

09/07/19

Minutes

Windmill Hill Academy; Local Governing Board; Summer
Tuesday 9th July 2019 at 9.30am 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: Ruth Bawden (Vice Chair), Patricia Orridge, Sherrille Paterson, Jo Callow (EHT)

Apologies: Emma Gilbert, John Harris, Linda Millard, Andrew Terry

In Attendance: Governance Officer

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

None declared for this agenda. Governors present signed the annual declarations.

3. **Confirm Minutes of LGAB Spring Meeting (15th March 2019) and Matters Arising**

- All governors to have read OFSTED draft framework prior to working group (All). *Note new published OFSTED inspection framework is in meeting folder on portal.*

Minutes accepted as a true and accurate record of the meeting and the Chair signed a copy.

4. **Confidential Agenda Items**

None.

5. **HoS Report**

Governors were content with the report. **Governors challenged some of the data, in particular why the data is lower than expected in Yr 1 and Yr 4?** JC noted that this is mainly due to teacher absence and use of cover teachers. Governors discussed that although cover is available, there is no consistency with cover staff and there in lies an issue.

6. **Improvement Plan Update & Progress**

Writing priority; progress is being made in writing but there is still work to be done. Teachers have received some more training and there is more to follow early next term. Yr 6 was moderated and this was accurate. School is striving to achieve more GDS in writing. Work is in hand to make progress but it will take a while. Governors agreed that at least the school understands the real picture and can continue to do something about it.

JC briefed that the SATs results will be disappointing due to the historical issues. While these have now been addressed, it will take a while for the changes to take effect. **Governors challenged what the school will do going forward to make improvements and what support is in place to address issues with weaker cohorts in future?** JC explained what provision is in place for next term and the governors discussed this in detail, including the support to certain cohorts. **Governors challenged what support is in place for the remaining cohorts to ensure**

the standards don't drop in there? JC explained the opportunities to cover this. Governors discussed the transition to secondary school and the processes involved. JC updated on parental engagement and the longer parent/teacher sessions. There is positive feedback from both parents and teachers, and it is intended to keep these going, although it was noted that there are financial implications to this and it may not be able to happen every term. Visible learning is very positive and a case study has been submitted with the aim of being an accredited visible learning school.

7. **Review SEND**

The school now has 2 official mental health for youth trained staff.

RB noted that SATs seems to cause a huge amount of stress for SEND pupils and challenged whether there is anything that can be done to alleviate this, given the research that has been done on mindfulness in primary schools? She noted that starting the day with 'mindfulness' can put the children in the right frame of mind to learn for the day. JC noted that there are small things done across the school but there is not a whole school approach. Governors discussed in detail what could be done to help the children. JC noted that the new curriculum is also based on measuring where the class is and doing activities to suit their situation.

SEND local offer is up to date and on the website. It will be reviewed in Autumn working group under the policies.

8. **Safeguarding**

JC updated governors on safeguarding. As of Sep, JC will become Designated Safeguarding Lead (DSL). Abby Bassett and Nicky Osborne will be Deputy DSLs. S157 completed in April and feedback has been received. It was a detailed assessment, safeguarding in the school is strong, there is positive engagement with partner agencies, good support from the MAT and good parental engagement.

It is noted that the safeguarding governor (JH) should regularly meet with children as part of a safeguarding visit; JC explained the sort of questions that the children might be asked. JC attended the Children in Care conference in June.

9. **Curriculum**

JC explained the new MAT vision and explained the new capabilities curriculum that is based on research. She explained the elements of the curriculum and how it fits together.

The governors discussed the new curriculum and OFSTED framework in detail. TM noted that she will circulate some guidance for governors on monitoring the curriculum and what questions governors may get asked about the curriculum.

10. **Governor Impact Statement**

The governor impact statement is technically no longer required by local governors as this is a requirement of the full Board, it is now only good practice. TM noted that work is put into this statement and it is published on the website, but it is probably not looked at by many parents. She suggested perhaps a termly paragraph in the school newsletter about 'what the governors are up to and possibly the impact they are having' would reach the target audience much better than a governor impact statement. The governors agreed.

