

06/11/17

### Minutes

**Windmill Hill Academy; Local Governing Board; Autumn 2**  
**Friday 1<sup>st</sup> December 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:** Emma Gilbert (Chair), Karin Clark, Ruth Bawden, Andrew Terry (HoS)

**Apologies:** Emmie Downing

**Not Present:** John Harris

**In Attendance:** Clerk, Jo Callow (EHT)

It was noted that Paul Smith is no longer a governor.

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

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

3. **Confirm Minutes of LGB Meeting Autumn 1 (29<sup>th</sup> September 2017) and Matters Arising**

- Draft Impact Statement (Chair with assistance from AP & Clerk). *Clerk drafted an impact statement that is now with the Chair, and will be completed soon and posted on the website.*

Governors agreed the minutes and the Chair signed a copy.

4. **Confidential Agenda Items**

None.

5. **HoS Report**

**EG challenged the end of Yr 1 data on attainment – the below track for writing is quite high and SEND is very low.** Consistency of teaching staff and other issues have contributed to this. **EG challenged how the Yr 2 teacher is getting on with this cohort** and HoS clarified that all is well, and the teacher is being supported.

**EG challenged Yr 4 as PPG was low in writing and there are some other inconsistencies. She also challenged that writing seems to be an issue across the school and is this the same across other schools?** HoS and governors discussed the issues and the need to learn this skill despite the use of tablets and keyboards.

**RB challenged whether writing is all about grammar or is the children's ability for creative writing challenged too?** HoS explained what was involved and the governors discussed this in further detail.

**EG challenged the figures for Yr 5, especially PPG and the boys.** HoS confirmed that these scores have been low since KS1. Inconsistencies across the classes have not helped but it is improving.

EG completed training to be Chair of Governors recently and is attending HR training in January. EG suggested that RB would benefit from this training too as Vice Chair.

**6. Review School Risk Register**

This was completed with HoS and governors earlier in the term. The top 3 risks are (1) Possible decline in standards of teaching and learning, (2) Safety of school users when arriving and leaving school and (3) Financial security – reduction in staffing impacting on data and wellbeing.

**7. AIP Update and Agreement**

HoS updated the governors on the new AIP and the priorities were allocated to governors:

- Embed visible learning – All
- Attainment for KS1 – ED
- Yr 6 to reach expected standard – perhaps new governor lead for KS2?
- Close the gap with disadvantaged pupils – EG, All
- Curriculum subject development – *ED requested to do this until other governors on board.*
- Maths mastery – EG
- Whole school development of expectations and consistency of standards – All

*JH is requested to take on PE until other governors are on board.* The governors discussed the division of responsibilities and the need to get more governors.

**8. Governor Visit Feedback**

RB attended performance management committee and a discussion on the impact statement. She also visited the afternoon tea event but has not had the time to do more this term.

EG attended performance management committee, is working on the impact statement and has taken on the role of ADMAT Finance Director. She also visited the food bank whole school assembly and took part in the new classroom planning (horsa hut replacement). She also attended the 'Chairing skills' course at the Diocese of Exeter.

**9. Update on Teaching Staff Performance Management and Pay**

Separate committee held to cover this.

**10. Budget Review**

No issues to report. There have been problems with the heating, compounded by the age of the building, which is likely to require some capital expenditure to ensure the school remains warm for the children. The Clerk will note this at the RSS and FSD.

**11. Premises and Fixed Asset Register Update**

EG, JC and AT met reference the new classroom build. The build is due to start during May half term ready for the start of the next academic year. To save money on temporary buildings that can be put into something else, Yr F will likely go into the school hall for the last half term. **RB challenged if the play ground space will reduce and KC challenged if**

**the play areas will be enclosed safely away from building works.** HoS confirmed that the playground will be re-organised so that playing space will not be lost. Governors discussed the layout and access during and after the building work. **EG challenged whether anything has happened with the area behind the school and the safe access issues.** Governors discussed the need for this to be done, and the issues including the narrow entrance, the need for a one-way system and heightened speed bumps. It is an accident or fatality waiting to happen and the governors are determined to do something before this happens.

**Action: Clerk will draft letter for AT and EG that will be sent on to the local councillor. Clerk, EG & AT**

KC updated governors on the asset register using the parago system.

**12. Safeguarding Governor's Report**

No issues to report.

**Action: Check the Single Central Record. JH**

**13. PE Impact Governor's Report**

Provision and initiatives are having a positive impact and will continue. Governors have witnessed the positive impacts.

**14. Keeping Children Safe in Education**

All staff have had updated safeguarding training. 'My Concern' is getting used much more. Governors discussed the level of concern that is entered and HoS explained. **RB challenged if there are many children raising constant concerns?** HoS confirmed there are 2 or 3 and outside agencies are involved where necessary. The Clerk mentioned the new safeguarding policy and HoS explained what Operation Encompass entails.

**15. Holiday/Inset Dates for 18-19/19-20**

Governors are content.

**16. Review of Policies**

- a. SRE – no changes. Governors content and discussed the Yr 6 SRE education visit.
- b. Admissions Agreement – complete.
- c. Other subjects – none.

**17. Any Other Business**

None.

**18. DONM**

Spring 1 will be **Thurs 1<sup>st</sup> Feb 18 at 9.30am**. Spring 2 will be Fri 16<sup>th</sup> Mar 18 at 9.15am. Provisional date for Summer 1 is Fri 4<sup>th</sup> May and Summer 2 is Fri 22<sup>nd</sup> Jun 18 both at 9.15am.

The 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