

15/07/17

Minutes

Windmill Hill Academy; Local Governing Board; Summer 2 Friday 30th June 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 (Acting Chair), Ruth Bawden, Emmie Downing, Karin Clark, Andrew Terry (HoS), Jo Callow (EHT)

Apologies: Paul Smith, Ali Parsons, John Harris

In Attendance: Clerk

In the absence of AP, EG chaired the meeting.

2. Declarations of Interest Relevant to this Agenda

AT, KC and JC are employees of ADMAT.

3. Confirm Minutes of LGAB Meeting Summer 1 (12th May 2017) and Matters Arising

- Confirm DBS clearance for ED. *Confirmed.*
- Review Governor responsibilities. Clerk. *See item 8*

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

4. Confidential Agenda Items

None

5. HoS Report

The Chair challenged how the progress stands? HoS briefed that Yr 2 average is 75%. GDS required improvement and this has happened. KS1 is looking fine. KS2 SATs results not in until early July. **The Chair challenged how the children were when they attempted the SATs?** HoS and KC confirmed that they were positive at the start, the tests were hard but the children were generally happy. JC read out some figures and the Governors were pleased with progress, especially GDS.

HoS highlighted allocation of teaching staff as laid out in HoS report. **The Chair challenged why there is a change around?** JC stated that it is good practice to do so and HoS confirmed it will give better balance across the school. **RB challenged how the staff feel about it?** HoS confirmed that staff are happy and that changing around broadens their experience and CV.

Horsa hut bid has gone to appeal. Hopefully a result will be known in July. Governors discussed the issue and options available.

6. AIP and Next Steps

AIP is progressing well. The next step is to re-evaluate following the SATs results and the data is confirmed.

KC left the meeting.

7. Visible Learning Update

So far training has been one inset day and 2 twilight sessions. It has been put into practice in the classrooms. **The Chair challenged what this actually means for the children?** HoS explained that children take responsibility for their learning. Governors agreed that it seems to be working because children are more inquisitive about their learning. HoS explained some of the processes and stated that it is a journey but the start of it has been positive. **The Chair challenged which year has started it,** and HoS confirmed that it is throughout the school. The Governors decided to visit the learning pits after the meeting.

8. Governor Responsibilities

The Clerk will put together a list for the next meeting.

Action: Carry forward to Autumn 1. Clerk

9. Review Parental Engagement

Various parental engagement activities have occurred at KS1 and KS2 level. The project show case happens each term. Parents have been invited in for maths challenges with KS2. The Governors discussed the issues with getting parents to come and join in such as work, time available, confidence and language, and ways in which to overcome these and breakdown barriers.

10. Educational Services for Pupils and Parents

JC explained how the SLAs are accessed through the Business Manager in the central team.

11. EAL Proficiency Levels

EAL students are given a code against their competence in English (A is new to English whereas E is fluent). HoS highlighted the figures at KS1 and KS2. **The Chair challenged who qualifies for EAL?** JC confirmed that it is if English is an additional language, or if parent declares it at the start.

12. Safeguarding Governor's Report

S157 safeguarding audit has been submitted.

13. Governor Visit Feedback

RB noted reports for her visits are on the portal. She noted that when visiting a show case event, there was confusion over timings. She also visited reflection time with Yr 3 and visited Yr 6. She was impressed with reflection time especially as the children were looking to each other for inspiration. She commented that the Easter egg bingo was very popular with the parents and children. The Chair noted a positive visit and has been working on the home-school agreement with AP.

KC returned.

14. Premises Update

A quote for fencing behind the school is being looked at as well as the area behind the school. A shed has been purchased for storage. **The Chair challenged if there is still litter and broken bottles in the area behind the school.** HoS confirmed that the children don't have access to the area as gates are locked. If cleared, it will not be easy to hide in there and create a mess. Class 4 and 5 are having a make over during the summer period such as new desks, chairs, shelving, painting and new interactive boards. **RB challenged that the boys' toilets have peeling paint and lights are not working well.** HoS confirmed that this is being looked at. Horse hut previously covered.

15. Budget Review

Budgets have been approved by Directors. The new system will allow better scrutiny and this will be done by senior leaders and the Finance committee, as well as the Governors.

16. Review Website Compliance

Website is compliant. eschools do an audit regularly and one is due soon. KC explained the main website and the learning environment behind it.

17. On-Line Safety Compliance Review

KC confirmed on line safety is as it should be and explained the processes behind it.

18. Review of Policies

- a. On-line Safety (link with item 17) – approved.
- b. Home/School Agreement – EG explained the process for amending the Home/School agreement and it is now more user friendly and tight. She highlighted some areas that needed to be clearer such as taking photos, using facebook etc. HoS thanked EG and AP for their work on this.
- c. Complaints – ADMAT policy, Governors aware.
- d. Library – approved.
- e. English – approved.

19. Any Other Business

Data protection – Chair noted that high standards required but this should be a given in a school. KC raised an issue of memory stick passwords and JC will take this up with the central team. If this can't be resolved, Clerk will take to RSS.

Action: Memory stick passwords. JC

The Clerk reminded everyone of the need for an impact statement next term and for volunteers for Chair/Vice Chair.

EG offered an opportunity to raise money by parking during summer holidays. JC stated that this will need to be checked with the central team for insurance purposes.

20. DONM

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

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 (designate)
Will Hermon	Executive Head/CEO
Paul O'Brien	Chair Board of Directors