The governors agreed to make themselves available for photos and issue of cards & governor lanyards. **PO challenged that governors need to make themselves more accessible to parents**

and to be clear what they do. The governors agreed that regular entries into the newsletter will help as will making themselves available at school events while wearing a governor lanyard.

11. Working Group Feedback

PPG impact (Pri 3) was assessed at a visit by PO – separate visit report. **PO challenged the loss of the parent support partner and the governors discussed this role.** JC confirmed there is currently no-one trained to do it, and additional funding is required to do it. Training is required due to the potential safeguarding issues and vulnerability of this role. **SP challenged whether SENDCO partially fulfils this role?** JC explained her role over a number of schools.

SP met with HoS to discuss PE. She noted how important PE is for the children's health, mental health and confidence. **She challenged how the school calculates the hours allocated to each year group and what is being taught?** JC explained what this includes across the school. SP highlighted the PE plan that includes the breakdown of the budget and noted that this has more or less been adhered to. Funding is due to continue until 2020. There is no longer the use of the school mini bus and SP explained some of the issues with transport to after school clubs.

It was noted that with the HoS retiring this summer, there will be gaps in the sporting and after school activities. Governors discussed the benefits of a variety of sport. Separate report available.

Autumn working group will include:

- Brief self-review of governing board
- Succession plan for Chair and Vice Chair/recruitment
- Outline curriculum
- Vision & Ethos – carried forward from previous set of minutes
- Any policy reviews required
- Admissions policy
- Possible priorities for new improvement plan
- Potential risks

It is important that all attend this meeting and governors should aim to keep their diaries free for Fri 27th Sep 19 at 9.30am.

12. Visits

Summary of visit feedback from Summer term:

- PPG Impact visit – PO – see separate report
- Information/data protection visit – JH (**carried forward from spring term, carry forward again to Autumn term**)
- Initial visit & PE funding familiarisation - SP
- Safeguarding/SCR – JH – **carry forward to Autumn term**

Outline visit plan & focus for next term is:

- Safeguarding, SCR check and talk to pupils – JH (carried forward from summer term)
- Information/data protection visit – JH (carried forward from spring term)
- Follow-on visit with SENDCO on 17th Sep 19 - RB

13. Training

Training conducted:

- Monitoring Improvement & OFSTED Framework 1st May – EG, PO, RB
- ADMAT PPG discussion group 4th June - PO

- Governor Induction Training online – PO

TM will send a list of on-line governor training next term.

14. **Confirm Dates for Academic Year 20/21**

Governors approved dates.

15. **AOB**

TM noted that EG is standing down as Chair; she will remain as a governor but is stepping down as Chair as she is employed by the MAT. SP cannot be Chair as she is employed part time by the school and therefore, this leave PO, RB and JH. JH was absent and PO declared she does not have the capacity for any extra commitment at this time. RB agreed to stand in as Chair but needs to speak in detail with EG, and is concerned that are gaps in her knowledge. TM noted that training can be arranged for governors and prospective Chairs.

TM noted 2 x co-opted governor vacancies and asked governors to keep their eyes open for other potential governors.

Governors wished to note a huge thanks to AT for his service as HoS and wished him well for his retirement. They especially noted that he has always been very helpful to the governors and for ensuring they always feel an important part of the school. They noted that his commitment to the pupils will be missed very much.

16. **DONM**

Next meeting will be Fri 8th Nov 19 at 9.30am at WHA. Future dates are scheduled for Fri 6th March and Fri 19th Jun 20 at 9.30am at WHA.

Meeting closed at 1155.

Toni JH Martin
Governance Officer

Distribution List:

Emma Gilbert	Chair/Parent Governor
Ruth Bawden	Vice-Chair/Co-opted Governor
John Harris	Co-opted Governor
Pat Orridge	Co-opted Governor
Sherrille Paterson	Parent Governor
Andrew Terry	Head of School
Jo Callow	Executive Head Teacher
Will Hermon	CEO