



08/11/19

Minutes

Windmill Hill Academy; Local Governing Board; Autumn
Friday 8th November 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 (Chair), Patricia Orridge, John Harris, Sherrille Paterson, Linda Millard, Abby Bassett (HoS), Jo Callow (EHT)

Apologies: Emma Gilbert

In Attendance: Governance Officer

2. Declarations of Interest/Pecuniary Interests Relevant to this Agenda

JH & LM completed annual declarations. No interests relevant to this agenda.

3. Elect/Re-elect Chair & Vice Chair

RB elected as Chair and JH elected as Vice Chair.

4. Annual Paperwork & Admin

Governors agreed to abide by the Code of Conduct, and confirmed that have received and seen the latest version of KCSiE.

5. Confirm Minutes of previous meeting (9th July 2019) and Matters Arising

- Carried forward twice – Information/data protection visit (JH). *Will be covered at the working group in Spring term.*
- Carried forward - Safeguarding/SCR visit (JH). *Completed on 16 Oct 19.*

LGB agreed the minutes are an accurate reflection of the meeting and the Chair signed a copy.

6. Confidential Agenda Items

Two items are covered at the confidential minutes.

7. HoS Report

a. Confirm Current Top 3 Risks

Risks agreed as (1)Data, (2) Finances, (3) Uncertainty stemming from political climate and Brexit.

b. Data

The Chair challenged AB on the pupil achievement and progress figures. AB explained some of the history with the various cohorts, staffing issues and the knock on effect from previous provision. AB noted that when the data is looked at over 3 years, the trends are

not all negative. **The Chair noted that the SATs results were disappointing and unexpected, and challenged what interventions are being put in place to improve this and ensure that we understand the picture better?** AB explained the interventions that are in place and how these will be measured. **The Chair queried when the next 'yardstick' will be to assess progress?** AB explained that this will be looked at in December. The Chair requested that AB produce a list of interventions so the governors are aware of what is in place, and **PO challenged that it would be good to be able to assess whether each intervention is actually having an impact, so we can maximise those that do and stop the ones that don't.**

c. Improvement & Priorities for next Plan

Exceptions reports were produced for each area of the current improvement plan so that governors can see the impact of each priority so far. JC briefly noted each priority and the outcome. Governors discussed new priorities for next year and it was agreed that Maths, reading, curriculum, and SEND/disadvantaged would be appropriate.

The Chair challenged whether there was improvement in parental engagement with the new extended parent/teacher consultations? AB confirmed that the previous 10 min sessions sat at 74% attendance by parents. After the first extended session this sat at 82% and now sits at 91% with lots of positive feedback. The governors discussed that this is a positive trend and that extended sessions do allow more time for parents to engage in their child's education. JC confirmed that the cost of these sessions was covered in house with other staff. Governors thought it wise to continue monitoring this initiative.

d. Curriculum Update

Curriculum discussed in detail at the working group. AB updated the governors and noted that the curriculum material is all on the website. Neil Swait will be conducting a visit soon and the report will be made available to the governors.

e. Attendance

Attendance was below national at the end of last year but has improved so far this term and is sitting at 96.8%. AB has produced the data for attendance across various groups such as SEND and disadvantaged, so that any trends can be identified. Governors requested to be kept updated on attendance levels.

f. Discipline/Behaviour/Exclusions

AB noted one fixed term exclusion and that provision has been put in place; no details were given. Behaviour policy has been updated to reflect 'respecting rights' and TIS. Patterns of behaviour are being monitored to ensure that there are no underlying safeguarding issues. Embedded TIS has helped with discipline.

The Chair noted that she attended the Pupil Parliament and that it was very positive. The governors discussed this and noted how engaged the children are with this initiative.

8. Safeguarding/SCR/KCSiE

JH completed a safeguarding visit and has completed on-line safeguarding training. JH met with CP for a safeguarding visit – no issues to report.

9. Admissions

Admissions policy approved.

10. Working Group

Present at Autumn working group; JC, AB, RB, PO, SP & JH. Minutes key outputs from working group; discussion on responsibilities, cyclical plan, admissions, top 3 risks, agreement on Chair position, curriculum, mission statement and website, SEF, improvement and some policies were approved.

Spring working group on 22 Jan 2020 at 1.30pm will discuss website compliance, on-line safety, data protection/GDPR, SEF, confirm priorities for improvement plan and look at SRE & first aid policies. Attendance will be JH, PO & RB.

11. Visit Feedback (All)

- Information/Data protection (JH) *carried forward, will be covered at Spring working group.*
- Safeguarding (JH) *Completed on 16 Oct 19. See separate report.*
- Follow on SENDCO visit (RB). *Report done 14 Nov, further meeting with SENDCo will occur.*
- PM Discussion 16 Oct 19 (RB & JH). *Complete.*
- PE initial discussion with PE lead (SP). *SP has touched base with PE lead but will conduct proper look at PE impact in spring term.*
- Pupil's Parliament (RB). *Attended and RB noted that it was very impressive.*
- Meeting with CEO (RB). *The Chair noted that her discussion with the CEO included the IDSR, funding for additional provision, the positives and the spirit of the school, and prep for Ofsted.*

Visits for the rest of this term and spring term will be:

- Curriculum visit – ICT (JH) – 13th Nov 19
- Pupils Parliament & Ofsted Prep (RB) – 4th Dec 19
- SEND (RB) – Spring term
- PE Impact (SP) – Late Autumn or early Spring term

12. Confirm Policy Approval

- Admissions** – approved
- Accessibility Plan** - approved
- Behaviour** – approved
- First Aid** – to be covered at Spring working group
- SEND** – approved
- Children with health needs who cannot attend school (Access to Education)** – approved
- Supporting Pupils with Medical Conditions** – approved
- SRE** – to be covered at Spring working group

Other policies that the governors were consulted over (noting that these are not statutory):

- **Allergy Awareness**
- **Allergen**

13. AOB

The Chair noted the issues with access to the school and the safety concerns, and whether the path through the woods can be adjusted to make it safe and usable in order to reduce footfall at the main entrance (as this involves children walking out on to the road).

Action: Chase this work with the operations officer at the central team (AB/JC).

The governors formally welcomed AB to her role as HoS.

14. DONM

Date of Spring term full Board meeting is Friday 6th March 2020 at 9.30am at WHA. Summer term is planned for Friday 19th June 2020.

Meeting closed at 11.25

TJH Martin

ADMAT Governance Officer

Distribution List:

Ruth Bawden	Chair/Co-opted Governor
John Harris	Vice-Chair/Co-opted Governor
Emma Gilbert	Parent Governor
Pat Orridge	Co-opted Governor
Lin Millard	Staff Governor
Sherrille Paterson	Parent Governor
Abby Bassett	Head of School
Jo Callow	Executive Head Teacher
Will Hermon	CEO
Graeme Barriball	Chair Board of Directors