaching and Learning Policy. All. *See item 17b*

The Governors agreed the minutes and the Chair signed a copy.

5. **Confidential Agenda Items**

None.

6. **Ethos and Vision Review**

HoS handed out the vision and aims for the school and for the ADMAT. The school vision and aims have not changed. The Governors were content.

7. SEF Review

The AIP is in progress. HoS explained that there is an emphasis on Maths mastery and is looking how to incorporate this into the AIP or include as an extra objective. **AP challenged whether extra staffing or funding will need to be allocated?** HoS stated that this will need to be looked at in more depth. AP discussed her visit to KS2 maths and that PPG needs work. EG commented that this isn't the case for KS1. EG offered to take on Maths and suggested that she hand over PE to the new governor, ED. HoS explained that when there is a push to improve one subject, there is a danger that other subjects may start to fall. The Governors discussed next year and consistency in certain year groups.

8. Update on Staff Performance Management and Pay

HLTAs and TAs have had targets set and at the moment all are on track. The Governors discussed progress and **EG challenged if Yr 6 is on track.** HoS discussed SATs and said he is hopeful that Yr 6 will be successful. Results are due 4 July 17 but this is followed by a checking process before the results are public.

9. Update on HoS Performance Management

JC explained the timelines for HoS performance management and that all is on track.

10. Appointment Procedure Review

Governors discussed safer recruitment training and the forthcoming interviews. AP will attend these and EG offered to attend if AP is not available. Governors discussed the issue of finding new applicants.

11. H&S Governor's Report

KC briefed that a H&S audit occurred 2 weeks ago but the report is not back yet. **AP challenged if there are any glaring issues.** HoS confirmed nothing urgent less Yr F horsa hut. **AP challenged if the bid result is back yet?** HoS stated that unfortunately it wasn't successful but it is being appealed. EG asked whether it was worth approaching the rotary for some funds.

12. Governor's SEN Report

JH has been to visit to see how SEN works and is due to visit again.

13. Governor Visit Feedback

Reports have been uploaded on to the portal.

EG discussed her visit to look at PPG and the action plan for KS1. She briefed the governors on her findings and discussed the idea of putting together a careers fair to show children other options for their future, including that there is more to offer locally as well as university. The governors agreed and HoS stated that they seem to have a positive impact on the children's aspirations.

AP visited regarding GDS maths.

JH is keen to be involved in future art projects where the children help design and have full input into the production of the project. HoS will discuss at the staff meeting and look at ideas for projects within the school. He suggested the school entrance might be one place that needs attention.

14. Training: Basic Child Protection for Adults

All staff are due for child protection training at the beginning of the next school year during an inset day.

15. Skills Audit and Matrix

The clerk explained the skills matrix.

16. Gate Access

KC explained aspirations for improving access through the 'dead' ground behind the school. **AP challenged regarding the fact that there is rubbish, glass and syringes up there.** HoS and KC explained that the gate from the school is locked and prevents access. **EG challenged that access can still be gained from the top wooden gate and if anyone is injured, the school is liable.** The governors discussed fencing and ED suggested cutting the tree tops off and sculpting the trunks – less dense and less places to hide!

17. Review of Policies

- a. Anti-Bullying – approved.
- b. Teaching and Learning – **AP challenged some formatting** but otherwise approved.
- c. British Values – JH challenged that Christianity aspect in the school ethos could be at odds with the value 'tolerance' of different faiths and beliefs. The governors discussed this and JC highlighted that the British values are laid down by the Government.
- d. Lettings – no change. AP discussed some activities that happen in the school and they are compliant with the policy.

18. Any Other Business

AP asked for an update on the train. EG explained the progress on the old train.

AP enquired about power hosing the outside areas. HoS confirmed it will happen soon.

EG enquired about how breakfast club is going. HoS stated it is going very well and is financially viable.

The governors discussed the UNICEF rights respecting school programme. **AP challenged that this needs to be picked up within the school.** AT confirmed that it is a lot of work and that the school needs a lead who is passionate about it. He will ask for a volunteer at the next meeting.

19. DONM

Summer 2 confirmed on 30th June and Autumn 1 and 2 dates are 29th September and 1st December respectively, all starting at 9.15am at WHA.

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	Co-opted Governor
Emmie Downing	Parent Governor
Karin Clark	Staff Governor
Andrew Terry	Head of School
Jo Callow	Executive Head
Will Hermon	Executive Head/CEO
Paul O'Brien	Chair Board of Directors