

16/03/18

### Minutes

Windmill Hill Academy; Local Governing Board; Spring 2  
Friday 16<sup>th</sup> March 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, Andrew Terry (HoS)

**Not Present:** Emmie Downing (*apologies sent after the meeting*)

**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 Spring 1 (1<sup>st</sup> February 2018) and Matters Arising

- HoS to draft Educational Visits Policy. HoS. *On hold until policy review complete.*

Minutes were agreed and the Chair signed a copy.

#### 4. Confidential Agenda Items

None.

#### 5. Head of School Report

**EG challenged the PPG figures in year 5 and 6 compared to non-PPG?** HoS explained how progress is measured and tracked on ittrack. He explained that some of the lower PPG attainment doesn't account for where the children started but the progress data shows that they are making progress from where they started. The governors agreed that there are a lot of factors to take into account when measuring children's progress and attainment such as EAL. HoS showed governors the ittrack system and some of the measurements that are used. HoS explained that forecasts for end of year are better than they were earlier in the year. **EG commented that the Yr F PPG figures look a little low and commented on the numbers of children who are being monitored. RB questioned what is meant by 'monitored'** and HoS explained.

EG queried who is on the Senior Leadership Team and HoS confirmed.

Neil Swaite visited on 12 Mar 18 and highlighted areas that the school is already aware of and working on which is positive. He noted some areas for development including extended writing in other subjects. HoS also highlighted some areas of work such as marking, reasoning in maths and consistent work in books, including the number of books

used by the children. **JH challenged whether some subjects are combined together to enhance teaching opportunities ie a project that combines art, science and maths.** HoS confirmed that this does happen across the curriculum and opportunities for this are looked at.

Horsa hut replacement build is still due to start 28<sup>th</sup> May 18. HoS explained how the area will be fenced off for safety and a route for trucks. **EG questioned whether the playground is strong enough to take the weight of trucks.** Truck movement will be restricted so it does not occur at the same time as drop off and pick up of children.

**6. Review Risk Register**

No changes.

**7. AIP Update and Next Steps**

No changes from last meeting. Governors will cover priorities during visits.

**8. Premises**

Nothing further to horsa hut replacement covered in item 5. HoS recent fire practices.

**9. Budget Review**

School is working within budget.

**10. Safeguarding Governors Report**

Report submitted previously and no safeguarding issues.

**11. PPG Impact Governors Report**

The provision map with the HoS review comments will be placed on the portal for Governors to look at for the next meeting.

**Action: Carry forward PPG Impact discussion to Summer 1 agenda (All)**

**12. Governor Visit Feedback**

RB will visit Yr 6 next week. EG visiting next week to look at maths. JH will make arrangements to look at PE and PPG.

**13. 380 Session and Day Timings Confirmation**

School is compliant.

**14. Review Appointment Procedure**

School is compliant with policy, safer recruitment and safeguarding requirements.

**15. Review Risk Assessment Process**

EEC live is used, the the risk assessment process is being done correctly and with the appropriate rigour.

**16. Review of Extra-Curriculum Provision**

Breakfast club is available. After-school clubs take place but there is now no expectation on staff to run clubs, they do this voluntarily. Governors discussed some of the after-school club provision including the uptake from and opportunities for PPG children.

**17. Review of Policies**

- a. Anti-Bullying – no changes – approved.
- b. Marking – This is being reviewed across the MAT.
- c. Lettings – ADMAT policy.
- d. Educational Visits (carried forward) – on hold until confirmation of whether it is going to become an ADMAT policy.

**18. Any Other Business**

Admissions Policy was previously approved on 1 Dec 17. The Chair signed a copy.

The Clerk discussed the forthcoming LGAB review and the governors welcomed this review.

**19. DONM**

Summer 1 and 2 meeting dates confirmed as 4<sup>th</sup> May and 22<sup>nd</sup> June respectively, both starting at 9.15am at WHA.

Meeting closed at 10.55am

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